

**CITY OF PALMER  
ACTION MEMORANDUM NO. 11-048**

**Subject:** **Subject:** Authorize the City Manager to Negotiate and Execute a Contract for Appraisal Services for of Mat-Maid Block Properties with Statewide Appraisal Services in an Amount Not to Exceed \$21,500

**Agenda of: September 13, 2011**

**Council Action:** Authorized \_\_\_\_\_

**Approved for presentation by:**

**City Manager** \_\_\_\_\_  
**City Attorney** \_\_\_\_\_  
**City Clerk** \_\_\_\_\_

*J. B. Griff*  
*[Signature]*  
*[Signature]*

**Certification of Funds:**

Total amount of funds listed in legislation: \$ 21,500

This legislation (√):

- Has no fiscal impact
- Funds are budgeted from this (these) line item(s):      ➤      08-01-10-7140
- Funds are not budgeted. Budget modification is required. Affected line item(s):

Unrestricted/undesignated fund balance (after budget modification)      \$ \_\_\_\_\_

Director of Administration signature certifying funds:      \_\_\_\_\_

**Attachment(s):**

- Appraisal of Mat-Maid Properties Bid
- Tabulation

**Summary statement:** On October 5, 2010, the City of Palmer voters approved Proposition 2 to issue no more than three million dollars (\$3,000,000) in general obligation bonds to pay the costs of acquiring the real property located on the City Block known as the Mat-Maid Block. There are seven parcels in the block which total 8.74 acres.

A Request For Proposals (RFP) for appraisal services of the parcels in question was issued on July 29, 2011. The RFP was advertised on July 29, 2011 and August 7, 2011, with a bid opening on August 16, 2011. One bid was received and publicly opened and read aloud on Tuesday, August 16, 2011, at 2 p.m. Statewide Appraisal Services was the only bidder and their bid was \$21,500.

This was the second round of bidding for this project. The first round also produced only one bid and was rejected by the City Manager under provisions of PMC 3.21.190 C. because the bid exceeded the budget for these services. The \$21,500 bid is deemed to be a competitively priced bid and is within the budget for this important work.

Obtaining current appraisals for the seven parcels is critical to begin negotiations for purchase of the seven Mat-Maid Parcels. The plan is to meet with the City Council when the appraisal is

complete and obtain direction regarding parcel price negotiations.

**Administration recommendation:** Approve action memorandum 11-048.



**Request for Proposal**  
**RFP: 11-003CM**

**Appraisal Services for the  
Mat-Maid Block Properties**

**City of Palmer  
City Manager's Office  
231 W. Evergreen Avenue  
Palmer, AK 99645**

**Deadline for Submittal:  
August 16, 2011  
No later than 2:00 pm**

**Issued: July 29, 2011**



**REQUEST FOR QUALIFICATIONS and PROPOSAL  
RFP 11-003CM**

**COMMERCIAL REAL ESTATE APPRAISER**

**City of Palmer, Alaska**

**1.0 Background**

On October 5, 2010 the City of Palmer voters approved Proposition 2 to issue no more than three million dollars (\$3,000,000) in general obligation bonds to pay the costs of acquiring the real property located on the City Block known as the Mat-Maid Block.

There are seven parcels in the block which total 8.74 acres. One of the parcels is currently held by the State of Alaska, Division of Agriculture, Agriculture Revolving Loan Fund. One parcel is owned by Crowley Petroleum, a multi-national company and another is owned by the non-profit Palmer Arts Council. The remaining four parcels are in private ownership.

The City has retained the services of a Real Estate Attorney to assist with the purchase of the parcels. Preliminary meetings with the property owners have been held to ascertain their willingness to negotiate to sell. The next step is to retain the services of a licensed commercial real estate appraiser to appraise each of the seven parcels.

A Request for Proposal (RFP 11-002CM) was issued on June 30, 2011 and opened on July 21, 2011. The bid received exceeded budget availability and all bids were rejected in the best interest of the City as permitted under Palmer Municipal Code 2.21.190C.

**2.0 Purpose**

The City of Palmer is seeking to contract with a certified/licensed commercial real estate appraiser through the issuance of a Request for Proposals. The City seeks certified/licensed appraisers with experience in commercial land appraisals to appraise the seven parcels of land in the Mat-Maid Block, provide separate appraisal reports for each property, and assist the City in developing fair and reasonable purchase prices based on the appraisals so that the City can negotiate with each of the property owners.

**3.0 Objective**

The objective of this RFP is to have one certified/licensed commercial real estate appraiser determine the appraised value of the seven parcels in order to provide the City with the necessary information to determine purchase prices so that the City can negotiate purchase agreements for each parcel. The appraisals shall be conducted in adherence to the Uniform Standards of Professional Appraisal Practice

(USAP), other applicable appraisal practices established by the industry for commercial real estate appraisals, and applicable state and federal law.

#### **4.0 Scope of Services**

The City of Palmer is seeking a qualified, certified/licensed commercial real estate appraiser to perform a specialized range of potential services. This list does not define the scope of work for the entire project – it simply provides examples of the type of tasks the City may request from a qualified Proposer. Specific tasks will be identified when the work plan is finalized.

##### Key Components of Proposer's Scope of Work

- a) Appraise the seven parcels as described in Attachment A
- b) Establish project work plan and timeline
- c) Provide a detailed description of the approach and methodology to be used in this project, including an implementation plan that sets forth the most realistic value methodology to be used, alternative value methodologies if necessary, the pros and cons of the different value methodologies, and an explanation of qualifications, if any, that will be included in final appraisal reports
- d) Provide the City with appraisal reports that establish values to be used to develop purchase prices to be used by the City
- e) Work with the City's Project Management Team, including the City's real estate attorney, in establishing purchase prices based on the appraised values, and the information and data necessary to support these prices during the City's negotiations with property owners

#### **5.0 Submittal Requirements**

Responses to this RFQ must contain the following information:

- a) A cover letter/statement of interest indicating the Proposer's interest in the project and willingness to enter into a contract with the City of Palmer. The letter shall be signed by Proposer and/or officer of the company who has the authority to commit their firm to the proposed project.
- b) A summary of the Proposer's experience as it relates to the draft scope of work
- c) A description of a minimum of three (3) similar projects
- d) A minimum of three (3) references
- e) Employment or firm background
- f) Professional licenses and certifications
- g) Location of office
- h) Identity of person(s) who will work directly with the City, and other support appraisers, if any
- i) A detailed discussion on how the above-described scope of services will be undertaken
- j) Proposed total cost to the City. This would be a set price, and not an hourly rate.

The Respondent is encouraged to include as much pertinent data and information under each section as necessary to ensure proper evaluation of each section. Standard brochures and specifications may be submitted as additional material, but shall not be submitted as the primary qualification data.

Responses shall be limited to no more than twenty (20) sheets excluding references, resumes and covers.

**6.0 Proposal Specifications:** The following specifications must be adhered to in order to qualify your bid:

- a) Submit one unbound original and three copies of the sealed bid or proposal to:  
City of Palmer  
Attn: Alice Williams  
231 W. Evergreen Avenue  
Palmer, Alaska 99645
- b) Outside of sealed envelope **MUST** be clearly marked "**Appraisal Services Proposal**". If the envelope is not marked and is opened in error, the proposal/bid may be disqualified.
- c) Any envelope received after the time specified on the Request for Proposals will be refused and will be returned unopened to the originator. It is the responsibility of the Proposer to make sure the document is delivered by the deadline. If the courier service chosen arrives after the deadline, the delivery time will be recorded on the bid envelope before being returned to the sender. There are no exceptions to this policy. If a copy of the Proposal score sheet is being requested, please include a stamped, self-addressed envelope with your proposal.

**Protest:**

A protest based on alleged improprieties or ambiguities in this request for qualifications must be filed at least (five) five days before the due date of the proposal. Proposers wishing to file a formal bid protest concerning an bid award/recommendation shall submit the protest in writing including the name, address, telephone number, and continuously operating fax number of the protester, identification of the request at issue, and a detailed statement of the legal and factual grounds for the protest to the City Manager's Office, Attn: Alice Williams, 231 W. Evergreen Avenue, Palmer, Alaska 99645 within two working days after a notice of intent to award the contract is issued pursuant to Palmer Municipal Code 3.21.290. Upon receipt, the City Manager will review the protest. The City shall send a written response regarding the protest to all the vendors that participated in the bid submittal.

**7.0 Schedule**

Sealed responses for **RFP 11-003CM, Appraisal Services Proposal**, will be received until **2:00 p.m. August 16, 2011**, at the Palmer City Hall, Attn. Alice

Williams, 231 W. Evergreen Avenue Palmer, Alaska 99645. All sealed responses being hand delivered must be time stamped and logged in at the information desk. The sealed envelopes must be clearly marked "**Appraisal Services Proposal**". The City assumes no responsibility for responses received after the due date and time, or at any office other than that specified herein, whether due to mail delays, courier mistakes, mishandling, inclement weather, or any other reason. Late responses shall be returned unopened, and shall not be considered for selection. There will be no exception to this policy.

## 8.0 Method of Selection

Selection Process: From the responses received, the City anticipates at least two (2) firms/individuals may be selected for further evaluation based on the established evaluation criteria. These firms/individuals may be requested to submit additional information concerning past performance with previous work, references, etc. These firms/individuals may be required to make an oral presentation to the Selection Team. Such a presentation will provide an opportunity for the firms to clarify the information provided in their proposal. If oral presentations are given, the final decision of the Selection Team will be based only on the tabulation from the oral presentations, the initial ranking will not be used. The Selection Team will present its recommendations to the Palmer City Council, which has the authority to make the final determination and award contracts.

Evaluation Criteria: The qualifications shall be evaluated using the following criteria:

	<b>Criteria</b>	<b>Points</b>
A.	RELEVANT EXPERIENCE – Provide detailed relevant experience of similar projects which includes names of clients, contact person and current phone numbers, brief description of service performed, date of service. The City may contact any or all of the listed clients for a reference.	30
B.	PROFESSIONAL QUALIFICATIONS – Provide a brief description of your background and identify the scope and nature of services routinely performed by you and/or your firm. Identify the type of business (corporation, partnership, sole proprietor, etc.).	20
C.	PROJECT PERSONNEL - Provide information on the qualifications and work histories of personnel proposed for this project. Include organization profile and proposed project management, specific names and functions of personnel assigned to the project, and evidence of current professional registration for each person identified, Briefly describe each team members' role on this project and the time each person is expected to work on the project.	15

D.	PROJECT APPROACH – Describe the methodology to be employed in completing the tasks and deliverables of this RFQ.	15
E.	OTHER FACTORS – Proposers capacity and willingness to proceed, willingness to abide by the City’s standard form agreements with few or no objection or changes, and relevant factors impacting the quality and value of work.	10
F.	PROPOSED FEE – The cost the Proposer proposes to the City for performance of the services required under this solicitation.	<u>10</u>
	<b>MAXIMUM TOTAL POINTS</b>	100

Final Selection: The City will enter into negotiations with the appraiser evaluated to be the most qualified based on the criteria defined above. If fair and reasonable compensation, contract requirements, and contract document can be agreed upon with the most qualified proposer, the contract will be awarded to that Proposer.

## 9.0 General Information

Addenda and Interpretation: Any request for interpretation or requests for changes to response specifications received by the City before 2:00 p.m. August 8, 2011, will be given consideration. All requests should be faxed to 907-745-0930, Attn: Alice Williams or emailed to [awilliams@palmerak.org](mailto:awilliams@palmerak.org). Any changes made to this RFQ will be made in writing in the form of an addendum and if issued, will be mailed or sent by electronic means to all prospective respondents prior to the established response opening date. The Proposer shall acknowledge receipt of such addenda in the space provided therefore in the Bid/Response form.

In the event any proposer fails to acknowledge receipt of such addenda or addendum, his/her Proposal will nevertheless be construed as though it has been received and acknowledged and the submission of his/her proposal will constitute acknowledgement of the receipt of same. All addenda are a part of the Proposal Documents and each Proposer will be bound by such addenda, whether or not received by the Proposer. It is the responsibility of each Proposer to verify that he/she has received all addenda issued before the proposals are due.

Business Registration and Taxation: Proposers shall be properly licensed and insured in accordance with City policy and codes.

Contact: Questions from prospective candidates/firms can be directed to Alice Williams at [awilliams@palmerak.org](mailto:awilliams@palmerak.org).

Expenses Incurred in Preparation and Submittal of Proposal: The Proposer shall be fully responsible for any and all expenses incurred in the preparation and submittal

of this proposal. The City will accept no financial responsibility whatsoever as it relates to this proposal.

Hold Harmless Agreement: As a part of the agreement with the City and for the same consideration as provided for in the contract, the Proposer agrees to the fullest extent permitted by law to indemnify, hold harmless and defend the City, its officials and employees from and against all claims, damages, losses and expenses including attorneys' fees and appellate attorney's' fee arising out of or resulting from the performance of the work , providing that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease, death or personal injury, or the injury to or destruction of tangible property including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act or omission of the Proposer, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

In any and all claims against the City or its agents or employees by the employee of the Proposer, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Proposer or any subcontractor under Worker's Compensation acts, disability benefit acts, or other employee benefit acts.

Nondiscrimination: City of Palmer policy requires Proposers, vendors, or other entities that conduct programs, services or activities on behalf of the City to comply with the requirements of the Americans with Disabilities Act. Furthermore, City policy requires that vendors, contractors, Proposers will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, or marital status.

Professional Services Agreement: The Proposer selected as the successful responder will be expected to enter into a Professional Services Agreement with the City of Palmer. A copy is attached to this RFQ.

Public Records: Respondents should familiarize themselves with the provisions of the Public Records Law, AS 40.25.110-120. Contents of proposals, bid tabulations and evaluations will become a public record pursuant to AS 40.25.110-120 upon the City Council's approval of a contract award.

Term: It is the intent of the City to enter into a contract with the successful proposer for the length of the project.

## **10. MINIMUM INSURANCE REQUIREMENTS**

Proposer shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Proposer, his agents, representatives, employees or subcontractors. Insurance shall be obtained

from insurance companies that are permitted carriers by the state of Alaska for the types of insurance required by the City.

Workers Compensation

\$500,000 Employers Liability and Workers Compensation as required by Alaska State Workers Compensation statutes

Minimum Limits

Statutory

Comprehensive General Liability

Bodily Injury and Property Damage Liability  
Premises Operations including explosion, collapse, and underground; Products and Complete Operations; Broad Form Property Damage; Blanket Contractual; Personal Injury; Owner's/Contractor's Protection

Minimum Limits

\$1,000,000  
Combined Limit Each Occurrence and \$2,000,000 Aggregate

Comprehensive Automobile Liability

Bodily Injury and Property Damage, including all owned, hired and non-owned automobiles

Minimum Limits

\$1,000,000 Combined Limit per Accident

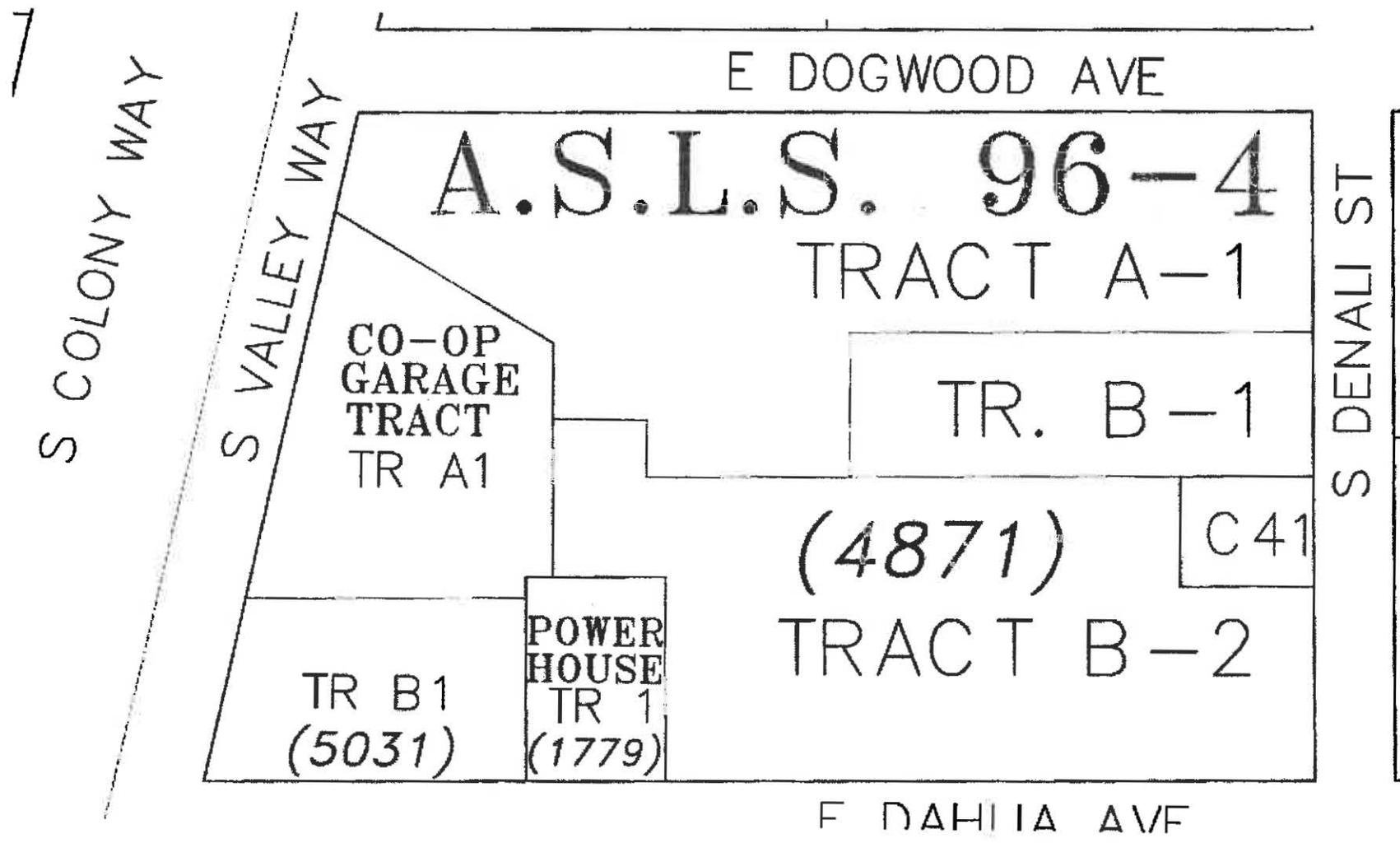
E & O/Malpractice Insurance

Minimum Limits

\$1,000,000 per occurrence/\$1,000,000 aggregate



**MAT-MAID BLOCK**







**Bid Opening for Appraisal Services – Mat-Maid Block Properties  
Bid #11-03CM  
August 16, 2011  
2 pm**

---

**A. Call to Order**

The bid opening for Appraisal Services – Mat-Maid Properties, Bid #11-03CM was called to order at : pm in the council chamber, Palmer, Alaska.

**B. Present**

Staff present:

**Name:**

**Title:**

Doug Griffin

City Manager

Janette Bower

City Clerk

Members of the public present:

**Name:**

**Title:**

**C. Bids Received**

The following bids were received:

Name: Statewide Appraisal Services  
Address: 2970 E. Cottle Ln No. 100 Ukeilla AK 99654  
Phone: 373-6426  
Email: stwdappr@matnet.com

*listed on  
page 4  
w/ conditions*

Base Bid Amount: \$ 21,500  
Additive Alternatives: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Base Bid Amount: \$ \_\_\_\_\_  
Additive Alternatives: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_

Comments:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Base Bid Amount: \$ \_\_\_\_\_  
Additive Alternatives: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_

Comments:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Base Bid Amount: \$ \_\_\_\_\_  
Additive Alternatives: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_

Comments:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Base Bid Amount: \$ \_\_\_\_\_  
Additive Alternatives: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_

Comments:

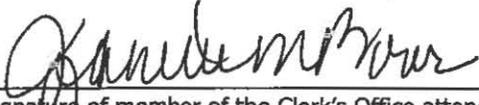
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Base Bid Amount: \$ \_\_\_\_\_  
Additive Alternatives: \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_

Comments:

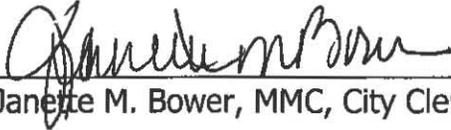
**D. Close of Bid Opening**

The bid opening closed at 2:07 pm.



\_\_\_\_\_  
Signature of member of the Clerk's Office attending the bid opening

I hereby certify that the bids listed were received prior to the established deadline and remained sealed until the bid opening was called to order.



\_\_\_\_\_  
Janette M. Bower, MMC, City Clerk

Copies given to:

- \_\_\_\_ Attorney
- City Manager's Office
- \_\_\_\_ Department of Community Development
- \_\_\_\_ Department of Finance
- \_\_\_\_ Department of Public Works
- \_\_\_\_ Department of Public Safety