



REQUEST FOR PROPOSALS

RFP No. DH22-028

Term Contract for
Appraisal Professional Services

Date of Issue: April 26th, 2022

Issued By:

Carl J. Uchytel

Carl Uchytel, PE,
Port Director

Term Contract for Appraisal Professional Services RFP No. DH22-028

SCOPE AND INTENT: The purpose of this document is to solicit proposals from qualified Appraisers to provide appraisals to Docks & Harbors. The proposed term contract will cover small projects not-to-exceed \$5,000 each. The intent is to select up to two term contractors for these services.

REQUEST FOR PROPOSAL DOCUMENTS may be obtained from Docks & Harbors Port Director's Office, 76 Egan Drive, Juneau, AK 99801, telephone (907) 586-0292.

QUESTIONS REGARDING THIS RFP: Carl Uchtyl, Docks & Harbors Port Director, phone (907) 586-0294, fax (907) 586-0295 is the sole point of contact for all issues pertaining to this procurement. No oral interpretations concerning the RFP will be made to any person. *Requests for an interpretation must be made in writing and delivered or sent by fax to the CBJ Docks and Harbor at least 4 days before the submittal date.*

PRE-PROPOSAL MEETING: A non-mandatory pre-proposal meeting will be held in the conference room at Docks & Harbors Port Director's office, 76 Egan Drive, Juneau, AK 99801 at **1:00 PM, Wednesday, May 18th, 2022**. Persons interested in submitting a proposal are encouraged to attend.

DEADLINE FOR PROPOSALS: Five (5) copies of the proposal, in a sealed envelope will be received until 2:00 p.m., Alaska Time on Monday, June 6th, 2022, or such later time as the Port Director may announce by addendum to plan holders at any time prior to the deadline. Late proposals will not be accepted and will be returned, unopened.

NOTE: Mailing/delivery times to Alaska may take longer than other areas of the U.S.

Proposal documents delivered in person or by courier service must be delivered to:

PHYSICAL LOCATION:
City and Borough of Juneau
Docks & Harbors, Port Director's Office
76 Egan Drive
Juneau, AK 99801

Proposal documents delivered by the U.S. Postal Service must be mailed to:

MAILING ADDRESS:
City and Borough of Juneau
Docks & Harbors, Port Director's Office
155 South Seward Street
Juneau, AK 99801

GENERAL INFORMATION

This Request for Proposals (RFP) defines the scope of the project, explains the procedures for selecting a firm to provide the requested services, and defines the documents required to respond to the RFP.

Purpose: The purpose of this document is to solicit proposals from qualified Appraisers, who are on the State of Alaska Department of Natural Resources list of qualified appraisers, to provide appraisals to estimate the annual market value that a comparable class of private property would bring in the open market with the same conditions of lease as offered by the City and Borough of Juneau through individual Project Agreements. Each Project Agreement will be generally limited to a maximum award of \$5,000. If a Project Agreement is assigned to a Contractor, a scope of work, schedule and fee will be mutually agreed upon by Docks & Harbors Project Manager and the Contractor.

Although the primary intent of this RFP is to solicit for qualified appraisers to conduct property appraisals, Docks & Harbors reserves the opportunity to offer services in support of its role in managing its property portfolio. Docks & Harbors has the right to refuse proposals deemed unreasonable. After a signed Project Agreement between Docks & Harbors and the Contractor has been completed, a Notice to Proceed and a purchase order will be issued.

Scope of Services: It is the intent of Docks & Harbors to enter into a term contract with as many as two Qualified Appraisers to prepare appraisals as outlined in 05 CBJAC 50.050 and all applicable standards in the current edition of Uniform Standards of Professional Appraisal Practice (USPAP) published by the Appraisal Foundation Services which may include but not be limited to:

- The appraiser must make an onsite inspection of each appraised property and comparables. If a valuation error results due to lack of adequate inspection, the appraiser will be required to do an onsite inspection at the appraiser's own expense. The port director may allow exceptions to these inspection requirements, if special conditions warrant. Any exceptions must be authorized in writing by the port director before work begins.
- Reports must contain onsite photographs of all appraised properties and comparable properties inspected. Photographs must clearly illustrate the character and quality of the properties and must clearly approximate property corners and boundaries with marks on the photographs or explanatory captions. Low altitude photographs are acceptable if they meet the above criteria. All subject photographs are preferred in a digital format, with the appraiser waiving the right to their use in future city and borough publications.
- The report must contain legible and clearly readable copies, showing the size and dimensions of each parcel appraised. Legible plat notes must be included.

- Comparable land data.
 1. Comparable land data sheets are required for all reports, and must include a complete legal description, recording information, and a photograph of the comparable that meets the required standard for photographs.
 2. A comparable land location map is required, showing the location of the comparable in relation to the appraised properties and other comparable properties.
 3. Whenever possible, all transactions should be verified with a knowledgeable party (grantor, grantee, broker, lessor or lessee), either by the appraiser conducting the subject appraisal or by an appraiser who verified the information in another report. Failed efforts to reach knowledgeable parties shall be stated on the comparable land form.
- The appraisal report shall include an annual land rent comparison chart, stating location, date, rent, size in square feet and rent per square foot. When relating comparable transactions to the subject property, adjustments must be fully discussed and presented in an adjustment table. Such adjustments need to be defined in qualitative or quantitative terms, clearly stating which method is most reliable. Estimates based solely on the appraiser's opinion without explanation will not be accepted.
- The appraiser shall contact the applicant or lessee and offer an opportunity to discuss the appraisal and inspect the property with the appraiser. Contact with the lessee or applicant must be briefly described in the report.
- The appraiser should provide a PDF Copy of the report for review by the port director. The appraiser should then be provided to the port director in a PDF copy of the final, reviewed report.
- Upon request, analyze and summarize appraisals submitted by a lessee and provide briefings to the Dock & Harbors Board

Although the primary purpose of this contract is to perform work that has been pre-scheduled, there may be work that requires an immediate response.

Docks & Harbors does not guarantee that any Project Agreements will be made under this contract, nor guarantee any minimum contract value.

In the event that no appraisals are requested during the contract period, Project Agreements will not be assigned. Qualified Appraisers selected for the Term Contracts shall submit their current hourly rate, to be made a part of the Term Contract. If a renewal period is agreed upon, the hourly rate may be subject to a price adjustment.

Subcontractors: Subcontracting will be accepted only with written authorization from the CBJ Port Director. If a Subcontractor is accepted, the following requirements shall apply.

- A Subcontract Report shall be submitted from the Contractor
- Verification that Subcontractor is current in all taxes owed to the CBJ.

Appraiser Qualifications: The appraiser must be on the State of Alaska Department of Natural Resources list of qualified appraisers. DNR maintains and periodically updates a list of [qualified appraisers](#).

Contract Period: The initial contract period is from July 1, 2022 through June 30, 2023, with an option to renew for three additional one-year periods upon mutual agreement.

Background: Juneau is Alaska's Capital City. The CBJ Port Director's office is located at 76 Egan Drive, Juneau, Alaska 99801. The Port Director's office is located on the 2nd floor of the Seadrome Building.

Questions: Questions regarding this proposal will be handled by:

Carl Uchytel, Port Director
City and Borough of Juneau
Telephone: (907) 586-0294
Fax: (907) 586-0295

Office hours are 8:00 a.m. to 4:30 p.m. local time, Monday through Friday.

Sample Term Contract

Term contract clauses, hourly rates/mark-up percentages and insurance requirements are shown in Attachment 1 – Sample Term Contract.

RULES GOVERNING COMPETITION

Pre-Proposal

Examination of the Request for Proposals

Proposers should carefully examine the entire Request for Proposals (RFP) and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the services requested and the conditions likely to be encountered in performing the services.

Proposal Development

Confidentiality

The content of proposals will be kept confidential until the selection of a qualified Appraiser is publicly announced. All materials submitted in response to this RFP will become the property of Docks & Harbors. One copy shall be retained for the official files of Docks & Harbors and will become public record after announcement of the successful Proposer. Docks & Harbors will not return proposals to the Proposer. Docks & Harbors reserves the right to reject any or all proposals.

Proposal Submission Process

Proposals are to be prepared in such a way as to provide a straight forward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

This solicitation does not commit Docks & Harbors to select any qualified Appraiser for the requested services. All costs associated with the respondents' preparations, submission and oral presentations shall be the responsibility of the Proposer.

All proposals must be signed. A proposal may be signed by the Proposer or by an agent(s) only if the agent is an officer or a corporate representative authorized to sign contracts on the Proposer's behalf, a member of a partnership, or is properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature. Proposals must be received in the number of copies stated in RFP cover letter not later than the date and time specified in the cover letter. All copies of the proposals must be under sealed cover and plainly marked. Proposals not received by the date and time specified in the cover letter will not be considered.

PROPOSAL CONTENT REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability for the Selection Committee, proposals should be organized in the manner specified below:

Title Page

Show the Request for Proposals subject, the name of your firm, address, telephone numbers, name of contact person and date of submission.

Table of Contents

Clearly identify the materials by section and page number.

Letter of Transmittal

Briefly state your firm's understanding of the proposal requirements and summarize your capability to meet same.

Give names of the person(s) who will be authorized to represent your firm, their title(s), address(es) and telephone number(s).

The transmittal letter must be signed by a corporate officer who has authority to bind the firm and acknowledge receipt of all addenda. Failure to acknowledge addenda may result in the proposal being considered non-responsive and subject to rejection.

Past Record of Performance

Provide general background information on the firm including specialized experience, capabilities, and unique qualifications in the field.

Capacity of Firm

Discuss the Scope of Services and how the firm will provide the desired services.

Include a statement acknowledging the ability to perform work as a qualified Appraiser to meet potential project requirements for the variety of work listed under Scope of Services.

Hourly Rates and Mark-up

Provide the hourly rates of pay for personnel to be used on this project. Mark-up fees for expenses or for sub-contractor fees shall be limited to 10 percent. Hourly rates shall remain in effect for the life of each Project Agreement with no increase, unless authorized in writing.

Licenses

The proposal must include a statement indicating that all necessary business and corporate licenses are currently held by the Appraiser and must provide the license numbers. If all necessary licenses are not currently held, the proposal must indicate that the necessary applications have been made and that the firm is qualified for the licenses.

EVALUATION OF PROPOSALS

Criteria

Proposals will be evaluated and scored, using the criteria on the EVALUATION/RANKING page, found at the end of this document, in order to ascertain which proposal best meets the needs of Docks & Harbors. The items to be considered during the evaluation and the associated point values are numbered one through six (1 through 6).

Evaluation Data

The Evaluation Data discussed below is presented in an effort to delineate what criteria will be used to score proposals. Please do not include a separate section in your proposal for Evaluation Data. Much of the information discussed and requested below should be included in the proposal as part of the PROPOSAL CONTENT REQUIREMENTS discussed in this RFP.

Past Record of Performance

Evaluation of the Proposer's experience with Docks & Harbors and in Southeast Alaska will be made. Detailed references including companies, specific contact persons and their phone numbers and locations should be provided.

Qualifications and Experience

Evaluation will include assessment of experience with projects of similar scale and scope. The proposal should succinctly describe these projects.

Evaluation will be made of the Proposer's organization and the ability of the personnel who will provide the equipment, technical, and supervisory assistance requested.

Capacity of the Firm

Evaluation will be made on the Proposer's ability to perform the desired services. The proposal should discuss the ability to provide the variety of services. These include but are not limited to the items listed in Section labeled Scope of Services.

Hourly Rates

List hourly rates for personnel for work performed during regular working hours of 8:00a.m. – 5:00p.m. Monday – Friday and work performed outside regular working hours.

Evaluation Process

Evaluation of the proposals will be performed by Docks and Harbors Staff.

SELECTION AND AWARD PROCESS

The proposals will be individually scored by the Selection Committee. The reviewers' scores are then ranked according to the individual scores. The rankings are then determined. The highest numerical ranking will be used to determine the successful term contract Contractors.

Proposal evaluation results are anticipated to be announced within 15 calendar days of the submission date, although all offers must be complete and irrevocable for 60 days following the submission date.

Award of a term contract, if made, will be to the responsible proposers selected in accordance with the criteria described in EVALUATION OF PROPOSALS of this RFP.

Docks & Harbors reserves the right to award a term contract solely on the basis of written proposals and reserves the right to award a term contract to the successful firm without further discussion. Furthermore, Docks & Harbors reserves the right to select more than one qualified contractor.

The successful proposers shall submit certification of proper insurance coverage as required by the RFP for inclusion in the contract.

INSURANCE REQUIREMENTS

The Contractor shall provide, as a minimum, the following insurance: The City must be named as an additional insured as respects their interest in this project, except for Professional Liability Insurance and Workers Compensation insurance. The Project Name and Number shall be referenced on the Certificate of Insurance. Proof of the following insurance is required prior to award:

Commercial General Liability Insurance. The Consultant must maintain Commercial General Liability Insurance in an amount sufficient to cover any suit that may be brought against the Consultant. This amount must be at least one million dollars (\$1,000,000.00) per occurrence, and two million dollars (\$2,000,000.00) aggregate. The Consultant must assume all insurable risks and bear any loss or injury to property or persons occasioned by neglect or accident during the terms of this Contract, except for sole negligence on the part of CBJ.

Professional Liability Insurance. The Consultant must maintain Professional Liability Insurance in an amount not less than five hundred thousand dollars (\$500,000.00) aggregate to protect the Consultant from any claims or damages for any error, omission, or negligent act of the Consultant, the Consultant's firm, employees, or subcontractors (which results in a financial loss to CBJ). *Note: The*

Professional Liability Insurance limit may be increased or decreased, depending on the specific project proposed. Consultants will be notified of a change in the limit, if any, with the individual project solicitation letter.

Workers' Compensation Insurance: Contractor, if subject to the provisions of the Alaska Workers' Compensation Act (AS 23.30), will provide City and the State of Alaska with proof, furnished by the insurance carrier, of current coverage for workers' compensation with an insurance company or association authorized to transact such business in the State of Alaska, or an approved current certification of self-insurance by the Alaska Workers' Compensation Board. Contractor further acknowledges and agrees that in the event it fails to maintain proper workers' compensation coverage, the State will implement the provisions of AS 23.30.045(c) and City, at its option, may terminate this agreement for cause without liability. Contractor also agrees to provide evidence of Longshore and Harbor Worker's Insurance and Jones Act coverage as required by federal law if applicable to the work required.

The coverage shall include Employer's Liability Protection in the amount of: \$ 100,000 per accident, \$ 500,000 policy limit, \$ 100,000 each employee.

Comprehensive Automobile Liability Insurance. The coverage shall include all owned, hired, and non-owned vehicles to a one million dollar (\$1,000,000.00) combined single limit coverage.

Each policy shall be endorsed to waive all rights of subrogation against the CBJ by reason of any payment made for claims under the above coverage, except Workers Compensation and Professional Liability.

LOCAL BONUS POINTS

Local bonus points shall be awarded if Proposer is determined to be a "Juneau proposer" meeting the criteria of CBJ's Purchasing Code [53.50.010](#). CBJ Ordinance 53.50 can be viewed electronically.

A paper copy of the CBJ Purchasing Ordinance is available upon request.

PROTESTS

The protest period begins with the posting of a notice of apparent successful proposer, in the CBJ Purchasing Division, and expires at the close of the next business day.

Protests shall be executed in accordance with CBJ Ordinance [53.50.062 PROTESTS](#) and [53.50.080 ADMINISTRATION OF PROTEST](#). Copies of the ordinances describing protest procedures are available from the CBJ Purchasing Division, 155 South Seward Street, Juneau, Alaska. Questions concerning protests or protest procedures should be directed to the CBJ Purchasing Officer, at 586-5258. [CBJ Ordinance 53.50](#) can be viewed electronically.

JUNEAU BUSINESS SALES TAX AND PERSONAL PROPERTY TAX

Vendors/merchants conducting business within CBJ are required by law to register with CBJ for sales and property taxes. Vendors/Merchants must be in good standing for all amounts owed to CBJ prior to award and prior to all contract renewals, but in any event no later than five business days following notification by CBJ of intent to award. Failure to meet these requirements, if so subject, shall be cause for your proposal to be rejected. **To determine if your business is subject to these requirements, or for further information, contact the CBJ Finance Department, Treasury Division, at (907) 586-5265 concerning sales tax and 586-5268 concerning business personal property and real property tax.**

Rejection of Proposals: Docks and Harbors reserves the right to reject any proposal which:

Is conditioned, incomplete, obscure, or irregular,

Omits a proposal on any item or items on which bids are required,

Is accompanied by insufficient or irregular proposal guaranty or,

Is submitted by proposers who have previously failed to perform properly or to complete contracts as specified.

Docks & Harbors reserves the right to reject any or all proposals and to determine which proposal, if any, should be accepted in its best interest.

Proposal Evaluation Form

Proposer: _____

Scored By: _____ Date: _____

EVALUATION/RANKING

		POINTS AWARDED	
		Points Possible	Score
1.	Past record of performance on contracts with the CBJ and in Southeast Alaska.	0 – 35	_____
2.	Qualifications and experience	0 - 35	_____
3.	Capacity of firm to perform the services.	0 – 20	_____
4.	Hourly rates for regular working hours (8 am – 5 pm)	0 – 5	_____
5.	Hourly rates for work outside of regular working hours	0 – 5	_____
		Subtotal	_____
The Port Director will assign points for criterion 6 below.			_____
6.	Juneau Proposer.	0 or 5	_____
TOTAL POINTS		105	_____
INDIVIDUAL RANKING			_____