



City of Whittier, Alaska  
Request for Proposals  
Land Appraisal Services

Sealed Proposals Due January 10, 2025

**REQUEST FOR PROPOSALS**  
**City of Whittier, Alaska**  
**For Land Appraisal Services**

The City of Whittier, Alaska is soliciting proposals from experienced and qualified real estate appraisers for the provision of land appraisal services for nine (9) parcels located in Whittier, Alaska. It is the intent of this Request for Proposals (RFP) to have the successful bidder provide the services outlined in the proposal documents. **Proposals will not be considered from proposers who have performed real estate appraisals for the Alaska Railroad Corporation for property located in Whittier, Alaska within the past ten years.**

Sealed proposals must be received by the City Clerk's Office, City of Whittier, 660 Whittier Avenue, PO Box 608, Whittier, Alaska by **4:30 pm on Friday, January 10, 2025**. The time of receipt will be determined by the City Clerk's time stamp. Proposals may be submitted electronically to [cityclerk@whittieralaska.gov](mailto:cityclerk@whittieralaska.gov); however, proposals are not considered timely received unless the proposer receives an electronic response from the City prior to the response deadline confirming the City's receipt of the electronic proposal by the response deadline. Proposals received after the time fixed for the receipt of proposals shall not be considered. **All proposers must submit a request by email to [cityclerk@whittieralaska.gov](mailto:cityclerk@whittieralaska.gov)** to be on the Plan Holders List to be considered responsive.

An electronic copy of the RFP Requirements and Plan Holder Registration forms are available online at <https://www.whittieralaska.gov/rfps>. Paper copies of the Proposal Documents may be purchased from the Office of the City Clerk upon payment of fees which are non-refundable.

Direct all questions regarding this RFP in writing to:

City Clerk's Office  
660 Whittier Street  
PO Box 608  
Whittier, Alaska 99693  
Phone: (907) 472-2327 ext. 204  
E-mail: [cityclerk@whittieralaska.gov](mailto:cityclerk@whittieralaska.gov)

The City of Whittier reserves the right to accept or reject any or all proposals, to waive irregularities or informalities in the proposals, and to award the contract to the respondent that best meets the selection criteria and the City's needs.

# REQUEST FOR PROPOSALS

## City of Whittier, Alaska -- Land Appraisal Services

The City of Whittier, Alaska, (“Whittier”) is soliciting proposals from experienced and qualified real estate appraisers to provide land appraisal services for nine (9) parcels located in Whittier, Alaska, as identified in APPENDIX A.

The following subjects are discussed in this RFP to assist in preparing a proposal:

- I. Standard Appraisal Instructions
- II. RFP Timeline & Award Schedule
- III. RFP General Requirements & Submittal Instructions
- IV. Proposal Format & Content Requirements
- V. Evaluation Criteria & Selection Process
- VI. Appendix
  - A. Legal Description of Parcels (for Appraisal Purposes Only)
  - B. 2024 Whittier Land Swap Conceptual Map Dated July 8, 2024

### **I. STANDARD APPRAISAL INSTRUCTIONS**

The appraisal of Whittier land shall comply with the following guidelines and instructions. Appraisals that fail to comply with these guidelines and instructions will not be accepted or considered by Whittier.

#### **A. APPRAISER QUALIFICATIONS**

The selected appraiser must be a member of the American Institute of Real Estate Appraisers which provides educational training and ethical control.

The appraiser must hold one or more of the following designations:

- MAI-designation awarded by the Appraisal Institute
- General Real Estate Appraiser Certified by the State of Alaska

The appraiser must have the following minimum experience:

- Five consecutive years or more experience appraising similar classes of industrial or commercial property throughout Alaska as a practicing real estate appraiser.

**OR**

Be affiliated with an appraiser with the above stated qualifications who will review and co-sign the appraisal report and who has the following minimum experience:

- Ten consecutive years or more experience appraising similar classes of industrial or commercial property throughout Alaska as a practicing real estate appraiser.

#### **B. THE APPRAISAL REPORT**

The appraisal report shall be made in conformance with the requirements of the Code of Professional Ethics and Standards of the above-mentioned organizations. Additionally, the report is to be predicated on a “market value” basis as then defined in The Dictionary of Real Estate Appraisal, American Institute of Real Estate Appraisers.

All reports will be subject to review by the City of Whittier for compliance with these guidelines and instructions stated herein.

The report must be bound, with two hard copies provided, and an electronic copy must also be submitted.

When the report is for two or more parcels, it should be organized so as not to be redundant by presenting generic data separately from specific parcel data. The appraisal report shall be organized in the following manner and shall address the following topics:

Letter of Transmittal	
Summary of Value Conclusions	
General -	
	Purpose and Scope of Appraisal(s)
	Rights Appraised
	Highest and Best Use – General
	Local Map(s) with all parcels
Parcel Data -	(Segregated by Parcel)
	Parcel Summary
	Certificate Page
	Highest & Best Use
	Subject Description
	Property Valuation Narrative
	Site Photographs
	Plats/Surveys & Location Map
	Current Use
	Legal Description
	Region, Area & Neighborhood
Appendices -	
	Region, Area & Neighborhood Data with Narrative
	Comparable Sales Data for Adjustments
	Comparable Sales Data
	Appraiser’s Qualifications

**SUMMARY OF VALUE CONCLUSIONS.** The summary of value conclusions should be a chart that includes Parcel Description as provided by City of Whittier, Lessee Name (if applicable), date of valuation, parcel size in square feet, value, and value per square foot.

**RIGHTS APPRAISED.** The parcel shall be appraised in a manner that determines the fair market value of the fee simple interest of the land, unencumbered by the lease. Specifically, except as expressly provided below, the land is to be appraised on an “as if clean” basis, i.e. as if unaffected by any known or unknown environmental contaminants or any stigma associated with such contaminants, free of any liens or encumbrances, and disregarding any building or structural improvements above grade, but including at-grade and sub-surface improvements, excluding structural foundations and paving. The unimproved land, as herein defined, shall be appraised as if vacant and available for developments to its highest and best use in accordance with applicable local zoning ordinances; provided, however, that if known environmental contamination precludes what would otherwise be the highest and best use of the parcel at the time of appraisal, the appraiser shall make the value determination based on the highest and best use of the property that can be made at the time of appraisal taking into account the environmental contamination. Current use is not necessarily to be considered the highest and best use.

In the event that the City of Whittier or Alaska Railroad owns part or all of a building on the property, the appraiser shall also determine the fair market rent for the building inclusive of the land attributable to the building. When excess land is involved, the fair market value of such land shall be separately defined on the cover sheet of the appraisal report.

**HIGHEST AND BEST USE.** In selecting comparable sales data, appropriate selections must have highest and best uses similar to the subject property. Data presented in the report regarding comparable sales shall include grantor/grantee, legal description, date of sale, sales price, square footage, terms (if available), and a brief description of the property to include attributes considered in making adjustments in property value. A comparable sales map showing location of each sale in relation to the subject is required. Comparable sales photographs are not required except for improved property appraisals where

market rent of building improvements is estimated by the appraiser.

**PARCEL SUMMARY.** The attached Parcel Summary format, or a form that is substantially equivalent, must be prepared for each parcel appraised and be included in the report as the first page of each parcel section.

**SUBJECTION DESCRIPTION.** Description should include particulars such as location, size, shape, area, quality of access, topography, soils, availability of utilities, zoning, easements, restrictions, assessed value, water frontage, etc. On-site photographs must be sufficient to demonstrate subject quality variation. The subject plats, or surveys included in the report, must depict sizes and dimensions of each lot or tract being appraised. The appraiser is to inspect the property and make inquiries of the property user to discover possible easements and other restrictions that may not be properly depicted on the available plat that could affect value. Discoveries of such items are to be included in the Subject Description.

**PROPERTY VALUATION NARRATIVE.** The property valuation narrative shall include sufficient explanation of value conclusions. It is essential that adjustments made in relating comparable sales to the subject property be fully discussed. Adjustments to value considered by the appraiser for such attributes as time, utilities, access, location, size, etc., must be supported with market data or other appropriate evidence. Paired sales analysis and adjustment grids must be utilized when appropriate. Market data used to support adjustments must be included in the report. Easements and restrictions noted in the "Subject Description" must be considered as to the impact on value. If no impact is apparent, it should be so stated. The final value estimate for the subject property must be supported and justified by a logical reconciliation of the reported data, analysis, and professional judgment. Estimates of value based solely on the appraiser's opinion without a clear and concise explanation of how the value was determined will not be accepted.

**THE REGION OR AREA NARRATIVE.** A narrative on the region or area and neighborhood where the subject is located should generally include discussions concerning access, economy, population, land use, etc.

**ORGANIZATION OF REPORT.** The report does not have to be organized precisely as outlined in these guidelines, but it should adhere to the intent which is to eliminate as much duplicative narrative as possible and provide for separate sections for each parcel being appraised.

**PARCEL SUMMARY  
FACTS AND DATA**

LEASE NUMBER: \_\_\_\_\_

APPRAISAL DATE: \_\_\_\_\_

INSPECTION DATE: \_\_\_\_\_

LESSEE: \_\_\_\_\_

LEGAL DESCRIPTION: INTENDED TO BE BRIEF. IF THE LEGAL IS A DETAILED METES AND BOUNDS, THEN USE THE COMMON PARCEL DESCRIPTION AND REFER TO THE METES AND BOUNDS DESCRIPTION IN THE BODY OF THE REPORT.

LOCATION/ADDRESS: \_\_\_\_\_

SHAPE, SIZE AND AREA: \_\_\_\_\_

ACCESS: \_\_\_\_\_

TOPOGRAPHY: \_\_\_\_\_

SOIL CONDITIONS: \_\_\_\_\_

UTILITIES: \_\_\_\_\_

ZONING RESTRICTIONS: \_\_\_\_\_

SITE IMPROVEMENTS: \_\_\_\_\_

EASEMENTS: \_\_\_\_\_

CURRENT USE: \_\_\_\_\_

HIGHEST AND BEST USE: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

MARKET VALUE OF LAND: \$ \_\_\_\_\_ \$ \_\_\_\_\_ /SF

RENTAL VALUE OF ARRC OR CITY OF WHITTIER OWNED IMPROVEMENTS: \$ \_\_\_\_\_

MARKET VALUE OF EXCESS LAND ASSOCIATED  
WITH ARRC OR CITY OWNED BUILDING: \$ \_\_\_\_\_ \$ \_\_\_\_\_ /SF

## II. RFP TIMELINE AND AWARD SCHEDULE

RFP Issued	December 18, 2024
Deadline for Submitting Written Questions by Email	January 2, 2025
Final Addendum Published	January 3, 2025
Submittal Deadline for Proposals	January 10, 2025 @ 4:30 p.m.
Contract Approval by Whittier City Council	January 21, 2025
Notice to Proceed	January 23, 2025

These dates represent a tentative schedule of events. The City reserves the right to modify these dates at any time, with appropriate notice to applicable proposers on the Plan Holders List.

### III. RFP GENERAL REQUIREMENTS & SUBMITTAL INSTRUCTIONS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals address all the items described in this Section III and Section IV, Proposal Format and Content. Proposals that do not address these items may be considered incomplete and may be deemed non-responsive by the City.

A. All bidders must submit a request by email to [cityclerk@whittieralaska.gov](mailto:cityclerk@whittieralaska.gov) to be on the Plan Holders List and to be considered responsive. This ensures that all potential proposers receive any addenda and that they are included in responses to questions and answers that may arise in the RFP process.

B. **Sealed proposals must be received by the City Clerk's Office at the address referenced below no later than 4:30 p.m. on January 10, 2025. Alternatively, proposals may be submitted electronically to [cityclerk@whittieralaska.gov](mailto:cityclerk@whittieralaska.gov); however, proposals are not considered timely received unless the proposer receives an electronic response from the city prior to the response deadline confirming the City's receipt of the electronic proposal by the response deadline.** If received via mail, the time of receipt will be determined by the City Clerk's time stamp. Proposals received after that time shall not be considered. Proposers are advised that Whittier's mail service is considered by local residents to be slow, so to allow more time for mail delivery.

C. If submitted by mail, Proposers must submit three copies of the proposal marked as follows:  
City of Whittier  
RFP Land Appraisal Services  
Proposer's Name and Address

D. If submitted by mail, Proposals can be mailed to:  
City of Whittier City Clerk's Office  
PO Box 608  
Whittier, Alaska 99693-0608

E. If delivered in person, proposals are to be delivered to 660 Whittier Street (Public Safety Building), 2<sup>nd</sup> Floor, City Clerk's Office.

F. Proposals may be withdrawn by written or email notice received prior to the deadline for proposal submittal. Withdrawals received after the proposal submittal deadline will not be considered.

G. Questions or Inquiries regarding the RFP must be received in writing by January 2. Copies of all written requests and replies will be forwarded to each Proposer on the Official Plan Holders List. Only formal, written responses to properly submitted questions will be binding.

H. Direct all questions regarding this RFP in writing to:  
City Clerk's Office 660 Whittier Street, PO Box 608, Whittier, AK 99693  
Phone: (907) 472-2327 ext. 204  
Email: [cityclerk@whittieralaska.gov](mailto:cityclerk@whittieralaska.gov)



#### IV. PROPOSAL FORMAT & CONTENT REQUIREMENTS

For ease of evaluation, the proposal should be presented in a format that corresponds to and references/labels the sections outlined in this RFP. Proposals should be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP. To be considered responsive, each proposal must include (at a minimum) the following:

**A. Title Page (one page maximum):** At a minimum, the title page shall show the name of the services being proposed (Land Appraisal Services), the appraiser/firm name, address, telephone number, name of contact person, and the date.

**B. Proposal Narrative:** The proposal narrative must provide the following information:

1. A description of team/individual experience and qualifications relevant to this Scope of Services. This should include examples of appraisals of similar property types, experience in the Whittier market, if any, and examples of work performed for any municipalities/public sector entities, including for the Alaska Railroad or the City of Whittier, specifically.
2. Two references (including current contact information) that are familiar with your work appraising similar types of property for Market Rent, with a description of the specific work done and dates completed.
3. A firm, fixed fee schedule for proposed services. Fixed fee schedule must, at a minimum, include a "price per appraisal" cost for comparison. Please also include any cost saving measures that can be achieved by group appraisals of similar properties in the same area, if applicable, within your rate structure.
4. A description of methodology and process for the appraisal services. This should include any uniform standards, implementation or project management strategies, and a detailed example of an expected project's standard scope of work, identifying all tasks and deliverables that would be performed by the proposer with a general timeline and expected length of time for completion. It should also include any documentation or information that would be required to be provided by the City prior to commencing work.
5. Current and accurate credentials/resume of the person or persons who will be principally responsible for providing services under the contract. Any contract resulting from this procurement will require that services be provided by the identified individual(s), with any change in personnel subject to approval by the City in its sole discretion.

## V. EVALUATION CRITERIA AND SELECTION PROCESS

### A. Evaluation Criteria

Proposals will be evaluated and scored based on the following criteria and point scale:

Team Experience & Credentials	35 points
Cost of Services	15 points
Methodology and Scope of Work	30 points
References	20 points
<b>Total possible</b>	<b>100 points</b>

### B. Selection Process

A selection committee comprised of City Staff will evaluate the proposals and make a recommendation to the City Manager and Whittier City Council. The successful proposer may be offered a contract subject to City Council approval.

### C. Other Proposal Terms, Conditions, and Exceptions

1. Evaluators may investigate proposer's prior work experience and performance. This includes projects referenced in the proposal, available written evaluations, and contacted references that were listed or other persons knowledgeable of a proposer's past performance. This may include factors such as overall experience relative to the proposed contract, quality of work, cost control, and the ability to meet schedules and budget.

2. This request for proposals is designed to be qualifications-based, with cost playing a secondary role in the selection process. The City of Whittier reserves the right to award a contract to the highest ranked proposal based solely on the written proposal or to request oral interviews. The highest ranked proposer will be invited to enter into negotiations with the City of Whittier for the purposes of contract award. If an agreement with any proposer cannot be reached, the next highest ranked proposer may be contacted for negotiations. The City of Whittier reserves the right to terminate contract negotiations with any proposer should it be in the City of Whittier's best interest.

3. Whittier Local Proposer Points. Whittier Municipal Code 3.32.170 allows for a preference of five percent of the lowest responsive and responsible bid, not to exceed \$5,000, to those bidders whose principal place of business is in the City of Whittier.

4. Please see attached City of Whittier's Standard Contract (Appendix C) which should be carefully reviewed by Proposers, as it lays out the essential terms of the agreement the City intends to enter into with the Contractor, and which the parties are expected to sign when executing a contract.

5. The City reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of the City to do so.

6. The City reserves the right to waive informalities and minor irregularities in proposals

received. Alterations, modifications or variations to a proposal may not be considered unless authorized by the RFP or by addendum or amendment.

7. The City reserves the right to reject any and all proposals submitted and shall not be liable for any costs incurred by any proposer in response to this solicitation or for any work done prior to the issuance of a notice to proceed or signed contract.

8. Proposals will be kept confidential until contract is awarded, subject to law.

## VI. APPENDIX A: LEGAL DESCRIPTIONS – For Appraisal Purposes Only

The Areas of Interests (AOI) below are depicted on the map titled 2024 WHI Land Swap Conceptual Map dated July 8, 2024.

### COW AOI 1 – Containing approximately 6.13 acres (267,023 SF)

Lots 1, 2, 8, 9, & 10 of Block 10 and Lots 1 & 2 of Block 12 of City of Whittier Subdivision Phase 2, recorded as Plat 74-4 in the Whittier Recording District on August 14, 1974; located within Section 13 and 24 of Township 8 North, Range 4 East, Seward Meridian.

### COW AOI 2 – Containing approximately 2.70 acres of Tide and Submerged Lands (117,612 SF)

Tract G-3 and an approximately 1.7-acre portion of Tract D of Alaska Tideland Survey No. 1545, recorded as Plat 2003-49 in the Anchorage Recording District on May 1, 2003; located within Section 13 of Township 8 North, Range 4 East, Seward Meridian.

### COW AOI 3 – Containing approximately 56.3 acres ( $\pm$ 2,452,428 SF)

All of Lot 2 and a portion of Lot 1, U.S. Survey No. 8726, according to the plat of survey in the records of the Bureau of Land Management and approved October 11, 1996; located within Section 15 of Township 8 North, Range 4 East, Seward Meridian.

Subject to the following:

Reservations in a Quitclaim Deed by and between the United States of America and the City of Whittier recorded as Document No. 2022-000460-0 on August 25, 2022 in the Valdez Recording District.

An Environmental Covenant by and between the United States of America and the City of Whittier recorded as Document No. 2022-031565-0 on August 25, 2022, in the Anchorage Recording District.

A Public Road Easement granted to the State of Alaska, Department of Transportation & Public Facilities, recorded as Document No. 1999-032940-0 on May 20, 1999, in the Anchorage Recording District.

A Public Road Easement to the State of Alaska, Department of Transportation & Public Facilities, recorded as Document No. 1999-036182-0, on June 3, 1999, in the Anchorage Recording District.

A Public Road Easement for to the State of Alaska, Department of Transportation & Public Facilities, recorded as Document number 1999-032940-0 on January 16, 2015, in the Anchorage Recording District.

A Right of Way Easement to the Enstar Natural Gas Company, LLC, recorded as Document No. 2024-004014-0 on February 16, 2024, in the Anchorage Recording District.

### COW AOI 4 – Containing approximately 14.2 acres ( $\pm$ 618,552 SF)

Government Lot 3, Section 15 of Township 8 North, Range 4 East, Seward Meridian, according to the plat of survey in the records of the Bureau of Land Management and approved October 11, 1996.

### ARRC AOI 1 – Containing approximately 0.8 acres (34,848 SF)

A portion of Parcel B of U.S. Survey No. 2559 according to the plat of survey officially filed December 14, 1994 together with a portion of Lot 8 of U.S Survey 9008 located within Section 23 of Township 8 North, Range 4 East, Seward Meridian.

### ARRC AOI 2 – Containing approximately 39.1 acres ( $\pm$ 1,703,196)

A portion of Lot 8 of U.S. Survey No. 9008 according to the plat of survey officially filed October 12, 1995 together with a portion of Parcel A of U.S. Survey No. 2559 according to the plat of survey officially filed December 14, 1994; located within Section 23 of Township 8 North, Range 4 East, Seward Meridian.

## APPENDIX A: LEGAL DESCRIPTIONS – For Appraisal Purposes Only

### ARRC AOI 3 – Containing Approximately 9.78 acres ( $\pm$ 426,017 SF)

Lots 9, 11, & 12 and a portion of Lot 8 of U.S. Survey No. 9008 according to the plat of survey officially filed October 12, 1995; located within Sections 13, 14, 23 & 24 of Township 8 North, Range 4 East, Seward Meridian.

### ARRC AOI 4 – Containing approximately 21.94 acres ( $\pm$ 955,706 SF)

Lot 2, Lot 4 and a portion of Lot 8 of U.S. Survey No. 9008 according to the plat of survey officially filed October 12, 1995, located within Sections 14, 15, 22 & 23 of Township 8 North, Range 4 East, Seward Meridian.

### ARRC AOI 5 - Containing approximately 16.27 acres ( $\pm$ 708,721 SF)

A portion of Lot 1, U.S. Survey No. 9008 according to the plat of survey officially filed October 12, 1995; located within Section 15 of Township 8 North, Range 4 East, Seward Meridian.

All lands within AOIs are subject to all valid and existing restrictions, reservations, covenants, conditions, leases, and easements, including but not limited to rights-of-way for railroads, highways, pipelines, and public utilities, if any, whether of public record or not.

# APPENDIX B: 2024 WHITTIER LAND SWAP CONCEPTUAL MAP DATED JULY 8, 2024

