



Request for Proposals (RFP)

Commercial Appraisal of the Douglas County Fairgrounds Area Property

Prepared by:

Community Development Office

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Introduction and Purpose of the RFP

The City of Alexandria seeks proposals from an individual or firm to provide a commercial market value opinion appraisal (**for the land values only**) for the approximately 104 acres of property known as the Douglas County Fairgrounds Area, owned by the City of Alexandria and by the Douglas County Agricultural Association, and located south of CSAH 82 West and west of Fairgrounds Road, in Alexandria, Minnesota. The City requests proposals from individuals and companies whose combination of experience and expertise will provide timely, cost-effective and quality professional service to the City.

Requirements

- Current Minnesota License: State Certified General Real Property Appraiser
- Insurance coverage in the minimum amounts specified below:
 - o Professional liability insurance coverage in the minimum amount of \$1,000,000;
 - o Automobile liability in the minimum amount of \$1,000,000; o Commercial general liability in the minimum amount of \$1,000,000; and
 - o Workers' compensation insurance as required by Minnesota statutes.
- Comply with all applicable State of Minnesota and Uniform Standards of Professional Appraisal Practice (USPAP) standards and rules.

Scope of Work

Property – the Douglas County Fairgrounds Area, Alexandria, Minnesota consisting of approximately 104 acres of land, including the following parcels:

- 63-0122-000
- 63-0120-000
- 63-0120-500
- 63-2855-500

Type of Appraisal - Market Value Opinion

Data Collection - subject property, comparable properties, and relevant market data

Appraisal Report Content:

- Description of data collected
- Market analysis, including social, economic, governmental, and environmental factors
- Determination of Highest and Best Use

- Site Value Opinion, not including any existing structures
- Application of the following valuation method to reach a specific range of values
 - o Replacement Cost
 - o Sales Comparison
 - o Income Capitalization (Discounted Cash Flow) (DCF)
- Final Opinion of Value (reconciling the various specific indications of value) for each of the three proposed reuses.

Type of Report:

Provide quotes for each of the following types of reports:

- Self-Contained
- Summary

Appraiser will be required to:

- Collect, verify, analyze and report both general and specific data relevant to estimating the subject property's present market value.
- Inspect the subject property to the extent required by the scope of work.
- Investigate surrounding neighborhood to learn about land uses, market area, and potential sales.
- Research applicable government records to determine zoning or potential for rezoning.

Response to the RFP

Interested firms must submit their proposal to the Alexandria City Community Development Director. Proposals shall consist of the following sections, in the following order:

- **Company Information**

- o Company Legal Name:
- o Mailing Address:
- o City/State/Zip:
- o Phone:
- o Email:
- o Printed Name:
- o Title:

o Signature:

• **Key Team Member(s) and Experience**

Provide the following information for all key team members to be assigned specifically to this project.

o Name:

o Professional Certifications:

o Minnesota Appraiser License Number:

o Relevant Academic Degree(s):

o Number of Years with Current Firm:

o Availability to provide Services:

• **Project Understanding and Approach**

The proposal shall describe the firm's understanding of the Project objectives and describe a proposed project approach. Project approach shall include the following elements:

o Management

o Execution of the Work

o Schedule

o Cost Control

o Support needed from the City

• **Cost**

Provide pricing (including all fees and costs) for the following types of reports:

o Self-contained report

o Summary report (Specify any payments required prior to delivery of the final report.)

Evaluation Criteria

Evaluation criteria include, but are not limited to, the following:

- Firm's experience in providing similar services for similar local projects
- Key Team Members' qualifications, certifications, abilities and availability
- Project understanding and approach
- Pricing

Questions

Questions regarding this RFP shall be submitted in writing by e-mail to City of Alexandria Community Development Director Michael J. Weber at mweber@alexandriamn.city . Questions must NOT contain proprietary or confidential information. The City of Alexandria does not guarantee that questions received after August 26, 2019 will be answered.

Timeframe

The timeframe for this RFP is as follows:

August 15, 2019 – RFP issued by City of Alexandria

August 26, 2019 – Last date to submit questions to City of Alexandria

August 30, 2019 – Last date to submit responses to RFP

September 3, 2019 – RFP responses opened by City Community Development Director

September 9, 2019 – Contract awarded by Alexandria City Council

October 4, 2019 – Appraisal Report provided to Alexandria City Community Development Director

Contact Information

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Confidentiality

All information included in this RFP is subject to disclosure according to the Minnesota Freedom of Access Act. If you provide trade secrets, production records, appraisals, or proprietary information please mark clearly that confidential business information.

Disclaimer

THIS IS A REQUEST FOR PROPOSALS (RFP) ONLY. It is intended to identify potential independent contractors who can provide commercial appraisal services for The City of Alexandria. The information provided in this RFP is subject to change and is not binding on The City of Alexandria. The City has not made a commitment to procure any of the items discussed, and release of this RFP should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become City property and will not be returned. The City of Alexandria reserves the right to accept and/or reject any and all bids.