



Req. No TBD

Finance Department, Purchasing Division

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RFP No. 26-301 Residential Appraisal Services for View Drive Properties for the City & Borough of Juneau (CBJ or City)

Issued by: Mary Johns, Buyer **Issue Date:** 6/17/2026 **Deadline:** 7/13/2026 prior to 2:00 p.m., AK Time

Intent: The City and Borough of Juneau (CBJ or City) seeks proposals from highly qualified Contractors, for the provision of residential appraisal services for specified properties located on View Drive. The CBJ intends to contract with a responsive and responsible Contractor who provides the most advantageous pricing, depth of experience and has the capacity to provide services within the specified project timeline.

Project Overview: The neighborhood of View Drive, in Juneau, Alaska, has experienced significant flooding from annual glacial lake outburst (GLOF) events. Following a technical and engineering analysis, from the US Army Corps of Engineers, it was determined that temporary flood barriers (i.e. HESCO barriers) are not an effective solution for View Drive area due to soil stability, home elevations and other considerations. As such, the USACE is not authorized to provide temporary flood protection for this area. The CBJ had been actively pursuing other flood mitigation options for the View Drive residences, including the Natural Resources Conservation Service (NRCS) Emergency Watershed Program. On 5/18/26 CBJ staff introduced [Ordinance 2025-01\(b\)\(AG\)](#) suggesting to appropriate funds to be used to complete the required preliminary work to complete a Natural Resources Conservation Service (NRCS) View Drive Buyout Program. The CBJ Assembly approved the planning work and CBJ is moving forward with the NRCS by obtaining property appraisals for sixteen (16) properties and formally identifying all project cost estimates. Participation in the NRCS program remains optional for property owners. The project timeline is urgent, and completion of the work is to be expedited as all reports and documentation derived from the completed appraisals must be submitted to NRCS prior to the 2027 GLOF.

Pre-Proposal Meeting: A non-mandatory pre-proposal meeting will be held **6/25/2026 @ 10:00 a.m.** AK time via teleconference. To attend, call 907-713-2140 Participation ID Code 748914. Contractors interested in submitting proposals should email CBJ Purchasing at purchasing@juneau.gov a minimum of twenty-four (24) hours prior to the scheduled meeting to provide notice of participation and submit any questions.

Contact, Questions & Addenda: CBJ Purchasing Division of Finance is the **sole point of contact** for all matters pertaining to this solicitation. *While this solicitation is active Contractors must not contact the identified CBJ project manager.* Submit any interpretation requests in writing, noting issuing buyer, solicitation number and title, via email to purchasing@juneau.gov *(For ease of response, interested Contractors are asked to submit all questions in a word or PDF document.)* No oral interpretations will be made. Requests/Questions must be received a minimum of seven (7) business days prior to the solicitation deadline. Any changes to CBJ issued documents will be in the form of an addendum to the solicitation and will be issued as promptly as possible to all plan holders. All such addenda will become part of the solicitation.

Submission Instructions: **Late responses will not be accepted.** Timely responses are accepted via Electronic Submission from *registered* users at [Public Purchase](#) (PP) CBJ's eProcurement Provider. **If not registered with PP, you must complete the FREE, online registration, to respond.** Use the '[Public Purchase Help](#)' Menu or Chat if you need assistance. *NOTE: Registration is a two-step process, (account set-up and verification). Account set-up can take 24-hours; to avoid problems, it is highly recommended to Register Early.*

Contractors who successfully register with PP may submit a response by completing the following:

- Complete online acknowledgements* of the Terms & Conditions (ATTACHMENT A), Insurance Requirements (ATTACHMENT B) and the City and Borough of Juneau Standard Contract *Sample* (ATTACHMENT C). *Contractors are provided the opportunity to acknowledge, acknowledge with exceptions, or not accept the required documents.
- Load their PDF RFP Response as specified.

Review of General Terms & Conditions, Insurance & Contract: This RFP includes specific requirements outlined in ATTACHMENTS A, B and C. Proposers should review these documents thoroughly. The successful Contractor is expected to comply with these requirements and will be required to execute the standard CBJ contract upon award.

Contractor Compliance with Federal Award General Terms & Conditions: Responding Contractors must be accustomed, familiar and able to demonstrate to their ability to conform to all **Federal Award General Terms and Conditions that are applicable to this contract offer.** It is strongly suggested that any Contractor planning to response review **ATTACHMENT D - U.S. DEPARTMENT OF AGRICULTURE General Terms and Conditions for Federal Awards.**

Minimum Qualifications: To be considered acceptable CBJ is seeking a Contractor with the following minimum qualifications.

- Contractor must have the capacity to provide services within the specified project timeline.
- Is based in North America and is available to provide services and consultation during CBJ work hours.
- Has significant documented experience providing similar services and can demonstrate their capabilities to create and complete projects on time and within budget.

About Juneau: Located in the panhandle of Southeastern Alaska, on the traditional land of the Tlingit people, the City and Borough of Juneau (CBJ or City) consists of 3,250 square miles and is only accessible by air or sea. Juneau is Alaska's capital and has a population of approximately 31,000 people. The Juneau area is a temperate rainforest and receives around 92 inches of annual precipitation. For more information on Juneau, visit CBJ's [Website](#)

GENERAL INFORMATION

Funding & Budget: Funding for this project is to be provided by CBJ General Operating Funds. As a government entity, the City and Borough of Juneau's (CBJ) payment obligations are contingent upon the annual appropriation of funds by the Assembly. Should funds fail to be appropriated for any fiscal period, this Contract will be deemed null and void without penalty to the City. If the level of funding is reduced, limited or withdrawn, the CBJ, upon mutual agreement with the Contractor, may reduce the scope of work and make changes in the compensation or terminate the contract. In the event of termination due to lack of funding, the Contractor will be compensated for all documented work satisfactorily performed prior to the effective date of termination. The project budget has been estimated to be between \$50,000 and \$70,000. Proposals exceeding the maximum budget may require additional funding authorization and are not guaranteed for award.

Contract Term: The initial contract term begins upon the date of award (executed contract and an issued purchase order) and will continue through the project's completion. It is not expected that the work for this contract will continue past the acceptance of the final report by the City.

If additional funding is secured for work that falls within this contract's defined Scope of Work, the CBJ may choose to negotiate a mutually acceptable extension to this contract. Any extension will be documented by a written contract amendment drafted by the CBJ Purchasing Division. Any such amendment will be executed a minimum of thirty 30 days prior to the expiration of the current contract term.

Contract Administration & Compliance: The CBJ will appoint Dan Bleidorn, CBJ Lands Manager or a designated representative, to serve as the Contract Administrator. This individual will be responsible for overseeing contract compliance, monitoring service levels, and ensuring that all duties and reporting requirements are met throughout the term of the agreement.

Disclosure: The CBJ is a municipal corporation and political subdivision of the State of Alaska, is subject to the Alaska Public Records Act, AS40.25.100-220, and the public records provisions of CBJ Charter, section 15.7. Contents of submitted responses to a solicitation will be kept confidential until the intent to award or posting notice is released. Immediately following release, all responses become public information.

Any restrictions or prohibitions intended to prohibit public disclosure of any material attached or reference in any response based upon claims of privileged, confidential or proprietary materials, or other similar restriction shall

be of no force and effect, and all material will be deemed public records. Trade Secrets and other proprietary data may be held confidential to the extent allowed by law upon request in writing by the Contractor.

Material considered confidential by the Contractor must be clearly identified and marked by page and section and must include a brief statement outlining the reasons for confidentiality. Proposers should plan to provide a redacted copy if they must mark multiple items as confidential. **Marking the entire response as confidential is not acceptable and may be cause for rejecting a response for consideration and award.**

PROJECT INFORMATION – SCOPE OF WORK

Background on USDA EWPP Buyout Program :

The United States of America, acting through the United States Department of Agriculture (USDA), Natural Resources Conservation Service (NRCS) is considering providing Financial Assistance to a qualified Sponsor (The City & Borough of Juneau) to purchase hazard-prone properties in impaired watersheds that remain at-risk from certain imminent threats.

The purpose of the Emergency Watershed Protection Program-Buyout alternative (EWPP-Buyout) is to remove threats to life and property, impede runoff and prevent soil erosion wherever floods, fire, or any natural occurrence is causing or has caused a sudden impairment of that watershed. As a condition of program eligibility, once a property is acquired, the Sponsor's must, then place a deed restriction limiting the land use types to certain open space uses that protect life, property, reduce erosion, and optimize hydraulic capacity in order to mitigate the adverse effects of future events.

EWPP-Buyouts require a project Sponsor to hold in fee simple, with no conditions on a seller, and as such, the project Sponsor is identified as the client for the appraisal. All appraisals completed for this program must comply with Uniform Standards of Professional Appraisal Practice (USPAP) and the Uniform Relocation Assistance and Real Property Acquisition Policies for Federal and Federally Assisted Programs, otherwise referred to as the Uniform Act (42 USC Chapter 61 §§4601-4655), as promulgated by 49 CFR 24 (a.k.a. URA).

The Sponsor and landowner shall coordinate to ensure the landowner is involved throughout the appraisal process as required by the URA and provide as much information as necessary to the appraiser to assure an accurate estimate of just compensation offer (fair market value, FMV) is made as of August 4, 2024, the date before the disaster event.

The appraisals shall be used in the negotiation process between the Sponsor and Landowner in accordance with the URA. NRCS staff and review appraisers will not personally inspect the property and may not be familiar with the local area. Therefore, the appraisal report must thoroughly explain and support the property description, improvements, highest and best use analysis, market characteristics, adjustment process, adjustments and all conclusions to provide an adequate understanding of the opinions, and conclusions provided in the appraisal report.

The NRCS appraiser resolves questions that arise from the specifications provided herein. Contact at: NRCS.NationalAppraisers@usda.gov.

Required Appraiser Qualifications: Appraisal reports will only be accepted and approved for use if the appraiser meets all the following qualifications, and the appraisal report documents these requirements. *(Subsequent references to "appraiser" refer to the contract appraiser meeting all the qualification, experience, and appraisal reporting requirements).*

- All real property appraisers performing appraisals under EWPP-Buyouts must be state-certified residential or general real property appraisers in the same state where the subject property is located or obtain a temporary practice permit.
- The appraiser must decide and inform the client which state certification (residential or general) is most appropriate for the appraisal assignment.
- The appraiser must be in good standing with the licensing authority where the credential was issued. A copy of the appraiser's state license or permit must be provided before starting work.

- The appraiser must not have received any disciplinary action within the past five (5) years resulting in suspension or other action taken on the credential.
- The appraiser must have demonstrated competency in conducting appraisals of single-family residential property and vacant lands of the requested type.

Instructions, Definitions, & Identification of the Appraisal Problem:

1. The client is the Sponsor or the NRCS. The landowner is not a client. "Landowner" is defined as the current owner or their duly delegated representative.
2. The intended user is the Sponsor, the NRCS, or any other qualified organization that may be involved in the specific transaction unless otherwise directed by the client.
3. The intended use will be for the Sponsor, the NRCS, or a qualified organization to make purchase decisions under the program regarding the transaction. The intended use cannot be for any kind of IRS donation purposes by the owner.
4. The type of value to be developed is market value. Fair market value and market value have the same meaning for purposes of this assignment.
5. The appraiser shall provide an opinion of fair market value of the property and any appurtenant structures, before placement of the permanent land use deed restriction on the property as it existed either before the qualifying disaster event or in its current condition, depending on instruction by the Sponsor or the NRCS representative.
6. The market value definition stated and used in developing the appraisal must be: "Market value" means the most probable price that a property should bring in a competitive and open market under all condition's requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby—
 - Buyer and seller are typically motivated.
 - Both parties are well informed or well advised and acting in what they consider their own best interests.
 - A reasonable time is allowed for exposure to the open market.
 - Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto.
 - The price represents the normal considerations for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale."

Note: No other definition of market value is acceptable for USPAP appraisals.

7. Effective date of value. This date of value will be the day before the occurrence of the natural disaster event, or the current date, as specified by the Sponsor or the NRCS. **(August 4, 2024)**
8. Relevant characteristics of the subject property. The appraiser must complete their own investigation of all physical, legal, and economic characteristics of the subject property. Property rights to be appraised must be properly defined and explained.

If there are any encumbrances they must be clearly stated in the report and considered in the value. The appraisal report must contain the level of detail, discussion, and support necessary for the client and intended users to comprehensively understand the rationale for the opinions and conclusions, including reconciliation of the data and approaches used in the appraisal.

The detail must thoroughly explain and support the property description, highest and best use analysis, market characteristics, adjustment process and all conclusions so that all review appraisers, Project Sponsors and NRCS users have an adequate understanding of the statements, opinions and conclusions in the report.

9. Assignment Conditions. There are no extraordinary assumptions or hypothetical conditions needed to produce a credible assignment result. The assignment requires the appraiser to often perform a retrospective or

historic value opinion and is required to obtain enough historic data from the owner to adequately describe the quality and condition of the property and perform the assignment.

Information Provided to the Appraiser: The City will provide the following information to the awarded contractor:

1. The following information shall be provided to the appraiser (If applicable/available. “*” indicates required):
 - a. Aerial photograph of the subject property with the location, boundary, access location, and acres or square feet of the proposed deed restricted area identified.*
 - b. Recorded landowner's name, address, and telephone number.*
 - c. Legal description of subject property including the last vesting deed.*
 - d. Specific details of any existing easements, reservations or other restrictions that currently encumber the subject property, if available.
 - e. Documentation of water rights owned, including name of irrigation company, number of shares or amount of ownership, and documentation concerning irrigation wells on the property to be appraised, as provided by the landowner, if applicable.
 - f. Any environmental due diligence performed by the Sponsor, if available.
 - g. Copy of preliminary title commitment on the property, if available.
 - h. A copy of a recorded legal access, evidence that the property is accessible from a public road or approved alternative legal access route.*
 - i. Written permission from the landowner or an authorized representative authorizing the assigned appraiser to enter the property for appraisal purposes.*
 - j. If before disaster valuations are used, any photos or evidence to support the prior condition of the property before the disaster event (if available).
 - k. Copy of 390-CPM, Part 510-513, Emergency Watershed Protection Program manual.*
 - l. Appraisal Standard: USPAP*
 - m. Parcel to be appraised: The parcel to be appraised is only that portion of the property that will be purchased to place the deed restriction.*
 - n. Consideration of irrigation rights: Irrigation water rights legally owned and used on the property to be purchased shall be considered and included in the value, if applicable.

Scope of Work & Deliverables: The following services, functional requirements and deliverables will be required in the performance of this contract and in achieving the City's project goals.

Appraisal Report:

1. Description of Work Product

The valuation is either based on the current Fair Market Value or the retroactive Fair Market Value of the property the day before the qualifying disaster event. (August 4, 2024) The appraisals effective date of value will be specified by the appropriate NRCS state representative for EWP Program-Buyouts on a project-by-project basis and must be determined before conducting appraisal activities.

In accordance with the URA, 49 CFR §24.103 Criteria for appraisals, the appraiser shall disregard any decrease or increase in the fair market value of the real property caused by the project for which the property is to be acquired, or by the likelihood that the property would be acquired for the project, other than that due to physical deterioration within the reasonable control of the owner. (See URA, Appendix A, 49 CFR §24.103(b).)

Types of property requiring valuation may include:

- a. Land with residences or structures: Land (surface rights only) that contains residential dwellings and other structures that support the residential use of the property.
 - b. Adjacent Vacant Lands: Lands without structures present that are adjacent to eligible residential lands may require valuation.
2. The appraisal may require two separate market values:
- a. The dwelling and improvements, as of the effective date of value; and,
 - b. The land, and remainder of the property (surface rights only) that will be placed under a deed restriction.

NOTE: If dwelling is a manufactured home to be removed, purchased and disposed, the appraiser can appraise this separately from the land. If the land is appraised separately and two values are provided to the client explain how/why there would be no discount based on market evidence and explain (in transmittal letter) the total purchase amount to avoid any violation of USPAP Std Rule 1-4 (e).

3. In general, mineral and other subsurface rights should not be included in the appraised value of the buyout restricted area. However, if landowner owns subsurface rights where potential on-site mining activities may occur in the future, and purchase of those rights will still meet EWPP eligibility criteria (e.g. cost: benefit, feasibility, etc.) then it may be appropriate to include those rights as part of the appraised value.

4. The appraisal must meet the requirements of the USPAP and these appraisal specifications. The appraisal report may consist of a form report, a narrative report, or combination of both.

5. An appraisal report, as discussed in USPAP Standards Rule 2-2(a), must be provided. A restricted appraisal report or a review report that determines a value is not acceptable.

6. The appraisal report must contain the level of detail, discussion, and support necessary for the client and intended users to comprehensively understand the rationale for the opinions and conclusions, including reconciliation of the data and approaches used in the appraisal. The detail must thoroughly explain and support the property description, highest and best use analysis, market characteristics, adjustment process, and all conclusions so that all review appraisers and NRCS users have an adequate understanding of the statements, opinions, and conclusions offered within the report.

7. The appraiser must personally inspect the subject property and comparable sales. The appraiser must talk personally to the property owner or the owner's agent or representative, and the property owner or the owner's agent or representative given an opportunity to accompany the appraiser during appraiser's inspection of the property. This must be documented in the report.

8. Reports must attach these instructions and any engagement documents provided to the appraiser by the client as addenda.

9. The appraiser will contact the client to resolve problems, clarify the assignment, or other issues.

10. The appraiser will be tasked with appraising the following properties individually:

ID	Street Address	Year Built	Home Size (SF)	Lot Size (Ac)	Property Legal Description
1	9380 Mendenhall Loop Road	1973	3002	0.9000	Nunatak Terrace BL C Lt 2
2	5110 View Drive	1973	3381	1.2300	Nunatak Terrace BL C Lt 1
3	9370 View Drive	1981	3114	0.6863	Nunatak Terrace II Lt 15
4	9360 View Drive	2013	610	0.8254	Nunatak Terrace II Lt 14
5	9350 View Drive	1978	1296	0.7889	Nunatak Terrace II Lt 13
6	9340 View Drive	1979	2490	0.8053	Nunatak Terrace II Lt 12
7	9324 View Drive	1981	3030	0.7441	Nunatak Terrace II Lt 11
8	9300 View Drive	1979	2881	0.9854	Nunatak Terrace II Lt 9
9	9301 View Drive	1979	2845	0.9709	Nunatak Terrace II Lt 8
10	9305 View Drive	1996	3379	0.7558	Nunatak Terrace II Lt 7
11	9315 View Drive	1977	2481	0.9221	Nunatak Terrace II Lt 6
12	9325 View Drive	1977	3512	0.9171	Nunatak Terrace II Lt 5
13	9345 View Drive*	1979	3272	0.7788	Nunatak Terrace II Lt 3
14	9355 View Drive	1979	3717	0.8473	Nunatak Terrace II Lt 2
15	9365 View Drive	1988	1580	1.0517	Nunatak terrace II Lt 1
16	9393 View Drive	1983	2084	0.9500	Nunatak Terrace BL D Lt 3

Required Elements for all Appraisals: The following section details the required essentials as part of the SOW and Deliverables for all appraisal reports provided by the awarded Contractor to the CBJ as part of this contract.

Part 1 – Introduction

- A. Title Page
- B. Letter of Transmittal
- C. Table of Contents
- D. Summary of salient facts, section will follow the table of contents, should be limited to one page and include at a minimum:
 - 1. Subject property name
 - 2. Address (911 address) and County/Parish/Borough
 - 3. NRCS Program: Emergency Watershed Protection Program-Buyouts
 - 4. Owner's name or other identification of the property
 - 5. Client's name: Project Sponsor's Name
 - 6. Appraisal Standard: USPAP
 - 7. Intended Users
 - 8. Use/Purpose statement
 - 9. Interest Appraised
 - 10. Size (square feet or acres)
 - 11. Property description (and in the case of a partial acquisition under URA, an adequate description of the remaining property) (Brief)
 - 12. Zoning classification
 - 13. Water rights/mineral rights as applicable
 - 14. Improvements (list structures):
 - a. As of current date or day before the qualifying disaster event, as directed by NRCS state EWP Program point of contact.
 - i. When using day before valuation method, appraiser must value improvements based on support provided by landowner that demonstrates the improvement's retroactive condition.
 - ii. Appraiser shall assume that all appurtenant fixtures, plumbing, heating, built-in appliances, electrical, ventilation, A/C, and anything permanently attached to the house (e.g. sinks, faucets, ceiling fans, cabinets, flooring, doors, windows, mantels, light fixtures, bathtubs, toilets, showers, vanities, countertops, etc.) will remain after closing and should therefore be considered in the appraised valuation. Note: plug-in appliances such as refrigerators, electrical stoves, etc. will be considered personal property and should not be considered in the valuation.
 - 15. Analysis of highest and best use:
 - 16. A minimum 5-year sales history of property
 - 17. Opinion of value:
 - a. As of current date or day before the qualifying disaster event, as directed by Sponsor
 - b. Other values, if applicable, due to special instructions:
 - i. Contributory Value of Residence
 - ii. Contributory Value of Other Improvements, and
 - iii. Total Contributory Value of Improvements
 - 18. Effective date of the report
 - 19. Date of report
 - 20. Appraiser(s)
- E. Appraiser's Certification.
- F. Photographs of the subject property:
 - 1. Provide original color photographs or high-quality color copies of photographs of the appraised property and any comparable sales used in the report. Photographs may be on separate pages but must include date taken and by whom. Provide original color photographs or high-quality color copies of photographs including interior and exterior improvements. All rooms should be sufficiently captured to be able to identify finishes and conditions of residence. Provide photos of outbuildings both interior and exterior. Photographs may be supplemented with prior landowner photos of interior if using day before the disaster event as your valuation basis. If using landowner furnished photos, they must be dated.
- G. Statement of assumptions and limiting conditions:
 - 1. All appraisal reports submitted to the Sponsor and NRCS for review become the property of both the United States and Sponsor and may be used for any legal and proper purpose. Therefore, a condition that limits distribution of the report is not permitted. Include a statement equal to the following in this

section: "I recognize that appraisal reports submitted to the NRCS for review may be used by NRCS for any legal and proper purpose."

2. If the appraisal has been made subject to any encumbrances against the property, such as easements, that must be stated. It is unacceptable to state that the property has been appraised as if free and clear of all encumbrances, except as stated in the body of the report; the encumbrances must be identified in this section of the report.
 3. The use of an uninstructed, unsupported extraordinary assumption or hypothetical condition that results in other than "as is" market value will invalidate the appraisal. Assumptions and limiting conditions that are speculative in nature are inappropriate.
 4. Do not include limiting conditions that significantly restrict the application of the appraisal.
 5. A contract appraiser cannot make assumptions or accept an instruction that is unreasonable or misleading. Client instructions and prior to disaster condition documentation must be accurate and be included in the appraisal report.
- H. Scope of the appraisal:
1. This section must fully describe the extent of investigation and analysis. The scope of work must be consistent with the intended use of the appraisal.

Part 2 - Factual Data

- A. Legal description
- B. Area, city, and neighborhood data
- C. Property data:
 1. Site
 2. Improvements including square footage; number of rooms; number of bedrooms/bathrooms, square garage footage and number of bays; basement square footage and condition (e.g. finished/unfinished); number of fireplaces and other pertinent amenities; HVAC type and information; any details/information that impacts the appraiser's valuation opinion.
 3. Fixtures and appurtenances like natural gas connections, water/sewer connections, septic systems, heating/fuel type, etc.
 4. Use history
 5. Sales history:
 - a. For USPAP appraisals include a 5-year record of all sales of the appraised property and offer to buy or sell if the information is available. If no sale has occurred in the past 5 years, the appraiser must report the last sale of the property, irrespective of date.
 - b. Assessed value and annual tax load.
 - c. Zoning and other land use regulations. The contract appraiser must identify, in addition to zoning, all other land- use and environmental regulations, outstanding rights, and reservations that have an impact on the highest and best use and value of the property.
 - d. Appraised property map or plat. Show the dimensions and topography of the appraised property in detail on a large-scale topographic map, at least 2 inches to the mile. The map may be placed here or in the addenda.
 - e. Aerial photograph of the subject property with the location, boundaries, access, and estimated acreage of the proposed deed restricted property.

Part 3 - Data Analysis and Conclusions Before Acquisition: The Contractor must be able to deliver the following comprehensive analysis and conclusion reporting as part of the final appraisals provided to the CBJ.

- A. Analyses of highest and best use. For USPAP appraisal the contract appraiser may refer to definitions as found in "The Dictionary of Real Estate Appraisal."
 1. **ALL APPRAISALS:** The highest and best use conclusion must be clearly supported by market evidence. Sale or exchange to the United States or other public entity is not an acceptable highest and best use. The use to which the Federal Government will put the property after the land use deed restriction has been placed is, as a rule, an improper highest and best use. A noneconomic highest and best use, such as "conservation," "natural lands," "preservation," or any use that requires the property to be withheld from economic production in perpetuity, is not a valid use upon which to base an estimate of market value.
- B. Value estimate by the cost approach:
 1. Estimate the value of the land as though vacant and available for its highest and best use. Estimating land value using confirmed sales of comparable or nearly comparable lands having, like optimum uses is the preferred method.

2. If the cost approach is not used, explain the reasons for not using this approach.

C. Value estimate by the sales comparison approach:

1. Nearby arm's length transactions that are comparable to the land under appraisal and reasonably current are the best evidence of market value. The Federal courts recognize the sales comparison approach as being normally the best evidence of market value.
2. Analyze the last sale of the subject property if relevant. If not used, explain why. An unsupported claim that a sale of the subject property was a forced sale or is not indicative of its current value is unacceptable.
3. When supportable by market evidence, the use of quantified adjustments is preferred. Percentage and dollar adjustments may and often should be combined. Use qualitative adjustments when there is inadequate market data to support quantitative adjustments. Factors that cannot be quantified are dealt with in qualitative analysis. When quantitative and qualitative adjustments are both used in the adjustment process, all quantitative adjustments should be made first.
4. Provide market evidence and/or supporting narrative for each adjustment used:
 - a. Each quantitative adjustment requires supporting market evidence. Explain how the adjustment was determined and how it is applied to the comparable.
 - b. Each qualitative adjustment requires significant discussion to explain why it is necessary and explain the reason for the differences.
 - c. Include a sales adjustment chart summarizing the adjustments and showing the final adjusted sale prices and how the sales compare with the subject property.
 - d. The documentation of each comparable sale must include the following:
 - i. Parties to the transaction
 - ii. Date of transaction
 - iii. Confirmation of the transaction
 - iv. Confirm the transaction with the buyer, seller, broker, or other person having knowledge of the price, terms, and conditions of sale
 - v. Location
 - vi. Size
 - vii. Legal description or physical address
 - viii. Property rights conveyed
 - ix. Consideration
 - x. Financing terms
 - xi. Verify if the sale was an arm's length or distressed sale
 - xii. Improvements
 - xiii. Physical description – Describe topography, vegetative cover, water influence, improvements, irrigation water, soils, and other characteristics.
 - xiv. Nonreality items
 - xv. Zoning
 - xvi. Highest and Best Use
 - xvii. Topographic map
 - xviii. Photographs of improvements
 - xix. Photographs of land
 - e. To make meaningful comparisons between the sales comparisons and the appraised property, an appraiser must inspect all sales directly compared with the appraised property.
 - f. If the sales comparison approach is not used, explain the reasons for not using this approach.
5. Value estimate by the income approach:
 - a. All data must be market supported.
 - b. If the income approach is not used, explain the reasons for not using this approach.
6. Correlation and final estimate:
 - a. Appraisers are responsible for explaining how they arrived at the final opinion of value including any methods of rounding.

Part 4 - Exhibits and Addenda

A. Location maps:

1. Maps must clearly identify the property and be of sufficient quality to enable the review appraiser to locate the property on the ground. Maps must be dated and include a legend, scale, at least two streets, and north arrow.
2. Area Map. This is a small-scale map showing the general location of the subject market area.

3. Plat map or Tax Assessor's Parcel Map. This map shows the appraised property and its immediate neighborhood with rough property boundary locations and dimensions.
- B. Comparable data maps:
 1. This map must show the location of the appraised property and the sales. If all pertinent comparable sales cannot be shown on the same map as the appraised property, a smaller-scale map may be included in addition to the larger-scale map.
- C. Detail of comparative data
 1. Include all information for each comparable transaction used in the appraisal.
- D. Plot plan, if applicable
- E. Floor plan, if applicable
- F. Title evidence report
 1. Include a copy of the preliminary title commitment or preliminary title report if available.
- G. Other pertinent exhibits
 1. Present additional data such as documents and charts pertinent to the valuation and referred to in the body of the appraisal. Exhibits may include—
 - a. A copy of the deed restriction
 - b. A copy of any technical reports from specialists that may relate to the valuation of a property
 - c. Property owner "permission to appraise"
- H. Qualifications of appraiser:
 1. The appraisers must provide evidence of compliance with the certification requirements of the State or States where the properties are located.
 2. In accordance with URA, 49 CFR 24, if the Sponsor uses a contract (fee) appraiser to perform the appraisal, such appraiser shall be State licensed or certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12. USC 3331 et seq.).
 3. The appraisers must provide documentation of compliance with experience, education and competency requirements.
 4. The appraiser must provide their contact information including but not limited to:
 - i. Address
 - ii. Phone numbers
 - iii. Email address.
 - I. Engagement letter and/or instructions received from the client.

Deliverables Deadline: This project is a top priority to the City. CBJ wants to be clear that time is of the essence and the appraisals are needed to be completed immediately. This is required work so that the City can best be prepared in advance of the GLOF this year. All Final Appraisal Reports will be delivered via email to the City and Borough of Juneau Land & Resources Manager, within six (6) weeks of the Notice to Proceed.

NOTE: CBJ understands that there may be unknowns that create the need to deviate agreed upon timelines. CBJ staff is prepared to work responsively and collaboratively with the awarded Contractor to provide the processes support needed to ensure the successful completion of each identified deliverable.

Payments & Invoicing: A payment structure based on mutually agreed deliverable deadlines will be in effect from date of award through the project's completion. Payments will be initiated upon receipt of approved invoices and completed required reports. Upon award, the Contractor and CBJ will negotiate a mutually agreeable timeframe for submission of invoices to ensure timely payments.

Data, Findings, and Report Ownership: All project documents must be submitted to CBJ in Microsoft Word or Adobe PDF unless otherwise approved. CBJ will retain sole and exclusive ownership of the final Plan, including all associated physical and intellectual property rights. This ownership encompasses all materials incorporated into or developed for the final report, such as raw data, metadata, findings, recommendations, and executive summaries. Furthermore, this provision extends to all supporting demonstrative assets, including graphs, charts, illustrations, and any presentation materials or PowerPoint decks produced during the project.

Any final Plan and all associated findings are the exclusive physical and intellectual property of the CBJ. The CBJ reserves the right to authorize City personnel or a qualified third-party contractor to expand upon this data in the future using established or similar methodologies; however, any such updates and their resulting conclusions will be clearly attributed to the CBJ rather than the original Contractor. Unauthorized dissemination of information provided by the CBJ, or any data developed through this project, is strictly prohibited without prior written consent from the CBJ and may be subject to formal public records request procedures.

Travel Expenses: CBJ seeks to achieve the best, most comprehensive and inclusive project results, while still allowing the Contractor to determine how to best complete the project. With regard to all tasks and deliverables the Contractor must determine if an in-person consulting element is necessary. Contractor's responses must identify which deliverable(s) require an in-person component and describe what processes or activities will be completed in-person, the length of time expected, the size of team needed, all required resources, i.e. meeting rooms, etc. and any expected or required assistance needed from CBJ to complete these tasks.

Contractors must provide an all-inclusive estimate of the anticipated costs for Travel Expenses, i.e. lodging, transportation, per diem, etc. The costs must be detailed and added as a separate line item on the submitted price or fee proposal.

The CBJ Project Manager reserves the right to negotiate with the selected Contractor on any part of the in-person component that the Contractors identify as necessary.

Next Steps Note: The completed appraisal work associated with this project will require Technical Appraisal Review Reports as per the Emergency Watershed Protection Program Buyout Process Checklist.

The Awarded Contractor who completes the residential appraisals is not allowed to complete work on the Technical Appraisals.

Once the residential appraisals derived from this RFP are completed a technical review of that work and those appraisals must be completed by a separate and non-contributing Contractor. (CBJ intends to issue a second competitive RFP for the Technical Appraisal Review.)

The steps below provide an overview of the expected process for the technical review and portions of the SOW.

- All residential appraisal reports are subject to a technical appraisal review ordered by the Sponsor or NRCS and conducted for compliance with appraisal instructions, and USPAP, prior to acceptance for reimbursement by NRCS.
- The Sponsor will order the technical appraisal review after these appraisals are complete.
- The review appraiser is not assigned to review the appraisal until a final one is received from the Sponsor.
- The review appraiser will provide a technical appraisal review report approving the appraisal or not approving the appraisal for agency use.
- During the review process the reviewer will identify any corrections or additions needed. The appraisal will be returned to the appraiser if significant changes are necessary. The review appraiser may contact the appraiser directly for clarification and report corrections.
- The review appraiser shall prepare a signed certification that states the parameters of the review. The certification shall state the approved value, and the amount believed to be just compensation for the acquisition.

AWARD, PROPOSAL CONTENT & EVALUATION CRITERIA

Award: Following the official posting of evaluations and scoring, the successful Proposer will be required to accept the City's contract. Any necessary changes to the scope, schedule, or compensation as outlined in this RFP document may be discussed and must be mutually agreed upon. All agreed-upon changes will be documented in the final contract. Note: Any adjustments resulting from negotiation must not affect the original ranking of the proposals. If mutual agreement cannot be reached with the apparent best Proposer, CBJ will discontinue discussions and offer the project to the next highest-ranked Proposer.

Prior to executing a contract, the best apparent Contractor must provide proof of compliance with pre-award requirements, i.e. SOA BL and Certificate of Insurance (COI). Awarded Contractor must have a State of Alaska business license prior to issuance of the notice to proceed. Upon receipt of a fully executed contract, CBJ will issue a purchase order, which will serve as the notice to proceed.

Note: CBJ reserves the right to compile a "shortlist" of responses narrowing the field to the top five (5) proposals if needed. A brief, preliminary assessment will be used to identify the responses that best align with CBJ's immediate project goals, budget, and timeline. If shortlisting is utilized the Purchasing Division will only provide debriefing feedback to the approved shortlisted candidates. All other submissions will receive a standard

notification regarding the project's outcome. Responses not considered for full evaluation will not be completely scored. CBJ is not obligated to provide reasons for non-selection.

Proposal Preparation & Requirements: Proposals must be prepared to provide a concise delineation of the Contractor's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on conformance to these instructions, responsiveness to the scope of work and on completeness.

Responses must include a Table of Contents with page numbers and follow a defined sequence for all deliverables requested in the RFP.

The requested page limit for the main narrative of this RFP is fifteen (15) pages. The transmittal letter and any identified required examples, samples, etc. WILL NOT be considered part of the page limit. The page limit also excludes, CV's/resumes, copies of required licenses, and professional references. Contractors should insert hyperlinks to included information, when possible, to allow for more condensed responses.

To ensure an efficient evaluation process, CBJ expects that Contractors will submit responses that are succinct, technical and focused on the specific requirements of the RFP. Contractors should limit redundant, 'sales pitch' content and generic marketing materials.

Include a dated one-page Transmittal Letter that includes all the following:

- a. The RFP number and title
- b. Proposer's legal name, mailing address, telephone number(s), email address(es) for representative(s), and web site (if available).
- c. A brief description of your understanding of project, and a summary of qualifications and capabilities.
- d. Identify the person(s) authorized to represent the company during contract negotiations and the contract term, including their title(s) and contact information.
- e. Acknowledgment of receipt for any addenda issued for this RFP.
- f. **The transmittal letter must be signed by a person with legal authority to bind the company.**
- g. The name and title of the individual signing the proposal must be clearly printed below the signature.

Evaluation Criteria: To determine the most advantageous proposal, an evaluation committee will review, score, and rank all proposals based on the criteria and weighted categories identified below and stated in the Proposal Evaluation Form. CBJ reserves the right to request clarification of any submitted material during the evaluation process. Interviews may be conducted with top-ranked Proposers at the discretion of the evaluation committee. Finalists will be notified of any interview requirements.

Understanding & Methodology:(Weight 25%) Points will be awarded on the following:

- a. Provide a comprehensive narrative illustrating the firm's understanding of the project's purpose, scope, objectives, and deliverables.
- b. Detail the methodology intended to accomplish the scope of work, including operational plans, problem-solving techniques, and applicable standards.
- c. Identify potential challenges associated with the project and propose specific solutions.
- d. Provide a proposed project schedule outlining major tasks and compliance with CBJ's timeline.
- e. Demonstrate a thorough grasp of the project objectives and scope.
- f. Identify and address pertinent issues and potential risks.
- g. Align services with the City's scheduling expectations.
- h. Provide a complete, practical approach to fulfilling all requirements.

Management Plan: (Weight 30%) Points will be awarded on the following:

- a. Discuss how this project fits into your overall organizational structure and current workload.
- b. Explain the management plan you intend to follow with clarity and thoroughness.
- c. Provide details that demonstrate how you will accomplish the scope of work and achieve the City's objectives and project goals.
- d. Include an Organizational Chart specific to personnel assigned to the work, including any sub-Contractors. NOTE: Sub-Contractors cannot be added after contract award without the prior, written consent of the Purchasing Division.
- e. Identify the Individual responsible for decision-making and accountability (the project manager), and their level of authority. Discuss the extent to which this individual will be available to CBJ.
- f. Provide a description of your organization and ownership structure.

- g. Discuss your management approach to potential contractual disputes.
- h. Demonstrate the ability to provide services within the proposed budget and timeline identified.

Experience & Qualifications: (Weight 25%) Points will be awarded on the following:

- a. Provide a comprehensive narrative describing the proposed project team's specialized experience, capabilities, and unique qualifications for performing the required work.
- b. List projects (of similar size & complexity) and previous work experience over the past **five (5) years** demonstrate your ability to administer this project successfully.
- c. Include resumes for each professional staff member (including sub-Contractors) to be assigned to the project, identifying key personnel. Resumes must describe each individual's education, credentials and experience relevant to the assigned work.
- d. Provide accurate, up-to-date contact information (name, current phone number, current email, and project name) for three (3) of the completed projects listed above. Verify that the contacts will be available to provide references during the evaluation period. The City and Borough of Juneau (CBJ) reserves the right to act as its own reference. Inability to reach listed contacts will negatively impact the evaluation score.

Price Proposal (Weight 20%): Contractors must review the scope of work outlined in the RFP and **Exhibit A: Map of Properties to Appraise** to provide a per-appraisal price for each proposed property. Proposers must then list a **Final Total Price** representing the total expected compensation for the proposed work.

Note: Due to the evolving nature of the project, CBJ cannot guarantee that all homeowners in Exhibit A will choose to participate in this process. If any homeowners decline, the final total contract price will be reduced by the per-appraisal amount listed for those properties.

To provide context to the Final Total, Contractors may provide a chart that indicates fees that make up the total pricing; such as including hourly employee rates.

Travel for this project is not required; however, if you propose travel to complete the work, provide details on any proposed travel costs. Travel costs must be itemized as a separate line item but then added to your FINAL TOTAL cost.

For purposes of evaluation, and awarding of percentage points, the CBJ Purchasing Division must have a clear, final total cost line that can be gauged using the following formula:

$$\text{Points Awarded} = (\text{Lowest Price Proposal}) \times (\text{Maximum Points for Price}) / \text{Price of This Proposal}$$

Evaluation Form:

Evaluator No. ____ Proposer _____			Maximum Score Achievable = 1,000 points
CRITERIA	Weight %	Score (0 – 10*)	Total Points = (Numerical Score X Weight)
Understanding & Methodology	25		
Management Plan	30		
Experience & Qualifications	25		
Price proposal (<i>determined using formula</i>)	20	Determined by Purchasing	
Rank _____	Grand Total		
*Point Guide: Outstanding (10 points)_Adequate to Good (6 to 8 points) Marginally Acceptable (3 or 4 points)_Unacceptable (0 or 1 point)_No scores using numbers 2, 5 or 9			