
Fwd: Formal Protest of RFP 2019-09

James Canary <james.canary@gmail.com>
To: Cynthia Rogers <planner@dillinghamak.us>

Tue, Dec 3, 2019 at 4:38 PM

Cynthia;

As provided in the Notice of Intent to Award, there is a process to protest.
I've have sent Lori this protest and it appears she is going to be out of town.

Please make sure my protest goes to the Council on December 5th

Thank You
James Canary
Alaska Assessment Services

----- Forwarded message -----

From: **James Canary** <james.canary@gmail.com>
Date: Tue, Dec 3, 2019 at 6:32 PM
Subject: Formal Protest of RFP 2019-09
To: Lori Goodell <cityclerk@dillinghamak.us>

Lori;

Attached is my formal protest for RFP 2019-09 - Assessor Contract.

Per the Notice of Intent to Award letter it states I have 5 days to protest and I must appear in person before the City Council.
This is not possible to appear in person by December 5, but I can be contacted if needed per telephone conference.

Please let me know if you need anything else from me.

Thank You

James Canary
Alaska Assessment Services.

2 attachments

 **Formal Letter of Protest - Assessor Bid .pdf**
82K

 **Sales Stats for Dillingham.pdf**
56K

November 30, 2019

City of Dillingham

C/O: City of Dillingham, Mayor, City Council, City Manager & City Clerk

P.O. Box 889

Dillingham, Alaska 99576

RE: Protest regarding the RFP 2019-09 per provision of the Dillingham Municipal Code Section 4.30.100 E.

Dillingham City Council;

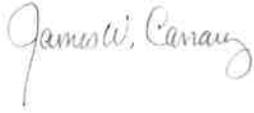
As allowed in the "Notice of Intent to Award" letter, dated 10-25-2019 I would like to file a protest regarding RFP 2019-09 (Assessor Contract) for the following reasons.

I understand that there are many factors that come into play regarding the awarding of a City contract and usually the lowest bid wins. However, with several recent key staff positions being filled with new personnel, it's understandable that leadership may not be aware of the historical information provided below that may impact their decision making. I thank you for allowing me the opportunity to submit this information for your consideration.

- 1) Alaska Assessment Services was contracted for Assessment Services for the City of Dillingham from August 2016 to July of 2019. Within that time the Gross Real Property Assessments went from \$148,842,216 to \$184,652,150 a 24.05% increase over 3 years. From 2015 to 2019 a **25.45% increase. Why such a large overall increase?**
- 2) See Attached Spreadsheet
 - A) Contract Assessor in 2014 – Appraisal Company of Alaska – 72% of the market (Median)
 - B) Contract Assessor in 2015 – Appraisal Company of Alaska – 78% of the market (Median)
 - C) Contract Assessor in 2016 – Alaska Assessment Company – 83% of the market (Median)
 - D) Contract Assessor in 2017 – Alaska Assessment Services – 92% of the market (Median)
 - E) Contract Assessor in 2018 – Alaska Assessment Services – 94% of the market (Median)
 - F) Contract Assessor in 2019 – Alaska Assessment Services – 99% of the market (Median)
- 3) It is clear that the Appraisal Company of Alaska was not conducting this task in accordance with **Alaska State Statute title 29.45.110** which states :
 - (a) The assessor shall assess property at its full and true value as of January 1 of the assessment year, except as provided in this section, AS ~~29.45.060~~ , and ~~29.45.230~~. The full and true value is the estimated price that the property would bring in an open market and under the then prevailing market conditions in a sale between a willing seller and a willing buyer both conversant with the property and with prevailing general price levels.
- 4) Appraisal Company of Alaska has provided the Assessed Values in Dillingham for several years prior to 2016. During reviews over the past 3 years, Alaska Assessment Services found these errors and omissions consistently
 - Missed properties (untaxed) that should have been placed on the tax roll. This resulted in Uncaptured revenue for the City of Dillingham.
 - Incorrect building sizes, mostly due to additions that were never picked up.
 - Inconsistencies in valuations within an area.
 - The undervaluation of all properties in Dillingham. (See Attached SpreadSheet)
 - No database system setup to more accurately keep up with property files.

In conclusion, Alaska Assessment Services has conducted many hours working towards bringing the City of Dillingham into compliance with the State of Alaska Statute Title 29.45.110 and there's more work to be done. I thank you for the opportunity to appeal your Notice of Intent to Award RFP2019-09 to Appraisal Company of Alaska LLC and to allow Alaska Appraisal Services to continue the work it began in 2016 in order to maintain the integrity of the Assessment Data of the City of Dillingham.

Cordially;

A handwritten signature in cursive script that reads "James W. Canary". The signature is written in dark ink and is positioned above the typed name.

James Canary
Alaska Assessment Services
Phone: 520-431-4997

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Chris Napoli
Bill Rodawalt
Aksel Buholm
Curt Armstrong
Andy Anderson
Gregg Marxmiller

MEMORANDUM

Date: December 4, 2019
To: Tod Larson, City Manager
From: Cynthia Rogers, Planning Director 
Subject: RFP 2019-09: Municipal Assessment Services, Process Summary

I am providing a summary of the procurement process followed as part of the solicitation for municipal assessment services. As provided in code, the RFP was advertised locally in three places and was published per the requirements in code on 10/24 and 10/31 in the Bristol Bay Times (see affidavit of publication, attached). It was additionally published on the city website: <https://www.dillinghamak.us/projects>. The original deadline of November 14 at 4:00 pm was extended to November 21 at 4:00 pm after only one proposal was received ahead of deadline, and per the conditions of offering and acceptance listed in the RFP.

Per the evaluation and selection criteria published in the RFP, the selection committee was comprised of three City personnel. A scoring sheet was distributed to each member of the committee that corresponded to the selection criteria specified in the RFP. Individual scores were tallied and reported on a bid summary sheet, indicating the selected proposer with the highest score. The scoring sheets from each member of the committee were retained.

General observations about the scoring and ranking of the proposal for Alaska Assessment Services include:

- The City of Dillingham is referred to as a "borough" in several places.
- There are a number of misspellings and grammatical errors.
- A number of items in the scope of work were not addressed.
- The references provided were not of the same breadth and quality as those provided by the other proposer.
- The proposal included additional requirements that would be at City expense, and therefore increase the total cost of services provided, that the other proposal did not.
- The proposed fee was higher than that of the other proposer.

Based on the overall score for each proposal, a recommendation was made to you on November 25, with a summary of comments regarding the selected firm's proposal and the bid summary sheet. You concurred with the committee's recommendation and a Notice of Intent to Award was sent to both proposers on November 27. This notification was done according to code, at least five days before formal award of the contract. Proposers were notified of the right to protest at that time and provided the applicable code reference. Notification of an intent to protest was received by James Canary on December 3.

CASE/PO/AIO: City of Dillingham
AD# or identifier: RFP 2019-09 Municipal Assessment
Services

REMIT TO: Anchorage Daily News
300 W 31st Ave
Anchorage, AK 99503
Ph: (907) 257-4251
Fax: (907) 279-7579

INVOICE(S): 2721

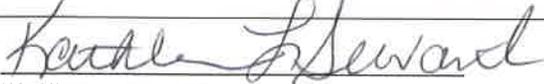
AFFIDAVIT OF PUBLICATION

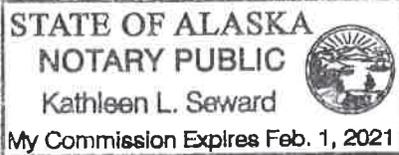
UNITED STATES OF AMERICA
STATE OF ALASKA, THIRD DISTRICT
BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC
THIS DAY PERSONALLY APPEARED Jada Nowling
WHO, BEING FIRST DULY SWORN, ACCORDING TO LAW,
SAYS THAT S/HE IS Sales Manager OF The Bristol Bay
Times/Dutch Harbor Fisherman PUBLISHED AT 300 W
31ST AVE, ANCHROAGE AK, IN SAID THIRD DISTRICT
STATE OF ALASKA AND THAT THE ADVERTISEMENT, OF
WHICH THE ANNEXED OR ATTACHED IS A TRUE COPY,
WHICH WAS PUBLISHED IN SAID PUBLICATION
10/24/19 AND THEREAFTER FOR A
TOTAL OF 2 CONSECUTIVE ISSUE(S), THE LAST
PUBLICATION APPEARING ON
10/31/19.

ATTACH PROOF OF PUBLICATION HERE


JADA NOWLING
SALES MANAGER

SUBSCRIBED AND SWORN BEFORE ME THIS 31st
DAY OF October, 20 19


KATHLEEN L SEWARD
NOTARY PUBLIC STATE OF ALASKA
MY COMMISSION EXPIRES ON FEBRUARY 1, 2021



CLASSIFIEDS & LEGAL

55¢/word

October 24, 2019

www.thebristolbaytimes.com

Page 13

HOUSING

UNIQUE AND RARE DUTCH HARBOR / UNALASKA HOUSING OPPORTUNITY

- Spacious House - 116 Dutton Road, Unalaska, 99685
- Approximately 1,300 square feet
- 4 bedrooms / 1 bath
- Spacious living room and kitchen
- Mud room with washer & dryer
- Expansive outside deck
- Currently furnished, but can be rented unfurnished at tenant's request
- Price : \$4,000.00 per month
- Term: Minimum 12 month lease
- Security Deposit - \$4,000.00 (includes \$350 non-refundable carpet and cleaning fee)
- Tenant responsible for utilities (electricity/cable tv/propane)
- For more detail contact: EJ Stenfenagel @ Offshore Systems, Inc. - (425)-828-6434

PUBLIC NOTICE

BRISTOL BAY HOUSING AUTHORITY is soliciting for qualified candidates for one Commissioner position for the BRISTOL BAY HOUSING AUTHORITY. The position entails approximately 12 meetings a year. Please respond by sending your resume and/or a letter of interest, in brief, which details the reasons you would like to become a BRISTOL BAY HOUSING AUTHORITY COMMISSIONER. If a BBHA homeowner or tenant, BBHA bylaws require the candidate to be current in payments, or in compliance with an approved payback agreement. The term ends January 2023. Address your information to: Bristol Bay Naive Association, P.O. Box 310, Dillingham, AK 99576. ATTENTION: Jennifer Gardiner. Resumes and/or letters of interest will be accepted until 4:30 P.M. Thursday, November 21, 2019.



PUBLIC NOTICE

RFP 2019-09 Municipal Assessment Services

RFP 2019-09: Municipal Assessment Services

The City of Dillingham is requesting proposals from professional appraisal firms for the tax years 2020, 2021, and 2022. Services to be provided include all real and personal property appraisals for commercial and residential taxable properties within the City of Dillingham.

Proposal documents are available on the City website at: www.dillinghamak.us/projects.

Inquiries should be sent to Cynthia Rogers, Planning Director, (907) 842-3785 or planner@dillinghamak.us.

Proposals should be mailed or delivered to the City of Dillingham, in a sealed envelope and addressed to:

Planning Department
City of Dillingham
141 Main Street, P.O. Box 889
Dillingham, AK 99576

Sealed proposals must be marked plainly on the outside as follows: **RFP 2019-09 Municipal Assessment Services** and must bear the name, address, email, and phone number of proposer. Faxed and electronic proposals will NOT be accepted. Proposals will be accepted at the Planning Department until **4:00 p.m., Thursday, November 14, 2019**. A contract to award will be authorized at a City Council meeting on December 5, 2019.



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Community newspapers
the original social networking site



The
Bristol Bay Times &
The Dutch Harbor **Fisherman**

ADVERTISING THAT

POPS!



ADS@REPORTALASKA.COM

Southeast stakeholders take aim at sea otters

A 2011 McDowell report showed that otter predation cost region's economy nearly \$30 million over 15 years

They are certainly cute but the voracious appetites of sea otters continue to cause horrendous damage to some of Southeast Alaska's most lucrative fisheries.

How best to curtail those impacts will be the focus of a day-long stakeholders meeting set for Nov. 6 in Juneau.

"All of the people who have anything to do with the otters, hopefully, will all be in the same room at the same time," said Phil Doherty, co-director of the Southeast Alaska Regional Dive Fisheries Association (SARDEFA) based in Ketchikan.

A 2011 report by the McDowell Group showed that otter predation on sea cucumbers, clams, urchins, crabs and other shellfish cost the Southeast economy nearly \$30 million over 15 years. And their population has skyrocketed since then.

Four hundred otters were reintroduced to Southeast by the Alaska Dept. of Fish and Game from Amchitka Island in the 1960s after nearly being wiped out by fur traders at the turn of that century. The otters, which rose to nearly 26,000 in the latest assessment updated in 2014, are under federal protection and managed by the U.S. Fish and Wildlife Service. The animals can grow up to 100 pounds and typically eat the equivalent of a quarter of their weight each day.

Last year, at the urging of 20 Southeast towns, organizations and Native groups, the Alaska Senate passed a resolution asking for the state to take over otter management and to provide for more protections.

"If the population continues to go unchecked, predation from sea otters inevitably threatens the future of dive and crab fisheries, jeopardizing hundreds of jobs and tens of millions of dollars in economic activity," Sen. Bert Stedman (R-Sitka) wrote in a statement.

One suggested solution has been to allow increased hunting by Native Alaskans, the only people allowed to do so, and lowering the Native blood "eligibility" to one-quarter of a percent. But Doherty said at a growth rate estimated at between 12% and 14% a year, hunting can't keep up with the population. Another problem is restrictions on what Natives are

allowed to do with the otters they hunt.

"The Marine Mammal Protection Act clearly states what Alaskan coastal Natives can do with sea otters," Doherty explained. "They have to produce a finished product that is in the tradition of Native art and how they've used them over the years. They cannot harvest sea otters and sell just the pelt on the open market."

Patrick Lemons, Alaska chief of marine mammal management for the USFWS said last year that the Marine Mammal Protection Act limits the agency's response and they cannot intervene to protect commercial fisheries until a species is at "optimum sustainable population."

The agency recently put the Southeast region's otter carrying capacity at 77,000, Doherty said.

"Until we're at that carrying capacity, they will manage the sea otters in a very conservative mode. And once we get to 77,000 otters, we can kiss some of these industries goodbye — and it is not just the dive fisheries. The Dungeness crab fishery here in Southeast is being severely impacted and otters eat king and Tanner crab, so there's going to be impacts on all of the shellfish fisheries."

While the upcoming meeting will provide a valuable exchange, Doherty is not optimistic about the outcomes.

"Because the otters are so protected within the Marine Mammal Protection Act, I don't think anything is going to change the tide of the sea otter population here in Southeast Alaska."

The Nov. 6 otter meeting will take place at the Andrew P. Kashevaroff Building in Juneau. It is free and open to the public.

Pebble hearing in DC

Threats posed to the Bristol Bay watershed by the proposed Pebble Mine took center stage in Washington, D.C., at a hearing last Wednesday of the House Transportation and Infrastructure Committee. Opponents are hopeful the hearing might help put the brakes on the Pebble permitting process.

"If Pebble is developed, there is no doubt it will forever change who I am, who my people are, where I come from. And it will rob our children's children of their right to continue being Native people as we have for thousands of years in Bristol Bay," said Alannah Hurley, executive director of



FISH FACTOR
Laine Welch

United Tribes of Bristol Bay.

Alaska Public Radio's Liz Ruskin was at the hearing and reported that Pebble Partnership CEO Tom Collier, the only witness to support the mine, "tilted back in his chair and looked at the ceiling as Hurley spoke."

Alaska Congressman Don Young, who has not taken a position on the mine, criticized the witnesses for "not being scientists."

In a video of the hearing, Young said: "You're not listening to the science. You are saying a lot of what ifs. Can and cannots. Should we or shouldn't we. And this committee has a responsibility to review those that are directly involved. Not those that may be affected about it. It's about science."

Committee Chairman Peter DeFazio (D-Oregon), an outspoken Pebble critic, questioned the permitting process. He had especially harsh words about the way in which the U.S. Army Corps of Engineers is assessing the project, which many have criticized as being rushed and sloppy.

"What I first want is a proper review and a proper comment period, and I don't believe the Corps is doing either of those things," he said at the hearing. "And I'm going to push them very hard to push back, even if Donald Trump is pushing on the other side."

DeFazio was referring to pullback of special protections the EPA had placed on the Bristol Bay watershed in 2014. The restrictions were abruptly lifted this year on July 30 after Trump had a brief meeting with Gov. Mike Dunleavy who supports the Pebble project. That EPA pullback has prompted three lawsuits against the EPA by nearly 20 diverse groups.

Last week's hearing is "typically the first step before an investigation on the permitting process is launched," said Molly Dischner, communications director for United Tribes of Bristol Bay.

The Pebble Partnership has spent over \$2 million on federal lobbying so far this year according to public disclosure forms, Liz Ruskin reported.

A preliminary final environmental impact statement on the project is expected in January.

Fish game changer

Just as farmed salmon grown in sea cages toppled markets for wild fish a few decades ago, land-based farming is set to

change the game again over the next decade.

It will come in the form of recirculating aquaculture systems (RAS) and will cause even more disruption to world markets. That is the conclusion of Rabobank, a Netherlands-based leader in food and agriculture financing that is among the 30 largest groups in the world.

A Rabobank report this month identified more than 50 RAS proposed projects around the world with an estimated output to equal 25% of current salmon production by the year 2030.

That totals roughly 550 million pounds of fish. In comparison, Alaska's 2018 salmon catch produced 605 million pounds of salmon.

The report said most of the land-based farms are planned in Norway, but proposed production volumes are highest in the U.S. where six farms are planned.

In the U.S., Maine is taking the lead where Portland-based company Whole Oceans has received two leases alongside and underneath the Penobscot River. It plans to break ground on a \$180 million RAS facility next year and begin output of 11 million pounds of Atlantic salmon annually.

The report said RAS could disrupt traditional ocean-based fish farming over the next 10 years adding "it's not a question of if, but of how much."

Blue opportunity

The Alaska Ocean Cluster, an arm of the Bering Sea Fishermen's Association, is seeking a manager for its Blue Pipeline Incubator (BPI) in Seward.

"This is a blended position made possible through a partnership between the Ocean Cluster, the city of Seward, the Seward Chamber of Commerce and the Small Business Development Center," said Casey Rangel, program manager.

The BPI manager will oversee all operations of the incubator and will act as the liaison to Seward's ocean-based industries.

Requirements include a bachelor's degree in business administration or a related field. Salary is \$65,000-75,000 commensurate with experience. Applications will be accepted until the position is filled. Learn more at www.alaskaoccluster.com/about/employment.

Laine Welch is a Kodiak-based journalist who writes a weekly column, *Fish Factor*, that appears in newspapers and websites around Alaska and nationally.

PUBLIC NOTICE
RFP 2019-09 Municipal Assessment Services

RFP 2019-09: Municipal Assessment Services

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**Planning Department
City of Dillingham
141 Main Street, P.O. Box 889
Dillingham, AK 99576**

Sealed proposals must be marked plainly on the outside as follows: **RFP 2019-09 Municipal Assessment Services** and must bear the name, address, email, and phone number of proposer. Faxed and electronic proposals will NOT be accepted. Proposals will be accepted at the Planning Department until **4:00 p.m., Thursday, November 14, 2019**. A contract to award will be authorized at a City Council meeting on December 5, 2019.

TESTIMONY

From Page 1

When asked about tribal consultation, Hurley said the Army Corps had not included tribal perspectives in its draft environmental review in a meaningful way.

She also criticized the project's timeline, saying it was not realistic for residents of Bristol Bay.

David Hobbie, chief of Alaska District's Regulatory Division, said the Army Corps had met with various tribes in the region over 30 times.

"I think there has been scheduling conflicts at times," he said. "And I do know that we have — when I say limited resources, we have and will continue to try to get to the villages when we can, but it is

not cheap to get to the villages, as it is not cheap for them to get here either. So at times, I know resources may have a constraining role, I don't know if that's occurred yet, though."

Hobbie, who did not watch the congressional hearing, also said the Army Corps would continue to take tribal input into consideration.

The congressional hearing on Pebble comes about a month after Sen. Lisa Murkowski said the mine should not be permitted unless the Army Corps addresses shortcomings in the draft environmental review, and the Environmental Protection Agency's critiques of it, in the final impact statement.

Contact the author at isabelle@kdlg.org or 907-842-2200.



NOTICE OF INTENT TO AWARD

ISSUE DATE: November 25, 2019

RFP NUMBER AND TITLE: RFP 2019-09 Municipal Assessment Services

RFP DEADLINE: November 21, 2019, 4:00 PM

BIDDERS OF RECORD INCLUDE:

- Appraisal Company of Alaska, LLC
- Alaska Assessment Services

Based on the criteria established in the Request for Proposal (RFP), the City of Dillingham hereby provides notice of its intent to award the contract to:

Appraisal Company of Alaska, LLC

Any bidder who believes the contract has been improperly awarded may file a protest with the City Clerk, Lori Goodell, within 5 days from the date of this notice and appear in person before the City Council according to the provision of the Dillingham Municipal Code Section 4.30.100 E. The next regularly scheduled City Council meeting will be held on December 5, 2019.

The entire Dillingham Municipal Code can be found on the City's website.

Prior to issuance of a Notice to Proceed, the successful bidder must provide the licensing and insurance documents as outlined in RFP 2019-09, to the City of Dillingham prior to C.O.B on December 2, 2019.

The successful vendor is instructed not to begin work, purchase materials, or enter into subcontracts relating to the project until both the recipient and the City have signed the contract and a Notice to Proceed has been issued. AS 36.30.365.

Sincerely,

A handwritten signature in blue ink that reads "Tod Larson".

Tod Larson
City Manager
(907) 842-5148

Mayor
Alice Ruby

Manager
Tod Larson



Dillingham City Council
Chris Napoli
Bill Rodawalt
Aksel Buholm
Curt Armstrong
Andy Anderson
Gregg Marxmiller

MEMORANDUM

Date: November 25, 2019
To: Tod Larson, City Manager
From: Cynthia Rogers, Planning Director 
Subject: RFP 2019-09: Municipal Assessment Services

The scoring team met to evaluate the submittals in response to the Request for Proposals for Municipal Assessment Services for tax years 2020, 2021, and 2022.

The recommendation of the scoring team is to select Appraisal Company of Alaska, LLC for this RFP. This is based on the following:

1. Appraisal Company of Alaska, LLC has successful experience providing assessment services to other communities in Alaska, including Wrangell, Nome, Cordova, Unalaska, North Slope Borough, Nenana, Yakutat, Whittier, Petersburg, and the Bristol Bay Borough. They also have previous experience working with the City of Dillingham on marine vessel valuation and litigation reports.
2. Appraisal Company of Alaska, LLC has a dedicated team of four with the qualifications and capabilities needed for this project. They are also familiar with the MARS CAMA system and how it integrates with GIS.
3. Appraisal Company of Alaska, LLC has proposed a sound valuation method, along with a work plan that includes 2020 as an update year, 2021 as a complete revaluation year with inspection of all properties, and 2022 an update year. This plan fits well with a potential implementation of the MARS CAMA system during 2020.
4. Appraisal Company of Alaska, LLC proposed a rate that came in lower than Alaska Assessment Services.
5. Appraisal Company of Alaska, LLC provided outstanding references and examples of work challenges and solutions in a number of communities that are in alignment with the City's own challenges and expectations for service provider solutions.

A scoring summary sheet has been attached with a ranking of all proposals submitted. Please let me know if you have any questions.



**CITY OF DILLINGHAM PROPOSAL REVIEW
SCORING SUMMARY SHEET**

PROPOSAL NUMBER: 2019-09

PROPOSAL NAME: Municipal Assessment Services

	SCORES			Total	Rank
	#1	#2	#3		
Appraisal Company of Alaska, LLC	85	96	76	257	1
Alaska Assessment Services	72	77	57	206	2



Request for Proposals

RFP 2019-09 Municipal Assessment Services

The City of Dillingham is requesting proposals from professional appraisal firms for the tax years 2020, 2021, and 2022. Services to be provided include all real and personal property appraisals for commercial and residential taxable properties within the City of Dillingham. Proposals must include: 1) A transmittal letter; 2) A statement of qualifications and experience for all staff providing services; 3) Three current references; and 4) Proposed fee. Evidence of appropriate professional staff licensure must accompany the proposal. The selected firm or individual will enter into a term contract for a period of three years.

RFP documents can be downloaded from the City's website at www.dillinghamak.us/projects.

Proposals should be mailed or delivered to the City of Dillingham, in a sealed envelope and addressed to:

**Planning Department
City of Dillingham
141 Main Street, P.O. Box 889
Dillingham, AK 99576**

Sealed proposals must be marked plainly on the outside as follows:

RFP 2019-09 Municipal Assessment Services

and must bear the name, address, email and phone number of proposer.

Electronic and faxed proposals will not be accepted.

Proposals will be accepted at the Planning Department until **4:00 p.m., Thursday, November 14, 2019**. A contract to award will be confirmed at the December 5, 2019 Regular City Council Meeting.

Inquiries should be sent to Cynthia Rogers, Planning Director, (907) 842-3785 or planner@dillinghamak.us.

Scope of Work

For each tax year, the Consultant shall:

1. Establish the full and true value of all taxable property, real and personal, located within the City of Dillingham, to be assessed in the name of the person by whom it is owned on the first day of January of the associated tax year.
2. Provide current assessments with new photographs and valuations for all new buildings constructed and inspect and assess all material changes on existing properties.
3. Create and/or update in full detail an electronic property record for each parcel showing size, dimensions, construction materials, and other pertinent data as well as a minimum of one exterior photograph, using the City's CAMA software. These electronic files, and all data associated, are owned and retained by the City of Dillingham.
4. Review personal property returns and provide assessment values where needed.
5. Provide a sales ratio analysis annually in the fall, reflecting how the City is working to achieve the State requirement to assess property at 100% of market value.
6. Provide updates of the assessment roll to the Finance Department no later than February 15 of each year.
7. Provide City Clerk with written responses to appeals made. After completion of the Board of Equalization hearings, assist the City Clerk in certifying the tax roll.
8. Travel to Dillingham to represent the City at Board of Equalization hearings.
9. Be accessible to City staff throughout the term of the agreement for consultation and advise on issues pertaining to property tax, valuation and assessment.

Required Proposal Content

Proposals must include:

- Transmittal Letter
- References
- Proposed Rates
- Qualifications and Experience
- Evidence of appropriate staff licensure reflecting ability to provide assessment services in the State of Alaska

One signed original proposal shall be provided, as well as three (3) copies.

Evaluation and Selection Criteria

EVALUATION CRITERIA	RELATIVE WEIGHT
TRANSMITTAL LETTER	10%
REFERENCES	10%
PROPOSED RATES	40%
QUALIFICATIONS AND EXPERIENCE	40%

Proposals will be evaluated by a committee of at least three City personnel. Based on the evaluation and selection criteria, a recommendation will be made to award the contract.

The City intends to award a contract, subject to negotiation of a satisfactory agreement based upon the City standard professional services contract form, to the individual or firm which, in the City Council's sole judgment, is best suited to perform the services required.

Notice of Intent to Award

The City shall notify all proposers of its intent to award. A contract to award will be confirmed at the December 5, 2019 City Council meeting.

Conditions of Offering and Acceptance

This is a Request for Proposal/Bid only and is not a guarantee the City of Dillingham will purchase any or all of the products or services indicated in this invitation.

The City of Dillingham reserves the right to reject or accept any and all bids, to waive irregularities or informalities in the procurement process, and to give particular attention to the qualifications of the proposer.

The City reserves the right to revise or clarify the Request for Proposal/Bid, respond to questions, and/or extend or shorten the due date of proposals.

The City retains the right to cancel the Request for Proposal/Bid if the City determines it is in their best interest. Any cost incurred by proposers for the preparation and submittal of the bid is the sole responsibility of the bidder.

A bid may be corrected or withdrawn by a written request received prior to the deadline for receipt of bid proposals.

All bid proposals and other material submitted become City property and may be returned only at their option.

The City assumes no responsibility or liability for the transmission, delay, or delivery of bid proposals by either public or private carriers.

Any and all media announcements pertaining to this RFP/ITB require the City's prior written approval.

The proposer agrees to allow the City at least 30 days from the date approval to contract is granted by the City Council to enter into a contract for the price offered by the proposer.

The City intends to award a contract, subject to negotiation of a satisfactory agreement based upon the City's standard professional services contract form.

This RFP does not obligate the City or the selected proposer until a contract is signed and approved by all parties.

Contractor shall in performance of a contract, comply with all applicable federal, state and local laws, ordinance, orders, rules and regulations applicable to its performance.