



REQUEST FOR PROPOSALS (RFP)

Appraisal Services for City-Owned Property

Issued by the City of Dickinson

RFP Issue Date: 9/3/2025

Proposal Due Date: 10/15/25

Dustin Dassinger, City Administrator

38 1st Street West

Dickinson, ND 58601

Phone: (701) 456-7739

Email: Dustin.Dassinger@Dickinsongov.com

Subject Properties:

1. Lot 1, Block 1, of the Prairie Meadows Subdivision.
2. Lot 2, Block 1, of the Museum Center Addition.
3. Lot 1, Block 1, of the Museum Center Addition.

CITY OF DICKINSON

REQUEST FOR PROPOSALS (RFP)

Appraisal Services for City-Owned Property

I. Introduction

The City of Dickinson is requesting proposals from qualified, certified real estate appraisal professionals to provide independent appraisal services for three parcels of land owned by the city. These appraisals are being sought to support potential sale, or other public use decisions.

II. Property Description

The subject parcels are legally described as follows:

1. Lot 1, Block 1, of the Prairie Meadows Subdivision. Parcel ID # 2999-0100-0100 (13.29 acres located west of the Dickinson Middle School)
2. Lot 2, Block 1, of the Museum Center Addition. Parcel ID # 0791-0100-0200. 46 West Museum Drive (1.16 acres – Armory)
3. Lot 1, Block 1, of the Museum Center Addition. Parcel ID # 0791-0100-0100. 66 West Museum Drive (3.93 acres – Land in which the Dickinson LEC exists)

III. Scope of Work

The selected appraiser will be expected to:

- Conduct a comprehensive site visit for each parcel.
- Prepare independent market value appraisals in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP).
- Provide at least one original signed appraisal report and one digital copy (PDF) for each parcel.
- Attend meetings (if necessary) to present findings to City staff or elected officials.

Appraisals must consider the property's current zoning, highest and best use, and relevant market trends.

IV. Proposal Requirements

Each proposal must include:

1. Cover Letter – Brief introduction and statement of interest.
2. Qualifications – Summary of professional experience, credentials (MAI, SRA, etc.), and references.
3. Project Approach – Outline of the process for completing the appraisals, timeline, and any additional insight.
4. Fee Proposal – Lump sum or itemized cost per parcel.
5. Proof of Insurance – Documentation of professional liability insurance.
6. Conflict of Interest Statement – Disclosure of any potential conflicts.

V. Evaluation Criteria

Proposals will be evaluated based on the following:

- Experience and qualifications of the appraiser (30%)
- Quality and clarity of the proposal (25%)
- Cost of services (25%)
- Ability to meet timeline (10%)
- References and past performance (10%)

VI. Submission Instructions

Proposals must be received no later than 5 pm MT on 10/15/2025. Late submissions will not be considered.

Proposals may be submitted:

By Mail or In-Person:

City of Dickinson

Attention: Dustin Dassinger

38 1st Street West

Dickinson, ND 58601

VII. Timeline

- RFP Issued: 9/3/2025
- Deadline for Questions: 10/3/2025
- Proposals Due: 10/15/2025
- Selection/Notification: 10/22/2025
- Project Completion Desired By: 12/15/2025

VIII. Terms and Conditions

- The City of Dickinson reserves the right to reject any or all proposals.
- All submitted materials become property of the City and may be subject to public disclosure.
- Selection does not guarantee award; contract negotiations may follow.

For questions or clarifications, contact Dustin Dassinger at Dustin.Dassinger@dickinsongov.com or (701)567-7739.