



# ADMINISTRATION

To: City Commission

From: City Administrator Dustin Dassinger

Date: 10/28/25

Subject: RFP Appraisal Services

Commissioners,

The City of Dickinson issued a Request for Proposal (RFP) for professional appraisal services for three City-owned parcels requiring valuation. The purpose of the appraisals is to determine current fair market values to support future planning and potential land use decisions.

The parcels requiring appraisal services include:

1. **Lot 1, Block 1, Prairie Meadows Subdivision**  
Parcel ID #2999-0100-0100 (13.29 acres located west of the Dickinson Middle School)
2. **Lot 2, Block 1, Museum Center Addition**  
Parcel ID #0791-0100-0200 (46 West Museum Drive – 1.16 acres, Armory site)
3. **Lot 1, Block 1, Museum Center Addition**  
Parcel ID #0791-0100-0100 (66 West Museum Drive – 3.93 acres, land where the Dickinson Law Enforcement Center is located).

Two proposals were received in response to the RFP. Each proposal was evaluated based on the following criteria:

- Experience and Qualifications
- Quality and Clarity of Proposal
- Cost of Services
- Timeline
- References and Past Performance

The scoring committee consisted of City Planner Natalie Birchak, Senior Engineer Kris Keller, and City Administrator Dustin Dassinger.

After review and scoring, Valbridge Appraisal Services received the highest overall evaluation. Valbridge demonstrated strong qualifications, relevant experience with municipal and institutional properties, and a clear understanding of the scope of work. The firm also maintains a field office in Fargo, North Dakota, allowing for efficient project coordination and completion.



City staff recommends that the City Commission award the RFP for Appraisal Services to Valbridge Appraisal Services in the total amount of **\$14,500** for the appraisal of the three identified parcels.



Dustin Dassinger

City Administrator

