



PORT ALBERNI PORT AUTHORITY
2750 Harbour Road
Port Alberni, BC V9Y 7X2
Tel. (250) 723-5312 Fax. (250) 723-1114
www.portalberniportauthority.ca

ADMINISTRATION PORTUAIRE DE PORT ALBERNI
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Port Alberni Port Authority Request for Proposal Appraisal Services

Introduction

The principle objective of this request for proposal (RFP) is to establish the most suitable provider of commercial appraisal services for valuations of aquatic lands underwater (waterlot) and filled lands (foreshore and upland) in the Alberni Inlet and Federal Real Properties for the Port Alberni Port Authority (PAPA).

The Port Alberni Port Authority was formed July 1, 1999 as a continuation of the Port Alberni Harbour Commission. Under the *Canada Marine Act*, the Port Authority has mandated jurisdiction of the Alberni Inlet from the Somass River to Tzartus Island. Within this area, there are a number of lease agreements with economic rents, which are established based upon PAPA's mandate to set fair market values.

The purpose of this proposal for services is to review a 5-year lease rate policy and the fair market values by a proposal to achieve a simple, consistent, accurate and rationalized lease rate policy for the years 2021-2025 inclusive. The majority of lease rates are for waterlots; however, PAPA also requires a high-level review of a number of upland areas within the City of Port Alberni under the Federal Real Properties managed by PAPA.

Additional information and reports are available at www.portalberniportauthority.ca

Confidentiality

All information contained in this document and any attachments are strictly confidential and may not be reproduced in any form or communicated to any other person, firm, company or other third party with the exception of interested underwriters, without the prior written consent of PAPA.

Contact Information

All enquiries, correspondence and other communication pertaining to this proposal must be directed to:

Attention: Bianca Filipchuk, Manager of Administration and Properties
Telephone: 250-723-5312 ext. 222
Email: bfilipchuk@alberniport.ca



GENERAL TERMS AND CONDITIONS OF THE PROPOSAL

1. Scope of Services

PAPA is reviewing its lease rates for waterlots in the Alberni Inlet, as well as the Federal Real Properties located upland in Port Alberni. An appraisal company that is certified to provide commercial appraisals will be selected for the current review.

We are looking for quotations based on the following criteria.

An independent, market-based review with comparative & competitive valuations of:

- land covered by water and foreshore areas – Alberni Inlet; and
- of federal uplands with commercial building rentals – Port Alberni.

Deliverables required:

- Detailed report with executive summary
- Zonal rates with at least three comparables
- Commercial rental rates with at least three comparables
- Details of the methodology behind the calculations
- Professional opinion for proposed valuations

Sample of current utility valuation methodology:

<u>Zone 1 - City of Port Alberni - Area A - Lease #</u>					
<u>Log Sorting/Booming/Dump/Storage</u>					
Utility Class	% of Zonal Value	Area	Rent Rate/Acre	Land Value/Acre	4% Rental
A: Permanent & Fill	100%	3.532	\$6,600.00	\$165,000.00	\$23,311.20
B: Floats & Berths	50%	2.002	\$3,300.00	\$82,500.00	\$6,606.60
C: Ingress/Egress	25%	0.500	\$1,650.00	\$41,250.00	\$ 825.00
D: Log Storage/Foreshore	12.56%	21.156	\$ 828.96	\$20,724.00	\$17,537.48
Total		27.190		Total Rent - 2016	\$48,280.28

In this connection we are attaching various documents evidencing our current area limits, zones and land properties:

- PAPA zonal map 2015
- Land and Foreshore Use map 2000
- Federal Real Estate Overview

2. Proposed Selection Schedule and Project Timeline

Activity	Date
Request for proposal issued	March 20, 2020
Proposal closing date	April 24, 2020
Intended selection of appraisal company	April 29, 2020
Intended formal notification of successful proposal	April 30, 2020
Intended project start date	May 1, 2020
Intended project completion date	August 4, 2020

3. Proposed Time and Place of Submission of the Proposal

The RFP will be posted on the PAPA website and can be downloaded on March 20th, 2020. www.portalberniportauthority.ca

Please submit two copies of your proposal in a sealed envelope, addressed to Bianca Filipchuk, Manager of Administration and Properties, Port Alberni Port Authority, 2750 Harbour Road, Port Alberni, BC, V9Y 7X2.

Proposals shall be opened and reviewed at PAPA on April 29th, 2020 and awarded by April 30th, 2020.

4. Requirements of the Tender Document

Your written proposal should include:

1. Company profile, a brief background, history, ownership of your company;
2. Details of your company's expertise in the industry, including any specific experience in the Port sector property appraisals;
3. Brief profiles of your team that will service the PAPA;
4. Your expected cost quote to provide your service to PAPA;
5. Disclosure of all expenses, with details, that will be invoiced to PAPA by your firm; and
6. Any area in which you feel that you can offer any additional or unique services that would be of benefit to PAPA.

References

Please provide 3 reference names and contact details of your company's clients to whom we may refer as reliable sources in connection with this proposal, with particular reference to Port clients.

Proposal Costs

The proposer accepts all liability for costs associated with the preparation and submission of their proposal and the attendance at meetings, presentations or any such expense in connection with this proposal.

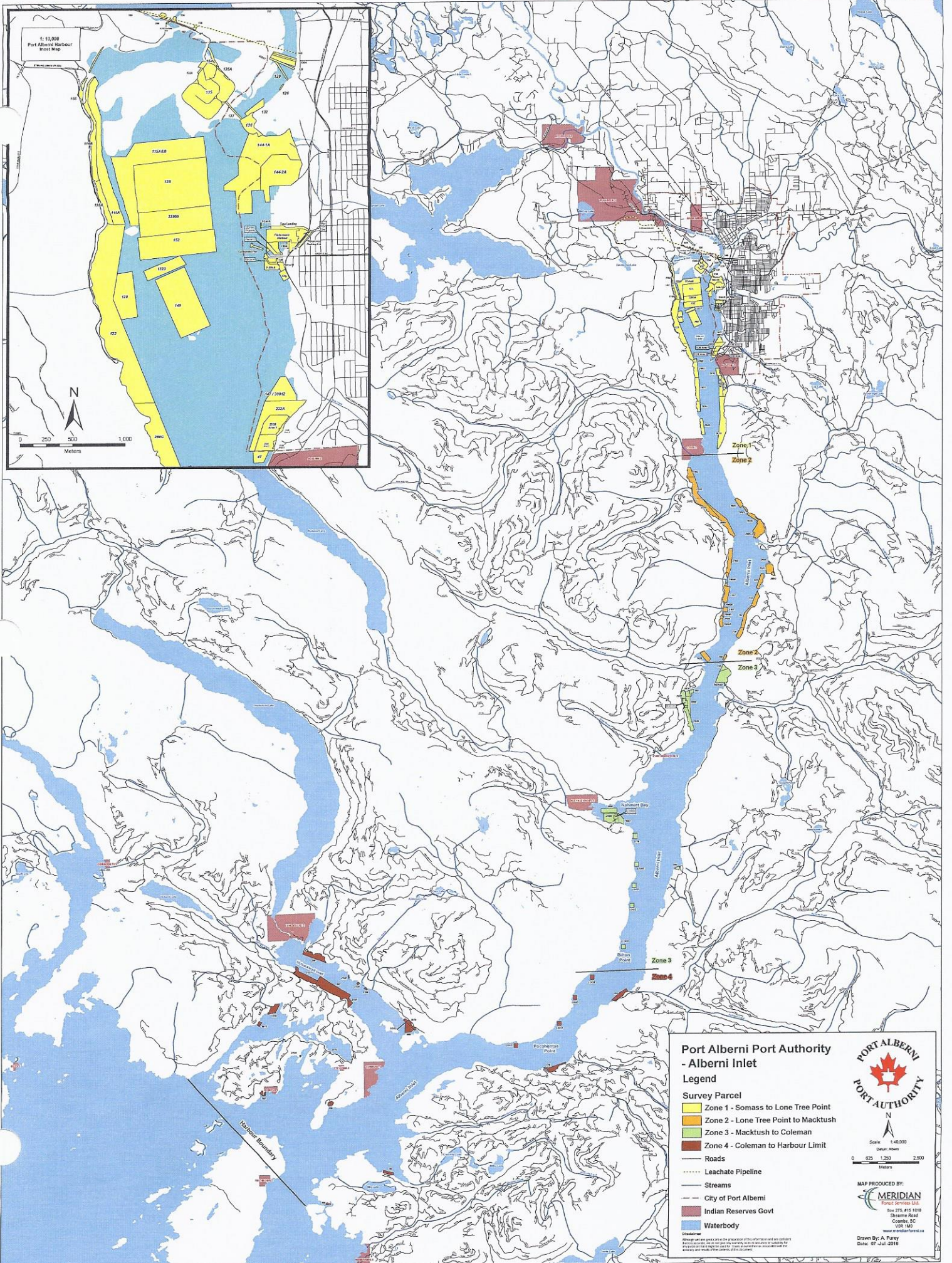
5. Reservation of Rights

PAPA reserves the right to refuse any and all late submission of a written proposal response beyond the timetable set forth above irrespective of any factors within or beyond the control of the proposer.

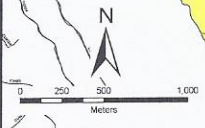
PAPA shall not be bound to accept the lowest offer of any submission and no submission shall be deemed to have been accepted until a formal written agreement is executed between the parties.

6. PAPA also Reserves the Right to:

- Amend the nature, scope, terms, conditions and requirements of this proposal without notice at any time;
- discontinue to engage or negotiate with any proposer without notice at any time and is under no obligation to disclose the reason(s) for its decision to do so;
- enter into post-submission discussions or negotiations with proposers on any matter prior to the selection of the successful proposer;
- abandon or postpone the proposal process at any time before or after the receipt of written and/or oral submissions from the proposers;
- make inquiries of any person, company or organization regarding the proposer and/or its written and/or oral representations; and
- take any other action it considers necessary or appropriate in the relation to this proposal.

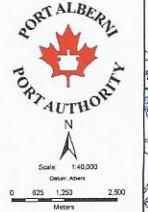


1:10,000
Port Alberni Harbour
Inset Map



**Port Alberni Port Authority
- Alberni Inlet
Legend**

- Zone 1 - Somass to Lone Tree Point
- Zone 2 - Lone Tree Point to Macktush
- Zone 3 - Macktush to Coleman
- Zone 4 - Coleman to Harbour Limit
- Roads
- Leachate Pipeline
- Streams
- City of Port Alberni
- Indian Reserves Govt
- Waterbody



MAP PRODUCED BY:
MERIDIAN
Geomatics Ltd.
Box 275, #10 Stn B
Creston Road
Creston, BC
V1A 1A7
www.meridianbc.ca

Drawn By: A. Furey
Date: 07 July 2016

Although we will make every effort to ensure the accuracy of the information and any omissions or errors are the responsibility of the user, we do not warrant the accuracy or reliability of the information or any omissions or errors.

Land and Foreshore Use

October 2000

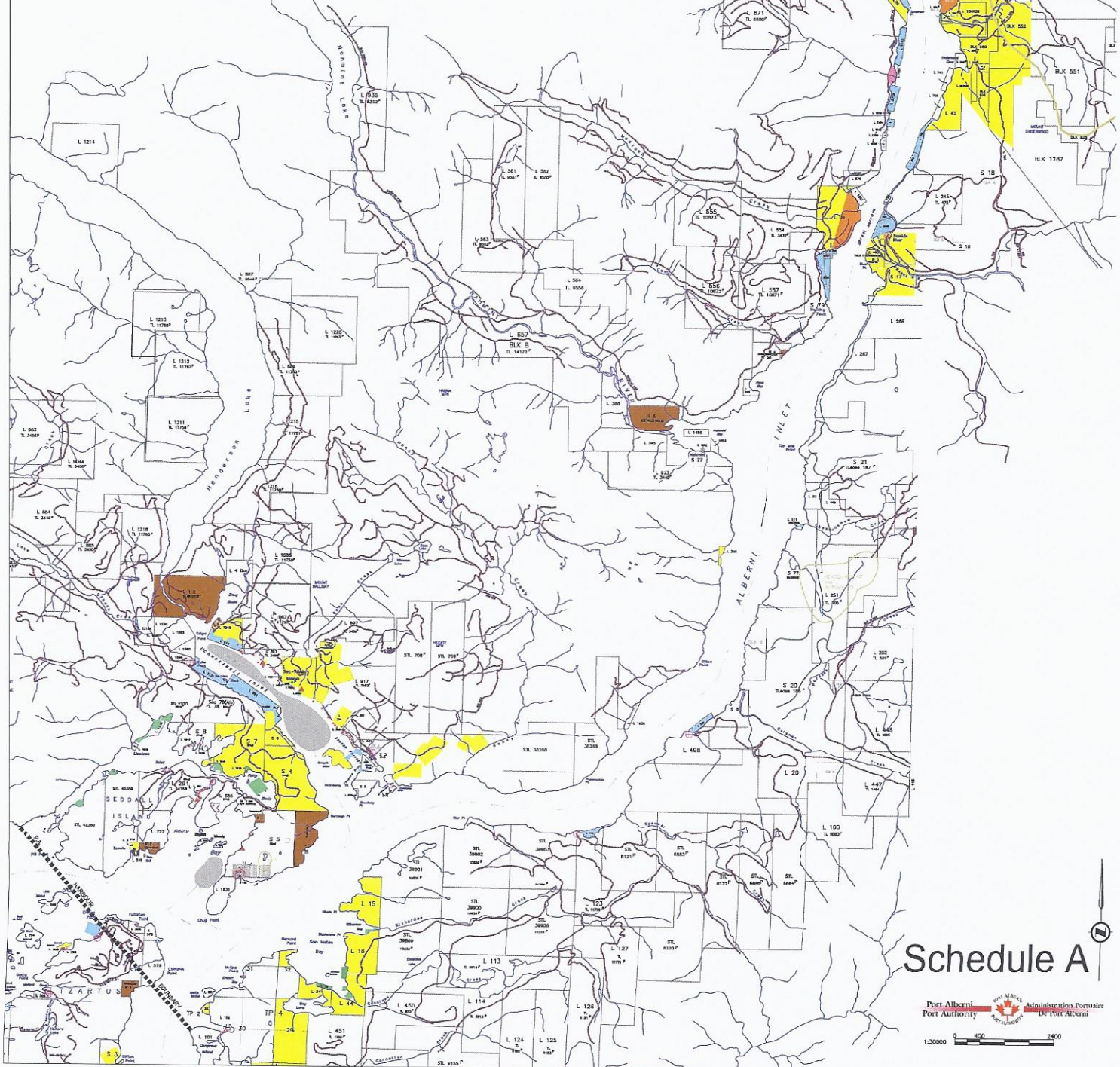
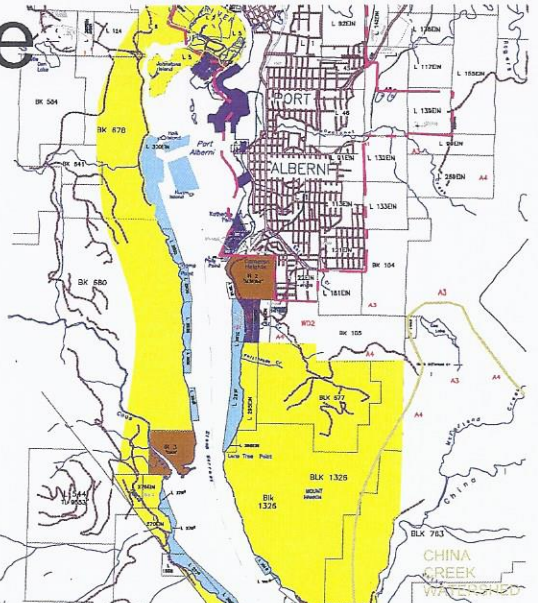
PAPA Leases ammended October 2006

LEGEND

- Port Authority Boundary
- Marine Carrier Navigation Routes
- Community Watershed Areas
- Commercial - Remote Lodge
- Float Cabin
- Log Landing Site
- Industrial
- Fish Farm
- Log Storage Lease
- Private Land
- Commercial - Recreation
- Emergency/Temporary Towboat Anchorage
- Shellfish Lease
- Recreation Site
- Indian Reserve



It is acknowledged while upland uses, attributes and values associated with upland components are totally outside the jurisdiction and control of the Port Alberni Port Authority, these elements have been included to guide policy direction in a more comprehensive manner.



Schedule A



Port Alberni – Canada's Inlet Port on the Pacific

REAL ESTATE OVERVIEW



Geography:

A description of the Port Alberni Port Authority's navigable waters jurisdiction encompasses all waters of Trevor Channel and the Alberni Inlet within the following limits:



South Limit:

A line commencing at a position 48E 58' 28" north latitude and 125E 05' 30" west longitude on the north shore of Imperial Eagle Channel near the mouth of Useless Inlet; thence southeasterly along a straight line bearing approximately 117E astronomic to a position of 48E 55' 34" north latitude and 125E 01' 26" west longitude on the most southeasterly shore of Trevor Channel. Areas excluded are those parts of Seddall, Tzartus and Congreve Islands lying above the high water mark.

North Limit:

A line having a bearing of south astronomic drawn across the Somass River from the southeast corner of the Ahahswinis Indian Reserve #1 to the southerly shore of the said Somass River.

Revenue:

The real estate portfolio of the Port Authority generates over \$1.1 million per year in revenues.

Log Storage:

In the harbour, the log booms attached to Holm Island are leased to Western Forest Products. The log dump on the West side of the harbour is leased to Mosaic. In total, there are over 973 acres of leased waterlots and foreshores for log storage in the Alberni Inlet. The proportions of log storage acreage in the Inlets are approximately as follows:

Mosaic	36%
Catalyst Paper	25%
Western Forest Products:	16%
Other	23%



Fish Processing Plant:

The fish & ice plants are undergoing renovation in 2020 in preparation of a new Food Hub. The Food Hub will have three anchor tenants and a terrestrial kitchen for public use. The Food Hub will allow for shellfish, seaweed, seafood and farmed food processing.



Marine Centre Building:

Port Boat House has attained national distinction as a leading vendor of Yamaha Outboards and Cutwater, North River and Ranger Tug pleasure crafts.



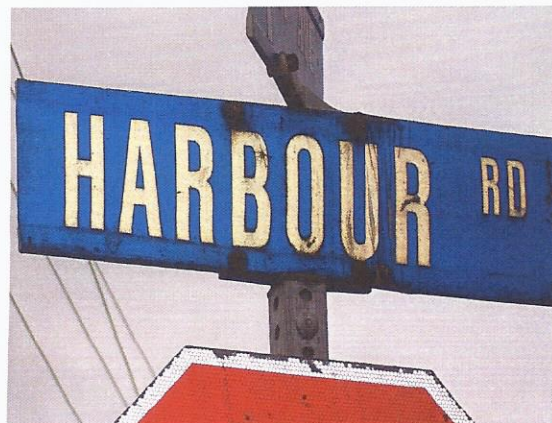
Canadian Alberni Engineering:

Specializing in vessel construction and custom fabrication, Canadian Alberni Engineering has been a mainstay on the Alberni Harbour for nearly a century. By way of a land exchange with E&N Railway, the Port came to own the entire land footprint of Canadian Alberni Engineering's site.



Harbour Road:

Harbour Road is administered by the Port Authority on behalf of the Harbour Road Quad Party Agreement (PAPA, Catalyst, Western Forest Products, and City of PA). Harbour Road represents an important link to shipping terminals, industrial customers, marinas, commercial properties and the downtown core.



Port Alberni Terminals:

The deep-sea shipping terminal and warehouses are home to a variety of tenants such as international vessel calls, vessel storage yard, oil spill response company, specialty saw mill equipment storage, off-load site for freezer-trawler and frozen at sea fish products, ship building and repairs, and a variety of other tenants.

The terminal has an area of 8 hectares and approximately 1,415 square meters of indoor, warehouse storage.

