

# PUBLIC NOTICE

## REQUEST FOR PROPOSALS TO LEASE 2.5-ACRE REMNANT UAF MATANUSKA EXPERIMENT FARM

The University of Alaska (“University”) intends to lease, at fair market value, its remnant 2.5-acre parcel along Trunk Road located west of the University of Alaska Fairbanks (“UAF”) Matanuska Experiment Farm in Palmer, Alaska. The location of this parcel is further described as being within the E1/2NW1/4 of Section 15, Township 17 North, Range 01 East, Seward Meridian, within the Matanuska-Susitna Borough. In 2008, the development of the Trunk Road right-of-way bisected the University’s property creating this 2.5-acre parcel with extensive road frontage.

The 2.5-acre UAF Matanuska Experiment Farm Public Notice, including maps and terms and conditions, is available online at [www.alaska.edu/ualand](http://www.alaska.edu/ualand) or upon written request at the addresses listed below. Parties interested in submitting proposals to lease must submit the required paperwork at one of the addresses listed below, to be received by no later than

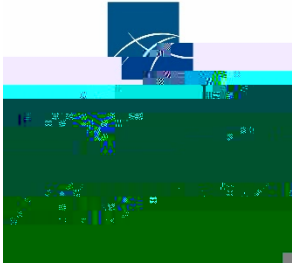
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UNIVERSITY OF ALASKA  
Land Management

Anchorage Office  
1815 Bragaw Street, Suite 101  
Anchorage, Alaska 99508-3438

[www.alaska.edu/ualand](http://www.alaska.edu/ualand)  
[ua-land@alaska.edu](mailto:ua-land@alaska.edu)

Fairbanks Office  
2025 Yukon Drive, Suite 106  
Fairbanks, Alaska 99775-5280



**PUBLIC NOTICE**  
**REQUEST FOR PROPOSALS TO LEASE**  
**2.5-ACRE REMNANT**  
**UAF MATANUSKA EXPERIMENT FARM**

**Palmer, Alaska**  
**Township 17 North, Range 01 East, Section 15, Seward Meridian**  
**Plat 2012-57, Palmer Recording District**

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be applied towards the security/performance deposit upon execution of a lease agreement. Deposits shall be returned to unsuccessful Proposers within that **NINETY (90) DAY** period.

- d. Ethics Disclosure Form. Any offers from University employees or their family members must be accompanied by a completed “Disclosure of interest in University grant/contract/lease/loan” Form. Approval of this form must occur prior to the execution of the Lease Agreement. A copy of the Ethics Disclosure Form is located [here](#).
- e. Conceptual Development Plan. A Conceptual Development Plan, showing general site layout, building design and proposed construction specifications of all facilities, must be submitted with the proposal. The Conceptual Development Plan should also describe the Proposer’s general plans for management, organization, marketing, operations and financing. The Conceptual Development Plan should contain a level of detail sufficient to allow the University to determine with specificity Proposer’s intentions, evaluate the proposal for compliance, and compare the proposal to other proposals on a competitive basis. The Conceptual Development Plan shall include, at a minimum, the following information:
  - i. A **marketing plan**, including the target clientele.
  - ii. A **description of improvements** proposed to be constructed on the parcel, including but not limited to buildings, utilities, waste disposal systems and walkways.
  - iii. A **site plan** depicting all proposed improvements.
  - iv. The **time frame** for construction of all proposed improvements.
  - v. A list of **permits** required for development and operation of the project.
  - vi. A **management and organization plan**, including, at a minimum, names and general experience of key managers, and total number of anticipated personnel.
  - vii. An **operating plan**, including a general description of the nature and scope of the operations, services to be offered, season of operation and anticipated annual number of guests or patrons.
  - viii. A **financing plan** evidencing Proposer’s financial ability to meet the financial requirements of the proposal and identifying the source of investment capital and the names and addresses of all individuals proposed to have a security interest in the project.

The successful Proposer will be required to submit to the University a detailed and thorough Development Plan for approval prior to commencing operations. The successful Proposer shall be responsible for compliance with all federal, state and local laws and regulations. Therefore, it is recognized that the Conceptual Development Plan required as part of this RFP may be modified by the Proposer after entering into a lease agreement with the University and having had the opportunity to more fully evaluate engineering and other technical aspects of the project.

- f. Supporting Documentation. Any documentation or additional information necessary to enable the University to evaluate the proposal is to be submitted.

All proposals must be signed, dated and completed in full. All materials submitted as part of the proposal become the property of the University immediately upon receipt. Proposals may be accepted as is, or, at the University’s sole discretion, may be subject to further negotiation on a case-by-case basis. At the end of the offer period, all proposals will be reviewed, evaluated, accepted and/or rejected, in writing, within **NINETY (90) DAYS**. A Proposal may not be withdrawn by Proposer at any point prior to this 90-day period or the date of rejection, which occurs earlier.

**3. DISQUALIFICATION.** Any of the following may, at the University’s sole discretion, disqualify a proposal:

- a. The proposal is submitted for less than fair market value, as determined in the sole discretion of the University.
- b. The proposal is received without the required minimum deposit amount.
- c. The required forms are not completed in full, signed and dated or there is insufficient information.

**4. EVALUATION AND ACCEPTANCE PROCESS.** All proposals received in-person or by mail in the Land Management office will be opened for evaluation and acceptance at the end of the offer period.

- a. Evaluation and Criteria Grading/Points. All proposals will be opened, evaluated, and compared competitively with other proposals for a period of up to thirty (30) days of opening of the proposal(s). Proposals will be further evaluated by the University using the following criteria:

|   | <b>Criteria Weight</b> |
|---|------------------------|
| 1. Proposed use of the parcel including capital investment and commitment to environmentally sound land development.  | <b>20</b>              |
| 2. Financial offer and terms.   | <b>30</b>              |
| 3. Conceptual Development Plan which demonstrates an understanding of the project and provides a detailed plan to achieve same.   | <b>10</b>              |
| 4. Understanding of the project and demonstrated judgment, experience, integrity, skill, ability, capacity and financial ability of Proposer to develop and manage the project. | <b>20</b>              |
| 5. Past performance record including Proposer’s past performance with similar projects and references.  | <b>20</b>              |
| <b>Total Points</b>   | <b>100</b>             |

The University will accept the proposal from the Proposer who has the highest total Criteria Weight (Points) by the University.





of the terms of the lease agreement may include, but not be limited to, an examination of credit history, debt obligations, income and assets of the Proposer. A Proposer may be required to pay for and furnish a business or mortgage credit report issued by a credit reporting agency approved by the University. The University reserves the right to decline any and all proposals submitted by parties who are currently or have previously defaulted on payments to the University.

- 7. QUESTIONS OR COMMENTS.** Questions or comments concerning this RFP must be made in writing, expressly identified as a question or comment concerning this RFP and submitted to the Anchorage address listed in Section 2. Proposers shall not rely in any manner upon any verbal information received from the University for any purpose, including interpretation of any of the terms and conditions of this RFP or compliance with the requirements of this RFP. Proposer's protests based upon any omissions or errors, or the content of this RFP, will be disallowed if not made in writing prior to submitting an RFP.
- 8. AGE REQUIREMENT.** You must be at least **EIGHTEEN (18) YEARS** of age in order to submit a proposal to lease land from the University. **THE UNIVERSITY WILL NOT ENTER INTO A LEASE OR OTHER CONTRACT WITH ANYONE UNDER THE AGE OF EIGHTEEN (18).**
- 9. NOTICES/COMMUNICATIONS.** All notices and communications sent by the University to offerors, including successful offerors, pursuant to the terms and conditions of this RFP and the University's closing documents, will be sent by U.S. Postal Service ("USPS") or via email. Documents requiring signatures will be sent via USPS to the address shown on proposer's Business Questionnaire Form or emailed to the offeror via DocuSign, unless otherwise agreed to in advance in writing by the University. All notices and communications sent USPS or emailed by the University shall be deemed given on (i) the date the return receipt is signed, or (ii) FIVE (5) DAYS after deposit in the U.S. Mail, or (iii) the date emailed whichever occurs first.
- 10. LEASE AGREEMENT.** If a proposal is accepted in writing by the University and sent to the Proposer, the successful Proposer must, within **THIRTY (30) DAYS** of receipt of the lease agreement, properly complete, sign, and return the lease agreement to the University at the address provided in Section 2, above. All leases shall be subject to existing zoning, reservations, exceptions, easements, restrictions, covenants, setbacks, and other encumbrances noted on title. Leased properties may be subject to borough and/or local taxes or special assessments. The University shall coordinate all leases using University documents. The successful Proposer shall be responsible for paying all costs associated with completing the lease agreement, including, but not be limited to, recording fees, credit reporting fees, fees related to verifications of deposit and credit, title insurance fees and administration fees.
- 11. USE OF DEPOSIT AS LIQUIDATED DAMAGES.** The University may retain the proposer's deposit, down payment, and all other funds paid to the University, as liquidated damages, and not as a penalty, in the event that the successful Proposer fails to: **(a.)** properly complete, sign and return the lease agreement or any other

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to negotiate separately with any Proposer participating in this RFP, to accept a proposal without further discussions, to waive any informality in the proposals received, to accept that proposal which represents the best interests of the University, and to waive any technical defects in this brochure. It is the intent of the University to secure agreements for the lease of certain University properties that, in the University's sole opinion, are most favorable to the University. Approval of any agreement, which results from this RFP process, may require the approval of the University of Alaska Board of Regents.

**19. ADMINISTRATIVE PROTEST OF UNIVERSITY DECISIONS.** A Proposer may

**UNIVERSITY OF ALASKA  
REQUEST FOR PROPOSALS TO LEASE LAND  
BUSINESS QUESTIONNAIRE**

This form is to be completed by all individuals or entities submitting a proposal ("Proposer") to the University of Alaska, Land Management office. It is to be completed to the full knowledge of the authorized representative of the Proposer. Please explain any omissions and use additional pages where appropriate.

1. Name, address, telephone and fax (603) 665-5211 (P) 214(e)-6.1.n(oR)-4.9(E)]TJ 0.1(N)-17(ES)

2. Name, address and telephone (603) 665-5211 (P) 214(e)-6.1.n(oR)-4.9(E)]TJ -0.004 Tw [(th)0.5(e)5.8(

**6. List partners, principals, directors, officers, and project managers of Proposer:**

| Name | Position | Address | Phone |
|------|----------|---------|-------|
|------|----------|---------|-------|

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**7. List Proposer's major stockholders and affiliated entities. An entity shall be considered affiliated with Proposer if it controls, is controlled by or is under common control or management with Proposer:**

| Name | Position | Address | Phone |
|------|----------|---------|-------|
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**8. Proposer's Financial Information:**

12. Has Proposer, any affiliated entity (see Question 7, above) or previously affiliated entity ever filed a petition for

**UNIVERSITY OF ALASKA  
REQUEST FOR PROPOSALS TO LEASE LAND  
FINANCIAL OFFER SCHEDULE**

This form is to be completed by all individuals or entities submitting a proposal ("Proposer") to the University of Alaska, Land Management office. It is to be completed to the full knowledge of the authorized representative of the Proposer. Please explain any omissions and use additional pages where appropriate. **An Ethics Disclosure Form, if applicable, must be completed and MUST ACCOMPANY ALL OFFERS FROM UNIVERSITY EMPLOYEES OR FAMILY MEMBERS.**

**1. Name, address, telephone and fax number of Proposer:**

Proposer \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_