

# **Request for Proposals**

Assessing Services

City of Ewart, Michigan



City of Ewart  
5814 100<sup>th</sup> Ave.  
Ewart, MI 49631

**June 10, 2019**

# CITY OF EVART

5814 100<sup>th</sup> Ave.

Evart, MI. 49631

(231) 734-2181

[www.evart.org](http://www.evart.org)

## **INVITATION TO BID** **FOR ASSESSING SERVICES**



The City of Evart is seeking proposals from qualified contractors, firms, and units of government to provide assessing services on a part-time contractual basis. All sealed bids can be delivered or mailed to the Office of Evart City Hall, 5814 100<sup>th</sup> Ave. Evart, Michigan 49631, until July 1, 2019 by 5 pm at which time and place the bids will be publicly opened and read. All bids shall be submitted in a sealed envelope, plainly marked “**Assessing Services**”. Please contact the city manager, Sarah Dvoracek by telephone (231) 734-2181 or email [sarah.dvoracek@evart.org](mailto:sarah.dvoracek@evart.org) with any questions.

The city is located in Osceola County. Evart provides general municipal services to a population of 1,903 people (per the 2010 census) in an area of approximately 2.27 square miles.

201 commercial improved = 105  
202 commercial vacant= 6  
251 commercial personal = 138  
301 industrial improved = 9  
302 industrial vacant = 2  
351 industrial personal = 11  
401 residential improved = 561  
402 residential vacant= 45  
551 utility personal= 3  
Total 880 (728 real property / 152 personal property)

The City has a 2019 SEV of 35,542,400. The City includes a Downtown Development Authority (DDA) tax capture district and a Local Development Finance Authority (LDFA) tax capture district.

## **Scope of Services:**

The city is seeking to secure the services of a Michigan Certified Assessing Officer or higher-level assessor to work on a part-time contractual basis. The following is a list of the minimum services to be provided:

- Utilize BS&A/Equalizer software in the performance of assessing duties.
- Respond to inquiries from the public, title companies, real estate agents, and other parties regarding assessing issues. Answer telephone calls and respond to walk-in requests with information. Explain assessing practices and procedures as necessary.
- Plan, supervise, and participate in the appraisal, re-appraisal, and assessment of all real and personal properties in the City in accordance with state law and the City Charter.
- Perform on-site inspections in order to annually re-appraise 20% of the real properties of each class (residential, commercial, industrial) in accordance with State of Michigan guidance, and to determine the value of any new construction.
- Maintain all of the City's assessment rolls, including ad valorem, specific tax rolls (IFTs, TIFs, etc.), and special assessments in order to ensure compliance with state law and the City Charter.
- Track captured values in the tax capture districts. Keep the property record field cards up-to-date.
- Print and send annual assessment notices.
- In consultation with the city manager, or designee perform land division and combinations as necessary, complying with the State's Land Division Act and County procedures for land divisions.
- Analyze property sales of all property classes within the city to determine property values and appropriate assessment adjustments, including vacant land values.
- Update and appraise all new construction to determine true cash value and establish new property assessments.
- Process all Personal Residence Exemptions (PREs), rescissions, and Property Transfer Affidavits and Transfer Deeds.
- Process all poverty exemption applications.
- File all necessary State and County reports pertaining to the Assessment Roll.
- Annually prepare a report regarding the status of the Assessing Department and the Assessment Roll(s) and present it to City Council. Attend City Council and/or committee meetings on an as-needed basis (about two City Council meetings per year).
- Maintain/complete Apex land and building footprint sketches for all real properties in the City.
- Update City personnel with pertinent information on all name and address changes made to the database(s).
- Keep records up to date with new street addresses, as assigned by the City.

- Maintain parcel and tax maps, including coordination with the County GIS system.
- Process Personal Property Statements, including conducting an annual inspection to ensure an up-to-date list of personal property.
- Act as the City's liaison in communicating with the public and other governmental agencies on assessing issues.
- Represent the City in defense of existing and future assessment appeals to the Board of Review, the Small Claims division of the Michigan Tax Tribunal, and the full Michigan Tax Tribunal.
- Coordinate with the City's attorney in the defense of these appeals.
- Prepare changes to the roll based on the Board of Review and/or Michigan Tax Tribunal.
- Coordinate with City staff to schedule the Board of Review meetings at the City Offices and post the public notices.

### **Communication and Coordination**

Direct all communication to the City Manager.

### **Term of Contract**

BASE BID: This Request for Proposal requests BASE BID pricing for three years, commencing at contract signing. The fee for services must be described in the proposal. Please specify whether the fees are to be billed at an hourly rate or a flat charge. Billing procedures and payment terms should also be included.

### **City of Ewart Services**

The City of Ewart shall provide the following available information and services to the Contractor as required:

1. Access to all information and equipment necessary for assessing.
2. Administrative direction and review from time to time during the term of the contract.

### **Qualifications**

The proposal shall include a statement of qualifications. The statement should include the name, address, and brief history of the firm. Contractors interested in applying must include a list of current clients and projects, and a minimum of three references. The City will consider those contractors that, in its sole judgement, demonstrate the skills and abilities to develop effective working relationships with the staff, officials, and the public. Respondents should provide a copy of their Assess Certification document.

### **Proposal Evaluation**

Proposals will be evaluated on a qualifications basis. Factors to be considered include the qualifications and experience of the contractor, compatibility of the firm/individual to

work with City staff and officials, familiarity with and understanding of the City of Evert, and proposed fees. The City may elect to interview one or more candidates prior to recommending a final selection to the City Council.

**Equal Employment Opportunity**

The City of Evert follows the requirements mandated by the Equal Employment Opportunity Act (EEO).

**Americans with Disability Act**

The City of Evert follows the requirements mandated by the Americans with Disability Act (ADA)

**Reservations**

The City of Evert reserves the right to accept any bid, reject any or all bids, to waive informalities, and make the award in any manner deemed to be in the best interest of the City of Evert.