

**REQUEST FOR PROPOSALS  
FOR**

**OPTION #1 - 3 YR CITY-WIDE VERIFICATION OF RECORDS  
FOR TAX YEARS (2019 – 2021)**

**AND/OR**

**OPTION #2 - 1 YR CITY-WIDE REAPPRAISAL FOR TAX YEAR 2020**

**ISSUED BY:**

**CITY OF MENOMINEE**

**Date of Issue**

**June 4, 2018**

**Due Date of Proposal**

**June 30, 2018**

**CITY OF MENOMINEE  
REQUEST FOR  
PROPOSALS FOR**

**OPTION #1 - 3 YR CITY-WIDE VERIFICATION OF RECORDS  
FOR TAX YEARS (2019 – 2021)**

**AND/OR**

**OPTION #2 - 1 YR CITY-WIDE REAPPRAISAL FOR TAX YEAR 2020**

The City of Menominee is requesting proposals from qualified, licensed reappraisal contractors to work within the City of Menominee to complete a thorough City-Wide Reappraisal for the 2020 Assessment Roll and/or a thorough City-Wide Verification of Records for the 2019 – 2021 Assessment Rolls.

The selected contractor/firm will be responsible for all aspects of the reappraisal or verification of records leading to the development of land and building details used in assessing the fair market value of all property in City of Menominee.

Proposals are due by 4:00 pm (CST) June 30<sup>th</sup>, 2018. Copies of this request for proposals may be obtained by calling the City of Menominee.

**INTRODUCTION**

The City of Menominee is located in Menominee County. The City of Menominee has a mixture of Commercial, Industrial, & Residential Properties.

The real property in the City of Menominee consists of approximately 4,424 parcels in the following manner:

|                      |      |                            |     |
|----------------------|------|----------------------------|-----|
| 201 Commercial       | 287  | 202 Commercial Vacant      | 68  |
| 207 Commercial Condo | 6    | 210 Commercial BLL         | 7   |
| 301 Industrial       | 41   | 302 Industrial Vacant      | 26  |
| 310 Industrial BLL   | 2    | 321 Industrial IFT Related | 14  |
| 401 Residential      | 3343 | 402 Residential Vacant     | 199 |
| 410 Residential BLL  | 209  | 703 Exempt                 | 222 |

## 1. DESCRIPTION OF PROJECT

Both options; the reappraisal and/or verification of records project shall involve development of new land tables, neighborhood delineations to estimate land values for every site in City of Menominee, and accurate Economic Conditions Factors (ECF's). Exterior inspections of all properties to establish class, depreciation, APEX sketches of both land and all buildings. Interior attribute inspections will be attempted at the time of exterior inspection. If property owner is not available or refuses entry, a mailer is to be sent to property owners. Access to the current year records will be provided through the BS&A computer system.

The contractor(s) will work closely with the City of Menominee and Menominee County Equalization throughout the project and allow physical observation of the reappraisal or verification of records process at the City's discretion. The Contractor will be responsible for all aspects of the reappraisal or record verification project as well as preliminary review of land tables and building and depreciation costs.

### **Project Purpose & Objectives**

Option #1: The objective of this verification of records is to generate accurate, defensible estimates of the fair market value for 33% of the real property annually in the City of Menominee as of December 31, 2018, 2019, & 2020 being the official Tax Day in Michigan for the three years of this project. The complete project shall conform to the State of Michigan requirements.

Option #2: The objective of this reappraisal is to generate accurate, defensible assessments of 50% of the fair market value for 100% of the real property in the City of Menominee as of December 31, 2019, being the official Tax Day in Michigan for the 2020 tax year.

## 2. MINIMUM QUALIFICATIONS BOTH OPTIONS

- a. Project Manager: *Michigan Advanced Assessing Officer*
- b. Supervisor: *Michigan Certified Assessing Officer*
- c. For the establishment of class, depreciation, building values, economic condition factors, land values, land tables: *Michigan Certified Assessing Officer*
- d. For data gathering and Apex drawing: *Michigan Certified Assessing Technician*

### **3. SCOPE OF SERVICES**

- a. The contractor shall review and verify existing property descriptions, neighborhood ECF's, tax maps, zoning descriptions and other relevant information to understand the current assessment system and will be responsible for exterior inspections of all properties.
- b. The contractor shall review and refine neighborhood delineations, analyze vacant and improved property sales and develop land value tables that result in accurate estimates for land values for every property in the City.
- c. The contractor shall verify property descriptions to insure accuracy for valuation.
- d. The contractor shall produce the data and the valuations to aid the City in defending the new assessments.
- e. The contractor shall complete all of these activities in compliance with accepted appraisal practices and conforming to all applicable state statutes and rules.

### **4. DELIVERABLES**

The final work product will be the revised property record cards that reflect updated building details, land description verification, updated land tables and economic condition factors (ECF). The documentation produced for this project shall include new record cards and/or reports that include neighborhood descriptions, land tables used and any descriptions of adjustments. The record card will also include land and building sketches in APEX and updated digital photos attached to each parcel within BS&A.

Option #1: Verification of records. This project will have three separate deliverables with 33% of the project being completed by December 31 2018, 2019, and 2020.

Option #2: Reappraisal. This project will have deliverables completed by December 31, 2019.

## 5. PROJECT SCHEDULE

|   |                             |
|---|-----------------------------|
| Advertise                                     | June 4, 2018                |
| Proposal Submittal                            | June 30, 2018               |
| Selection of Firm                             | July Council Meeting - 2018 |
| Work plan established by Contractor           | (approved by City)          |
| Option #1 Appraisal field work (on or before) | July – November 2018        |
| Option #2 Appraisal Field work                | April – November 2019       |

Project status meetings will be scheduled on an as needed basis to be determined by the project manager and/or the city assessor.

## 6. ADMINISTRATIVE INSTRUCTIONS

The proposals must be received by 4:00 pm (CST), June 30, 2018. One (1) original and five (5) copies of the complete proposal(s) shall be submitted in a sealed envelope, clearly marked CITY OF MENOMINEE REAPPRAISAL - VERIFICATION OF ASSESSMENT RECORDS and addressed to:

CITY CLERK KATHLEEN BROFKA  
CITY OF MENOMINEE  
2511 10<sup>th</sup> Street  
MENOMINEE, MI 49858

The proposal should include the following:

1. Scope of Services
2. Professional qualifications and names of the principals of the firm.
3. The qualifications of the project manager and key staff assigned to the project.
4. Description of the collection of the field data and interaction with the City's residents.
5. The cost proposal
6. Schedule of work by task
7. List of all municipal reappraisals currently underway or completed within the last three years including client contacts and references.

The work shall not be assigned or sublet without previous consent of the City of Menominee Assessor. The contractor shall not either legally or equitably assign any of the moneys payable under this agreement, unless by and with the consent of the City of Menominee.

This request for proposals is intended to be explanatory, but should any discrepancy appear, or any misunderstanding arise as to the intent of anything contained therewith, the interpretation and decision of the City of Menominee shall be final and binding. Any corrections of errors or omissions in the Request for Proposal may be made by the City of Menominee when such correction is necessary for the proper fulfillment of their intention as construed by the City of Menominee.

## **Cost of Proposal Preparation**

Firms submitting proposals for the project shall bear the full cost of preparing the proposal and negotiating the final contract if selected by the City of Menominee. There shall be no claims whatsoever for reimbursement from the City of Menominee for the cost and expense associated with this process.

## **The City of Menominee Rights**

The City of Menominee reserves the right to reject any or all proposals and to modify or issue changes to the original RFP. Any change will be distributed to all those originally issued to RFP. The City of Menominee also reserves the right to select the consultant that, in the best judgment of the City of Menominee will perform in a timely manner irrespective of the estimated fee for completing the project. The City of Menominee may also negotiate with consultants to modify or amend certain portions of their respective proposal.

## **7. ADDITIONAL REQUIREMENTS**

### **Equal Employment Opportunity**

The contractor shall comply with the applicable provisions of Title VI of the Civil Rights Act of 1964 as amended, Executive Order 11246 as amended by the Executive Order 11375 and as supplemented by the Department of Labor regulations (41CFR Part 60)

### **Insurance and Indemnification**

Contractor shall be liable to the City, and agrees to indemnify and hold the City harmless, against all claims covered by Contractor's insurance coverage arising out of the performance of the services it renders caused by any negligent conduct, intentional conduct, or act of Contractor or any of its employees. Contractor will carry the following insurance coverage at all times during this agreement:

- a. Comprehensive general liability insurance covering Contractor and the City in the project with not less than the following limits of liability; bodily injury or death, \$1,000,000 each person and subject to the same limit for each person; \$1,000,000 for two or more persons in any occurrence; property damage, \$1,000,000 each occurrence; \$2,000,000 annual aggregate.
- b. Worker's Compensation Insurance as required by Worker's Disability Compensation Act of State of Michigan.

- c. Contractor shall also carry professional liability and errors and omissions insurance with not less than \$2,000,000 limit of liability for each claim and in the aggregate including claim expense. Should the City or its officers, directors, employees and elected officials ever be held financially liable for any error or omission of Contractor and seek indemnification from Contractor as a result thereof, under no circumstance shall Contractor's cumulative liability to the City or its officers, directors, employees and elected official exceed the required coverage level of the errors and omissions policy referenced herein.

All required insurance shall be maintained with responsible insurance carriers qualified to do business in the State of Michigan.

### **Relationship of the Parties**

The City and the Contractor agree that the relationship between them is that of a customer and independent contractor and not of that of an employer and employee.

### **Available Information**

- Tax map and parcel data
- Examples of current land tables
- Current property descriptions
- Current record cards, sketches, and photos (if available)
- Copies of completed Property Transfer Affidavits and/or other sales documents.

## **8. EVALUATION**

The evaluation of the proposals will be based on:

- Firm's understanding of the scope
- Proposed methodology for completing the work
- Qualifications of the firm
- Qualifications of assigned employees
- Work on similar projects
- Cost proposal

## **9. CITY CONTACT**

Peg Bastien  
Michigan Certified Assessing Officer  
City of Menominee  
2511 10<sup>th</sup> Street  
Menominee, MI 49858  
Telephone: (906) 863-1758  
Email: [pbastien@cityofmenominee.net](mailto:pbastien@cityofmenominee.net)