



Cass County Equalization Department

COUNTY OF CASS

REQUEST FOR PROPOSAL

APPRAISAL STUDIES AND SUPPORTIVE SERVICES

March 15, 2017

For more information, contact:

Tami Stewart
Cass County Deputy Equalization Director

120 N. Broadway, Suite 111
Cassopolis, MI 49047
(269) 445-4440 phone
(269) 445-4495 fax
tamis@cassco.org

COUNTY OF CASS

REQUEST FOR PROPOSALS TO PROVIDE APPRAISAL STUDIES AND SUPPORTIVE SERVICES

I. INTRODUCTION

The County of Cass is located in southwest lower Michigan with a population of 51,104. County facilities are located in the Village of Cassopolis. The County consists of seventeen assessing jurisdictions which include two cities and four villages.

The County is currently using an outside vendor to provide Equalization and Appraisal study work. The current contract will expire on April 30, 2017.

Presently Cass County is seeking proposals for appraisal studies in the agricultural, commercial and industrial classes. Responsibilities include on-site inspections and data collection of approximately 650 parcels in all classes or property. Work will also include calculating land values and ECFs for all classes. All properties are to be priced/calculated in BSA software with land and building sketches for each parcel. Studies must be completed by October 1, 2017. These appraisal studies must be performed by a MAAO or MMAO as certified by the Michigan State Tax Commission. The candidate must carry a public liability policy and worker's compensation insurance.

II. REQUEST OF PROPOSAL INSTRUCTION AND GUIDELINES

All vendors are required to conform to the guidelines set forth in this section.

The County of Cass reserves the right to reject any and all proposals, to waive any informality in the proposals, and to select those proposals, or portions of individual proposals that are deemed to be in the best interests of the County as solely determined by the County through its Administrator.

A. Proposals

To be considered, each vendor must submit a complete proposal to this RFP. The Appraisal Proposal must include a statement as to the period during which all costs and timelines and other relevant components of the proposal remain valid. The time period stated by the vendor must be for a minimum of one calendar year from the due date for responses to this RFP.

All Appraisal Proposals submitted and opened, become property of the County of Cass and are subject to the Freedom of Information Act.

B. Deadline for Proposals

The Appraisal Study Proposal must be submitted by 3:00 p.m., Friday, March 31, 2017 in a sealed envelope labeled as follows:

Proposal for Cass County 2017 Appraisal Studies

and mailed to the following address:

Ms. Tami Stewart
Deputy Equalization Director
County of Cass
120 N. Broadway, Suite 111
Cassopolis, MI 49031

A vendor may personally hand deliver their responsive proposal to the individual identified above as said address.

C. Preparation

Each Appraisal Proposal should be prepared simply and economically, providing a straightforward, concise description of the vendor's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

The vendor is responsible for any costs incurred by the vendor in responding to this RFP.

D. Questions

A pre-proposal meeting will **not** be scheduled. Questions concerning this RFP are to be submitted, in writing, e-mail or fax not later than 11:00 a.m. on Wednesday, March 29, 2017 to:

Ms. Tami Stewart
Deputy Equalization Director
120 N. Broadway, Suite 111
Cassopolis, MI 49031
tamis@cassco.org
(269) 445-4495 fax

The County will **not** respond to telephone inquiries or visitation by vendors or their representatives. All questions are to be put in writing and the County will respond in writing to all interested parties who have been notified of this RFP.

E. Clarifications

If it is determined that a vendor's Appraisal Proposal is unclear or other supportive information is deemed helpful or necessary, in the sole discretion of the County, the County may request that a vendor send clarification or additional information to assist the County in properly evaluating one or more proposals. The County will place in writing the clarification being requested and forward to the vendor(s). This process does **not** allow for changes, rather it is to simply clarify the Appraisal Proposal submitted.

F. Oral Presentation

Bidders who submit Appraisal Proposals may be required to make oral presentations of their proposals by telephone, in person or other, to the County. The County will schedule these presentations, if required. All vendors agree to provide such demonstrations at no cost to the County.

G. Cost Quotation

The County requires that Appraisal Proposals include a firm price quote, valid for a period not less than one calendar year from appraisal quote date, for all work to be completed as outlined in this RFP, including on-site inspections, data collection, value calculations and land and building sketches.

H. Forms and Contracts

Any forms, acknowledgements, agreements, contracts, or other documents that the vendor proposes to include as part of any transaction regarding or resulting from this Appraisal Proposal between the vendor and the County must be submitted as part of the proposal. Any forms and contracts **not** submitted as part of this proposal and subsequently presented for inclusion may be rejected. This requirement includes, but is **not** limited to copies of the vendor's public liability

policy, worker's compensation insurance certificate and proof of State certification. The County will negotiate any and all contracts/agreements and prices/fees with the finalist vendor, if doing so is determined in the best interest of the County.

I. Training

Training proposed should be quoted in contemplation of providing such training to all appropriate County personnel. The scope and sufficiency of training shall result in County personnel being able to fully and knowledgeably complete on-site inspections, data collection, calculate land values and ECFs, and sketch land and buildings.

III. REQUEST OF PROPOSAL: INFORMATION REQUIRED

General Instructions. Appraisal Proposals are to be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those requested by this RFP or considered by the vendor to be essential to a complete understanding of the proposal submitted. Each section of the proposal should be clearly identified with appropriate headings.

Responses to this RFP will be evaluated based upon the vendors' current ability to provide the highest level of support services that meets the goals, needs and requirements of the RFP, cost and economical considerations understood to provide the best value to Cass County.

A. PROVIDE BUSINESS ORGANIZATION/CONTACT INFORMATION

State the full name and address of your organization and, if applicable, the nearest branch office that will perform any element of the resulting transaction, including support services. Indicate the number of years in business, whether the business operates as an individual, partnership, or corporation; if as a corporation, include the state in which it is incorporated. If appropriate, state whether the organization is licensed to operate in the State of Michigan. Please include your business letterhead.

B. PROVIDE QUALIFICATIONS & CAPABILITY OF VENDOR

1. *Ability* - The ability of the vendor to meet the terms of the requested provision of services.
2. *Assigned Personnel* - Consideration will be given to the qualifications of vendor's staff that will be assigned to the project. Please list all names and titles of staff that will be working with Cass County for services that will or could be provided to Cass County under a successful proposal.
3. *References* - Appraisal Proposals submitted should include identification and contact information of a minimum of three (3) local government clients using the same or similar services. Contact information shall include, at a minimum, the governmental unit, full address, and phone number of the responsible official and the individual's title of the client organization who may be contacted.

C. TIMELINE

Include a narrative summary and specific dates of the proposed timeline within which Vendor will successfully provide all services as requested in this RFP.

D. TRAINING

Detailed summary of the scope and substance of all training provided.

E. PRICING

Vendor shall provide detailed cost information on Vendor's letterhead using a separate sheet for each recommendation. All Appraisal Proposals will have their pricing proposal reviewed in consideration of what may be the best value for the County. Appraisal Proposal pricing will be valid for not less than one calendar year from appraisal quote date.

F. ADDITIONAL INFORMATION AND COMMENTS

Vendor may include or attach any other relevant information that is believed to be pertinent but not specifically asked for elsewhere within this RFP that would assist Cass County in its evaluation of the Vendor's company and recommendations.