



**Request for Qualifications & Proposals  
Appraisal Services  
Missaukee County, Michigan**

Overview

Missaukee County is requesting proposals from qualified independent contractors to provide appraisal services to the Missaukee County Equalization Department, in accordance with the scope of services detailed in this request and the attached, proposed “Independent Contract for Appraisal Services” agreement.

It is the intent of the Missaukee County Board of Commissioners to enter into a contract with a qualified firm or individual for appraisal services.

The County will not be responsible for any costs incurred by respondents to this request. Firms/individuals who wish to submit proposals must provide the information outlined in the following Appraisal Services Qualifications and Pricing Appendixes (A - C). Two (2) copies of the response that includes responses to Appendixes B & C, must be provided in a sealed envelope clearly marked “Appraisal Services RFQ/RFP” by **2:00 p.m. on March 15, 2018**. Submittals will be publicly opened at 4:00 PM on March 15, 2018. Late proposals **will not** be accepted. Proposals should be submitted to:

Precia Garland  
Administrator  
Missaukee County  
111 S. Canal Street, PO Box 800  
Lake City MI 49651

The tentative timeline is:

<u>Task</u>	<u>Target Date</u>
RFP/RFQ Posted	February 21, 2018
RFP/RFQ Response Due	March 15, 2018
RRP/RFQ Response Opening	March 15, 2018
Recommendation to County Commission	April 5, 2018
Contract begins	April 15, 2018

The County may conduct inquiries and request additional information from respondents as it deems necessary to assist in the evaluation of any proposal. The County Administrator with assistance from the Missaukee County Equalization Director, will make a recommendation to the Board of Commissioners for a contract with the selected firm/individual. The County expects an initial contract for a term beginning April 15, 2018 and ending April 14, 2019, with the option for annual extensions thereafter.

The County reserves the right to select the firm/individual with appraisal services that best meets the needs of the County in its sole judgment, or to make no selection. Selection will be based on experience, qualifications and/or economic benefit to the County.

If, during the preparation of a response, a firm/individual has any questions, they should be submitted in writing and directed to:

Precia Garland  
Administrator  
111 S. Canal Street, PO Box 800  
Lake City MI 49651  
Email: admin@missaukee.org

Answers to questions received will be posted as a supplement to the original RFQ/RFP statement for all prospective respondents.

#### Minimum Qualifications

The primary appraiser assigned to work on County appraisals shall, at a minimum, possess the following:

1. A minimum Appraiser I (MCAO) certification from the State Tax Commission, State of Michigan. Appraiser II (MAAO) certification preferred.
2. A valid driver's license (operator only– no special endorsements required).
3. A minimum of five (5) years' experience in the municipal equalization/appraisal field.

#### Information about Missaukee County

Missaukee County has a 2016 estimated population of 14,849; is located in northwestern lower Michigan with its county seat in Lake City, MI; is 576 square miles, and provides mostly state-mandated services typical of a small, rural county. The general fund budget is nearly \$4.9 million and the budget across all funds totals \$9.1 million.

The County has approximately 58 full time employees (both union and non-union), 10 regular part-time employees and numerous part-time/seasonal/temporary employees.

## **Appendix A**

### **Scope of Appraisal Services**

The proposing individual/firm shall provide all administrative services and support necessary to manage the workload in order to complete all assignments.

The Contractor shall perform the following duties as part of the appraisal services provided for the County, for all classes of real property (residential, agricultural, commercial and industrial) as assigned by the Missaukee County Equalization Director (herein after referred to as “Director”) or any authorized staff member of the Missaukee County Equalization Department:

- Physically visit, inspect, verify, measure, document and photograph all assigned parcels for use in the 2018 Equalization Study.
- Interview property owners, managers, taxpayers and/or tenants to obtain information regarding the physical details of each parcel, including, but not limited to, the number and location of improvements made to parcel, age, composition and condition of all structures on parcel, current use of property, and any other information with the potential to either positively or negatively impact the value of the property.
- Complete digital drawings, using an agreed upon version of Apex software, of all structures and improvements found on inspected parcels, which provide ample details as to the type of each improvement, the dimensions, the location on the parcel and the construction materials utilized.
- Enter all collected data, label and provide photographs and digital drawings, into the approved BS&A database, strictly adhering to relevant Michigan State Tax Commission procedures.
- Frequently confer with Director regarding progress made, and adequately address any and all questions or concerns raised by Director regarding Contractor’s performance, methods, collected data or schedule.
- Electronically transmit data to Director on the first (1<sup>st</sup>) of each month commencing June, 2018.
- Establish and maintain effective relationships with the County staff and members of the general public, particularly property owners, taxpayers, employees or occupants of inspected parcels, by maintaining a professional and respectful attitude at all times when performing appraisal services on behalf of the County, answering any

questions posed to the best of the Contractor's ability and/or directing individuals to the appropriate information source.

- Complete all assigned appraisal work on or before September 1, 2018.

Estimated Workload

The County anticipates the following number of parcels will be appraised on an annual basis, by class of real property. Appraiser shall be compensated based on his/her rate charged per vacant or improved parcel class (i.e. residential vacant rate, residential improved rate; agricultural vacant rate, agricultural improved rate).

Residential	6 vacant parcels	39 improved parcels
Agricultural	67 vacant parcels	78 improved parcels
Commercial	15 vacant parcels	50 improved parcels
Industrial	11 vacant parcels	23 improved parcels

## **Appendix B**

### **Appraisal Services Request for Qualifications**

Respondent shall provide written answers to the questions below, following this format and labeling its response as “Response to Appendix B – Appraisal Services RFQ.”

1. Firm name
  - a. Areas of specialty.
  - b. Years in business.
  
2. Offices
  - a. Office location where the majority of the work will be performed.
  - b. Name and address of parent firm (if applicable).
  
3. Personnel
  - a. Principal contact (name, phone number, email) of the firm. (Answers to questions received from prospective respondents to this RFQ will be emailed to the address provided.)
  - b. If different than principal contact, lead appraiser contact and certifications who will be assigned to lead Missaukee County appraisals.
  - c. Other key personnel, by name who will be used for County business.
  - d. Total number of all staff at office listed in 2a. above.
  
4. Does the respondent have adequate staff to handle Missaukee County appraisals or will staff need to be hired?
  
5. Experience - provide a short narrative (no more than one page) detailing experience in municipal appraising/equalization.
  
6. Provide three (3) or more municipal references from prior or current clients, including contact name and telephone number.
  
7. Disclosure of any clients or interests that may reasonably be foreseen to constitute a conflict of interest when providing services to the County.
  
8. Provide evidence of a comprehensive liability and workers compensation insurance policy for all staff assigned to work for the County.
  
9. Has the respondent been in bankruptcy, reorganization or receivership in the last five (5) years?
  
10. Has the respondent been terminated by any municipal client in the last five (5) years? If so, please explain.

## Appendix C

### Appraisal Services Request for Pricing

Parcel Class	Estimated # of VACANT Parcels	Estimated # of IMPROVED Parcels	Charge per VACANT Parcel	Charge per IMPROVED Parcel	Total Annual Estimated Charge*
Residential	6	39	\$ _____	\$ _____	\$ _____
Agricultural	67	78	\$ _____	\$ _____	\$ _____
Commercial	15	50	\$ _____	\$ _____	\$ _____
Industrial	11	23	\$ _____	\$ _____	\$ _____

\* Total annual charge is calculated as follows: (# of vacant parcels x vacant parcel rate) + (# of improved parcels x improved parcel rate) = Total annual charge

Statement of Assurances

I hereby state that I have read, understand, and agree to be bound by all the terms of this proposal document. I further state that all of the information I have provided in response to this invitation for proposal is true, accurate and complete. I hereby state that I have the authority to submit this proposal, which will become a binding contract if accepted by Missaukee County. I hereby state that I have not communicated with nor otherwise colluded with any other bidder, nor have I made any agreement with nor offered or accepted anything of value from an official or employee of Missaukee County that would tend to destroy or hinder free competition.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Firm Name:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
City, State, ZIP