

**Pulaski County, Virginia
Request for Proposal**

General Reassessment of Real Estate

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NOTICE TO VENDORS, CONTRACTORS, PROPOSERS: Please verify that all attachments listed and marked as enclosed are present in the proposal package. Please notify the County of Pulaski of any discrepancies immediately. Failure on the part of any vendor, contractor, or proposer will not relieve same from meeting any and/or all requirements of any documents inadvertently omitted.

**ADVERTISEMENT AND PUBLIC NOTICE
REQUEST FOR PROPOSAL**

General Reassessment of Real Estate

The Pulaski County, Virginia is seeking proposals for general reassessment of real estate.

Proposals are due no later than 2:00 p.m. on Friday, May 10, 2019. Any proposals received after this deadline may be returned to the offerer unopened. Pulaski County, Virginia reserves the right to reject any and all proposals and/or divide any project into sections. Pulaski County is an equal opportunity/affirmative action employer.

Inquiries and requests for proposal packets should be addressed to:

Pulaski County Administrator's Office
143 Third Street, NW, Suite 1
Pulaski, VA 24301
540-980-7705
540-980-7717 Fax

Note to newspaper:

Please print in the legal section of your newspaper on Sunday, April 21, 2019 as a line ad.

Public notice Posted on Thursday, April 18, 2019 by Ashley Edmonds.

**SPECIFICATIONS REQUEST
FOR PROPOSALS**

General Reassessment for Real Estate

Pulaski County, Virginia is seeking proposals for the general reassessment of real estate.

I. General

Pulaski County, Virginia, will undertake the general reassessment of all real estate situations in the county during calendar year 2020. The county will seek to contract with qualified real estate appraisal firms to perform this work. Proposals will be accepted in accordance with the information contained in this document.

Pulaski County is approximately 320 square miles and consists of approximately 27,464 real estate parcels. The County is located in Southwest Virginia, off Interstate 81. Its last general reassessment was conducted by Wampler Eanes in 2014 with assessed values going in effect January 1, 2015. The Commissioner of Revenue is Donna M. Gray and the County Administrator is Jonathan D. Sweet.

II. Scope of Services

The firm selected to perform the 2020 Pulaski County General Reassessment of Real Estate will be expected to complete a uniform reassessment of all property within the county, excluding public service properties and the classification of all real property in accordance with state requirements. The values to be estimated shall be 100% of fair market value as required by law of the Commonwealth of Virginia. Appropriate emphasis shall be given to ensuring uniformity and equality with respect to each class of property.

a. Time Frame

The actual valuation process of this reassessment should begin on or after September 1, 2019, and shall be completed by the firm no later than October 1, 2020.

Reassessment notices will be mailed in mid-November 2020. Meetings with property owners shall be made between December 2 and December 20, 2020. Any adjustments anticipated to this timetable should be stated in the proposal. The proposer will be expected to adhere to this timetable unless changes are approved by the county.

b. Sales Data

This firm will complete a comprehensive sales data analysis prior to the appraisal of any real property in the county. This analysis will contain sufficient number of valid real estate sales and/or transactions from various classes of real estate within the county. Pertinent information regarding these transactions will be recorded in a format agreed upon by the firm and oversight committee. This sales analysis will be available for public inspection and shall become the property of Pulaski County at the completion of the reassessment.

c. Appraisal Detail

All appraisals shall be recorded on records jointly acceptable to the county and to the appraisal firm. The records shall show all information in connection with the construction, age, size, condition and depreciation of each building or structure. The records shall also contain an

outline or sketch of all major building improvements. The records shall also display pricing data for each building along with the owner's name, address, legal description and map number. All criteria used in determining land value and classification plus an area for recording total land and building values shall be provided on the records. A photograph of the home is also required.

d. Mobile Homes

The firm shall prepare a listing of all mobile homes situated in the county. This listing shall include, but not be limited to, the make, size, condition, model, year of manufacture, value, owner and location of mobile homes. The location shall be identified by tax map number. A photograph of the home will also be required. Photographs of mobile homes in mobile home parks are to be excluded.

e. Residential Properties

The real estate appraisal firm shall make a field inspection of all residential properties and mobile homes. The firm shall complete an exterior inspection and confirm measurements of each residence. Along with a sketch of each residence, components such as foundations, basement area, wall construction, insulation, roof, floors, interior finish, heating system, fireplaces, plumbing fixtures, number of rooms, number of bedrooms, year built, year remodeled, exterior condition, physical depreciation, functional and economic obsolescence, general quality of construction, rent if applicable, and recent sales data must also be gathered. All information so gathered shall be recorded on appraisal records.

f. Rural Properties

Suburban and farm dwellings shall be visited and inspected in the same manner as other residential buildings. All other farm buildings and structures shall be measured, located and numbered in relation to main dwellings on the field work card, sketched and listed accordingly to their use, type of construction, size, age and condition. These improvements shall be appraised at their fair market value.

g. Commercial Properties

Commercial properties shall be handled in the same complete manner as residential properties. Buildings measurement shall be accurately confirmed and a complete description shown for each. The basic cost of data shall be applied to existing construction for determination of accurate and consistent replacement cost, less any physical depreciation, functional or economic obsolescence. In addition, income and expense data and market data will be used where applicable and available to assist in appraising the property.

h. Apartments

All apartments or two or more connected dwelling units designed or redesigned for rental occupancy and all groups of apartment buildings are to be classified as apartment property. The appraisal of apartments is to be complete with analysis of income and expense data, if such data is obtainable. The income approach to value must be considered in apartment appraisals, and where actual rents are not available, economic rental estimates will be used.

i. Industrial Properties

Small industrial plants shall be appraised in the same manner as other commercial properties. For more complex industrial properties considered to be major industrial complexes, a complete separate report summarized, typed and bound shall be furnished. This report shall include a building by building component part description of construction, and fixed equipment taxable as real estate showing individual replacement value and depreciation for each. All yard improvements shall be listed individually and a sketch shall be made with buildings numbered and shown in their property location and size with the name of the building as known to the industry shown. The market income approach to value shall be utilized if applicable.

j. Other Properties

All other property not covered previously and required by law to be appraised by the jurisdictions will be appraised at market value using the acceptable appraisal standards.

k. New Construction

The appraisal firm shall coordinate its efforts with the oversight committee in appraising new construction and additions. Every reasonable effort will be made to ensure this function is not duplicated by the firm or by the jurisdiction or omitted by both. The contractor shall be responsible for appraising all new construction and additions during the term of the contract (i.e. January 1, 2020 - October 1, 2020). New construction will be noted on the appraisal record and closely coordinated with the Commissioner of Revenue.

l. Alternate Review Appraisal

The proposer may offer to conduct a review appraisal of current assessment data, with field spot checks to confirm and update assessments, as an alternate proposal for a lower per parcel fee. Any such offer must be accompanied by a detailed explanation of the methodology and validity of such a review appraisal.

m. Condemnation

The proposer agrees to provide assistance in condemnation and other situations where the County may need to determine the value of a specific property.

n. Travel Expenses

The contractor shall assume all transportation and travel expenses for its employees.

o. Public Information

The contractor shall make speakers available for meetings with civic groups or other interested parties as directed by the Board of Supervisors for the purpose of disseminating general information pertaining to the assessment process. During the general reassessment, the contractor will endeavor to promote good public relations with all taxpayers and the general public.

III. Public Input

Pulaski County will not use a Board of Assessors. Supervision and advice to the appraisal firm shall come from the oversight committee. The appraisal firm will designate and provide an employee acceptable to the county to serve in the capacity of appraiser under State Code, whom will also be acceptable to the Virginia Department of Taxation.

All property owners in Pulaski County will be notified of changes in assessed value of their property. Following this notification, the real estate firm will be expected to meet with property owners in order to explain, discuss and hear complaints concerning valued established. These meetings shall be established jointly by the oversight committee and the real estate appraisal firm.

Following such meetings with affected property owners, the real estate firm shall make any necessary field reviews of all properties of disputed value and shall make any changes necessary in the values originally established.

Following the general reassessment, the County of Pulaski is required by law to have a Board of Equalization. The Board of Equalization shall establish meeting dates, times and places, to receive complaints from property owners regarding appraised values. It is anticipated these hearings will be conducted between January 4 and February 26, 2021. The real estate appraisal firm shall have representatives present at these hearings as required by the Board of Equalization.

IV. Right of Approval of Personnel

The oversight committee shall have the right to review and approve all personnel involved in the appraisal of real property in Pulaski County. The oversight committee shall also have the right to require any real estate appraiser to be removed from work in Pulaski County. It should be noted all appraisers are serving at the discretion of Pulaski County and the terms of the final contract between the appraisal firm and Pulaski County shall clearly empower the county to have any unsatisfactory appraisers removed from work in Pulaski County. The appraisal firm shall meet qualifications and criteria established for such work by the Commonwealth of Virginia.

V. Insurance and Performance Bond

The firm shall submit, with its proposal, a valid certification of insurance or documentation of ability to obtain insurance indicating the limits of coverage for automobile, public liability, workman's compensation, unemployment and general liability. The firm selected to perform the work outlined in this document will be required to show Pulaski County as an insured and loss payee. The county shall be held harmless from all claims, demands, suits, action, recoveries of judgments of every kind and description brought or recovered against the county, etc., by reason of any act of the contractor's firm or employees during the execution of this work. The contractor shall provide a performance bond in the amount of the contract, which shall be made payable to Pulaski County.

VI. Terms of Payment

Invoices shall be submitted to the county on a monthly basis after work has begun. The county will make payments on the basis of the number of parcels appraised less a 10% retainage as a performance guarantee.

VII. Contract Disputes

In the event a dispute arises between the county and the real estate appraisal firm and cannot be resolved through normal administrative procedures, either party shall have the right of direct appeal to a court of competent jurisdiction.

VIII. Court Testimony

The firm shall provide a competent witness for court appeals filed within a period of four years following the effective date of the reassessment. The cost of these services is to be separate from the base contract price for appraisal services.

IX. Supervision of Work

After a firm is selected to perform the appraisal work, supervision of the firm will rest with the oversight committee. The committee or its designee will establish periodic meetings with the official in charge of the firm to ensure the general reassessment is progressing satisfactorily.

X. Staff Support and Logistics

Pulaski County will provide the following:

- a. Suitable office space and office furnishings;
- b. Detail of existing appraisal as well as open access to current maps, appraisal records and computer data;
- c. The necessary office supplies including postage and stationary for mailing notices and any advertising costs for hearings;
- d. Mailing of the reassessment notices;
- e. A copy of the current tax maps will be provided digitally by the County, the firm is responsible for providing laptops to the appraisers; and
- f. Transportation of the Board of Equalization for field review when needed.

It should be noted appraisal information provided includes existing name of real estate owner, mailing address, property description, existing map number, and an indication as to whether improvements are presently located on the property.

The reassessment will be conducted using the County's computerized property valuation system with CAMA software from Manatron, Inc. – A Thomson Reuters Business of Portage, Michigan. The contractor will be required to become sufficiently familiar with this system to update the system's various sales and features tables and to establish assessed value from factors within the computer database. All data entry will be the responsibility of the appraisal firm. The contractor will oversee the maintenance of the computerized database during the reassessment. The firms should be proficient with the valuation software and able to oversee the maintenance of the computer software during the reassessment.

Clerical staff and other needs must be provided by the appraisal firm.

XI. Proposal Contents

The respondent's proposal for professional services must include the following:

1. Biographical sketch and qualifications of members of the firm who will be performing the work;
2. Names and qualifications of any subcontractors which will be used in this project;
3. A complete list of all Virginia localities completed within the past five (5) years, together with the assessment ratio, as determined by the Virginia Department of Taxation, as of the effective date of the reassessment and the names and phone number of references who may be contacted;
4. Specific information should be provided describing experience with Thomson Reuters ProVal CAMA software and knowledge about using this software;
5. Timetable for completion of the scope of services; and
6. Name, address, and telephone number of the contact person.

XII. Proposal Evaluation

Procedure to be followed in Selection of an Appraisal Firm:

Pursuant to Virginia Code Section 2.2-4301.3.a - Procurement of Professional Services - The public body shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews shall be permissible. The offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. The Request for Proposal shall not, however, request offerors furnish estimates of man hours or cost for services. At the discussion stage, the public body may discuss nonbinding estimates of total project costs, including, but not limited to, life cycle costing, and where appropriate, nonbinding estimates of price for services. Proprietary information from competing offerors shall not be disclosed to the public or to competitors. At the conclusion of discussion, outlined in this subdivision, on the basis of evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the public body shall select in the order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract satisfactory and advantageous to the public body can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on until such a contract can be negotiated at a fair and reasonable price. Should the public body determine in writing and in its sole discretion only one offeror is fully qualified, or one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

Pulaski County has a five member Board of Supervisors, which has assigned the responsibility for developing this request for proposal, recommending a suitable appraisal firm, and supervision of the appraisal firm's work to a committee. This committee is to be composed of Donna M. Gray, Commissioner of Revenue, Jonathan D. Sweet, County Administrator, and a third party if designated by the Board of Supervisors. This committee will solicit proposals from qualified firms and recommend one firm to perform the requested appraisal services to the Board of Supervisors for confirmation.

The County reserves the right to reject any and all proposals, waive any formalities, and/or divide any purchase among several vendors. The selection of a successful proposer will comply with the Virginia Public Procurement Act. The County of Pulaski is an equal opportunity employer. Minority firms are encouraged to submit proposals. This public body does not discriminate against faith-based organizations.

XIII. Proposal Submittal

Proposals are due no later than 2:00 p.m., Friday, May 10, 2019 and must be clearly marked "**General Reassessment of Real Estate**". Any proposals received after this deadline may be returned to the offerer unopened.

Proposals and inquiries should be addressed to:

Mr. Jonathan D. Sweet, ICMA
County Administrator
Pulaski County, Virginia
143 Third Street, NW, Suite 1
Pulaski, VA 24301
(540) 980-7705 Phone
(540) 980-7717 Fax
jsweet@pulaskicounty.org

RESPONSE TO SOLICITATION

Response to this solicitation can vary in length and in text but should include as a minimum the following:

1. All information needed to weigh the response as listed in the solicitation.
2. Any supporting information felt by the proposer to be applicable.
3. Family relationship of principals in the proposer's firm to any employee of Pulaski County.
4. A list of similar or related projects.
5. Name and address of the principals in the proposer's firm related to any employee of Pulaski County.

INSURANCE AND INDEMNIFICATION GUARANTEE

1. Indemnification and Hold Harmless Requirements
 - 1.1 To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless Pulaski County, its agents and employees from and against all claims, damages, losses and expenses; including but not limited to attorney's fees, arising out of or resulting from the performance of the work, including but not limited to any such claim, damage, loss or expense which is attributable to the bodily injury, sickness, disease or death, or injury to or destruction of tangible property (other than the work itself) including the loss of use or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a claim against the Contractor or his Subcontractor arising from any work or property that must be restored, repaired or replaced because of Contractor's or Subcontractor's work being incorrectly or improperly performed. Such obligations shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph.
 - 1.2 In any and all claims against the County of Pulaski or any of its agents or employees by any employee of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under paragraph 1.1 shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Contractor or any Subcontractor under workers' or workmen's compensation acts, disability benefit acts or other Employee benefit acts.
2. Contractor's Liability Insurance and Other Insurance
 - 2.1 The Contractor shall purchase and maintain such insurance as will protect him from claims which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by himself or by any Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable, including but not necessarily limited to, the following:
 1. claims under worker's or workmen's compensation, disability benefit and other similar employee benefit acts;
 2. claims for damages because of bodily injury, occupational sickness or disease, or death of his employee;
 3. claims for damages because of bodily injury, occupational sickness or disease, or death of his employees;
 4. claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an act or offense directly or indirectly related to the employment of such person by the Contractor or (2) by any other person;
 5. claims for damages, other than to the work itself, because of injury to destruction of real or tangible property, including loss of use resulting there from; and
 6. claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance or use of any motor vehicle
 - 2.2 The insurance required by Subparagraph 2.1 shall be written for not less than any limits of liability specified in the Contract Documents, or as required by law, whichever is greater.
 - 2.3 The insurance required by Subparagraph 2.1 shall include contractual liability insurance applicable to the Contractor's obligation under Paragraph 1.
 - 2.4 Certificates of Insurance acceptable to the County of Pulaski shall be filed with the County prior to commencement of the work. These Certificates shall contain a provision that coverage's afforded under the policies will not be cancelled until at least thirty days prior written notice has been given to the County.

CONTRACTOR'S POLICY OF NONDISCRIMINATION

Pursuant to Section 11-51 of the 1950 Code of Virginia, as amended, during the performance of any contract awarded, the contractor agrees as follows:

The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

Notices, advertisements and solicitations placed in accordance with Federal Law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over ten thousand dollars (\$10,000.00), so such provisions shall be binding upon each subcontractor and/or vendor.

Additionally, the contractor will not discriminate against any employee or applicant on the basis of handicapped status, except where handicapped status is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

Signature of Authorized Agent

Date

DRUG FREE WORKPLACE MAINTENANCE BY CONTRACTOR

Pursuant to Section 11-51.1 of the Code of Virginia, all public bodies shall include in every contract over \$10,000 the following provisions:

During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees placed by or on behalf of the contractor's prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug free work place; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

Signature of Authorized Agent

Date