

**REQUEST FOR PROPOSALS
ASSESSING SERVICES
CITY OF JONESVILLE**

The City of Jonesville is seeking proposals from qualified contractors, firms, and units of government to provide assessing services on a part-time contractual basis. Prior to a vote of the electors on August 5, 2014 Jonesville was a village and a part of Fayette Township. All assessing services to the then Village of Jonesville were provided through a part-time contract by an assessor for Fayette Township. Following incorporation, assessing services have been provided via a short term agreement with the Hillsdale County Equalization Department.

The City of Jonesville is located in the northern half of Hillsdale County, about 20 miles northeast of the point where the Michigan, Indiana and Ohio borders meet. Jonesville provides general municipal services to a population of 2,258 people in an area of 2.92 square miles. Jonesville is made up of 35.23% residential, 20.17% commercial, 8.58% industrial, and 36.02% personal property (including IFT parcels). The City has 1,091 parcels of real property (828 residential, 138 commercial, 38 industrial, 87 exempt) and 187 parcels of personal property. The City has a 2014 SEV of \$68,562,274.

The City includes Local Development Finance Authority (LDFA) and Downtown Development Authority (DDA) tax capture districts, a Commercial Rehabilitation District, as well as several PA 198 IFT properties, PA 328 parcels, and Payment in Lieu of Taxes (PILOT) agreements.

Scope of Services:

The City is seeking to secure the services of an MCAO level or higher Assessor to work on a part-time contractual basis. The following is a list of the minimum services to be provided:

- Proficient in BS&A/Equalizer software.
- Minimum of four (4) business working hours in the Jonesville City Hall per week.
- 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 onsite inspections in order to annually re-appraise 20% of the real properties of each class (residential, commercial, industrial), and to determine the value of any new construction.
- Maintain all of the City's assessment rolls, including ad valorem, specific tax rolls (IFTs, PILOTs, 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's Zoning Administrator, 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 and Tax Rolls.

- 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).
- 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 Zoning Administrator.
- Annually send out, collect, and analyze IFT questionnaires.
- 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 decisions of the Board of Review and/or Michigan Tax Tribunal.
- Coordinate with City staff to schedule the Board of Review meetings at City Hall and post the public notices.

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 judgment, demonstrate the skills and abilities to develop effective working relationships with the staff, officials, and public. The respondents should provide a copy of his/her assessor Certification document.

Project Cost and Contract

The fee for services must be described in the proposal. Please specify whether fees are billed at an hourly rate or flat charge. Billing procedures and payment terms should also be included. Please provide pricing for 1, 3, and 5 year terms.

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 Jonesville, and proposed fees. The City may elect to interview one or more candidates prior to recommending a final selection to the City Council.

Submittal Instructions

To be considered, proposals must be submitted in a sealed envelope, clearly marked: RFP – ASSESSING SERVICES and received by 2:00 p.m. on Wednesday, May 13, 2015 by mail or hand delivery to:

Jeff Gray, City Manager
City of Jonesville
265 E. Chicago St.
Jonesville, MI 49250

Reservations

The City reserves the right to accept any proposal, to reject any or all proposals, to waive defects in proposals submitted in response to this request, and to select the proposal deemed to be in the best interests of the City. Issuance of this proposal does not obligate the City to award a contract. The City accepts no responsibility for reimbursing consultants for expenses incurred in responding to this Request for Proposals.