

REQUEST FOR PROPOSALS

Maintenance of Real Property Parcels

Board of Assessors

TURNER COUNTY, GEORGIA

**Turner County, Georgia
Request for Proposals
Maintenance of Real Property Parcels**

The Turner County Board of Assessors is currently soliciting proposals for the purpose of maintaining data and values of real property within the county. The property data is a tangible asset containing an inventory of property to be shared with other departments, GIS, EMS, Community Development, and Public Works. The Turner County Board of Assessors, hereinafter referred to as the BOA, is charged by law with the responsibility of ensuring that all taxable property is assessed at fair market value as prescribed by Georgia law. The Board is seeking assistance in carrying out this responsibility by contracting with an outside firm to perform all functions necessary to ensure that all property is fairly assessed. The contractor shall be familiar with and have a working knowledge of all Georgia Laws and Department of Revenue Rules and Regulations dealing with ad valorem taxation of real property to insure the property database is an accurate and tangible asset to the County.

All proposals submitted become the property of Turner County, hereinafter referred to as the County. The County is not responsible for any costs incurred by the vendor in the preparation of proposals or presentations given. All expenses incurred by the vendor's pursuit of this award shall be borne by the vendor.

Any contractor who intends to or may submit a bid in response to this proposal must submit an email of intent to bid to Sylvia Lamb, Chief Appraiser, at turnerta@windstream.net in order to receive a list of questions/answers as well as any addendums which could be issued. If an email-intent to bid is not received, the contractor would be proceeding at its own risk.

The proposal is for a completed revaluation concluding in May, 2022. The contractor, hereinafter referred to as the Company, whose bid is selected by the County to perform the revaluation of real property parcels shall be responsible for reviewing all county parcels, updating property valuation schedules, creating new schedule items where needed.

All proposals should be based on the following specifications:

- At time of completion, the company shall submit tangible products consisting of, but not limited to, a Microsoft SQL Server database that will be compatible with the counties version of Microsoft SQL Server and WinGAP, a grading manual for residential improvements, ratio studies, market analysis worksheets and any other documents.
- The County shall provide adequate workspace and computer connections for the company to perform the necessary work.
- The Company shall be responsible for integrating all data into the WinGAP CAMA. This includes but is not necessarily limited to improvement data gathered during the field visit of the property, all photos taken, land characteristics and supporting valuation schedules. No data entry of real property characteristics associated with this proposal will be performed by county personnel.
- All agricultural, residential and associated improvements except pre-billed mobile homes shall be field reviewed by the Company. The field review shall consist of a walk around of all major improvements, except pre-billed mobile homes, with sufficient measurements made on each structure to ensure accuracy. All major improvements shall be assigned a year built, observed condition, and quality grade. Improvement characteristics shall be checked and corrected where necessary. In addition, all improvements, except pre-billed mobile homes, will be assigned a percentage good amount defining maintenance or lack of maintenance.
- All major improvements, except pre-billed mobile homes, shall be photographed by Company personnel. A front and back photo shall be taken of the major improvements. Pre-billed mobile homes shall have a front photo taken with the photo being attached to the land record.
- GPS Waypoints shall be provided for all taxable parcels. The GPS Waypoints shall be integrated into the WinGAP database so as to be accessible by E911 and other agencies.
- Any unlisted primary improvements shall be measured, identified assigned a year built, quality grade and physical depreciation where necessary with such information entered in WinGAP. All other typical improvement characteristics to include but not be limited to, exterior walls, fireplaces, appendages, condition, etc., shall be gathered and entered in WinGAP
- Any unlisted accessory improvements shall be measured, identified, assigned a year built, quality grade and physical depreciation where necessary with such information entered in WinGAP. Accessory buildings, which have no value, shall

be noted as such. The Company shall be responsible for providing this information.

- The Company shall measure and photograph all real property manufactured housing improvements and assign a year built, observed condition, manufacturer name and model, and additions (such as porches, decks, etc.).
- The Company shall develop new schedules reflecting current cost and/or market conditions in Turner County for all improvement types: residential, agricultural, commercial, industrial and accessory. Values shall reflect local market conditions.
- All sales information will be provided to the Company by the BOA. The BOA shall be responsible for qualifying the sales.
- Neighborhood/location adjustment schedules shall be developed where market conditions deem such to be needed.
- The Company shall conduct a land study of all land classes using appropriate units of value.
 - All studies performed, land study, small acre break analysis, benchmark rural land value per acre analysis, etc., shall be documented and presented to the county and will become property of the county upon completion and/or implementation.
- All land in rural tracts will be reviewed, classified, and valued according to productivity, topography, and etc. Woodlands and agricultural land will be delineated into nine classifications. Woodlands will be separated from open land and pastureland; all farm ponds will be identified, classed, and valued. The company shall show where all timber and improvement values have been appropriately removed from all sales in developing the small and large acreage land tract schedules.
- The acreage level at which the valuation of small tracts concludes and large tracts begin will be determined by the company and the county board of assessors.
- Large and Small tract parcels in rural areas will be classified by accessibility and desirability characteristics. The company shall provide narrative descriptions defining all accessibility and desirability codes. Accessibility codes will be numeric; desirability will be indicated by use of alpha codes.
- The values of small tracts and large tracts surrounding the acreage level where the small tract schedule ends and the large tract schedule begins, should blend to

show uniformity without a large increase/decrease of value within the same accessibility/desirability assignment.

- The small tract and large tract accessibility/desirability schedule should resemble a grid with the factor for each accessibility/desirability combination at each acre level. The accessibility codes will form the columns of the schedule with the desirability codes forming the sub-columns. The acreage intervals form the grid rows. All desirability codes must be reviewed in the field for accuracy.
- Residential urban and suburban land and commercial and industrial land shall be classified and valued by front foot, square foot, per lot, or per acre prices that reflect market value of such properties.
- All land and improvement schedules should comply with procedures defined in the Appraisal Procedures Manual as found in the Georgia Department of Revenue Regulation 560-11-10-.09.
- All schedules and values therein shall be the responsibility of the company. All schedules and units values shall be developed using current FMV sales of property in Turner County. In the case of large tracts of rural land, sales within a two year time period shall be used unless an inadequate number of sales are available. In such case, the time period for sales shall extend to a 4-year period. If a sufficient number of qualified sales are still not available, sales from surrounding counties shall be considered as comparable sales. All schedules and unit values for each class of property shall be supported by ratio studies. The level of assessment indicated in each study shall not be less than 38.50% or greater than 41.00% for all property. The coefficient of dispersion in each study shall not exceed 12% for residential and 18% for all other classes. The price related differential shall be in a range of .98 to 1.07 for all property classes. Any study that does not meet all of the above listed criteria shall result in the schedule being rejected by the BOA.
- The company shall review and edit all data, information, and values prior to the mailing of assessment notices. Said review shall be conducted to verify equity between the fair market value of each parcel.
- Prior to appeal hearings, the Company shall present to the BOA electronic sales comparison technology that will be utilized for appeal hearings.
- Before notices are mailed in 2022, the Company shall demonstrate to the BOA electronic market modeling capabilities. Should it be required and deemed necessary, the market modeling functionality will be made available to the BOA.
- The Company shall provide an appraiser to assist the BOA at hearings with taxpayers when the assessed value is based on the reappraisal. The Company shall defend said appraised values established during the reappraisal. The

Company shall provide the BOA documentation necessary to inform and advise the taxpayer of the rationale for any assessment. The documentation shall be in a format that is in compliance with the Georgia Taxpayers Bill of Rights. If any assessments are appealed to the Board of Equalization, the Company shall also appear at the request of the BOA. The Company will specify per day charges for appeal hearings, it shall be stated whether the per diem includes expenses. A maximum expense limit shall also be provided if the per diem rate does not include expenses.

- All Company appraisers measuring and listing improvements shall be GREAB registered and have a minimum of 3 years of experience in the mass appraisal business.
- The Company shall have on staff a minimum of two personnel with 5 years or more appraisal classroom instruction experience. The county feels this is necessary to better promote the Company as being qualified and able to communicate with the property owners.
- The Company shall assist the county in planning dates and times for notices, hearings, reviews, etc.
- During the process of the work, the Company shall endeavor to promote understanding and amicable relations with taxpayers and the public. For key positions, to include field personnel, the company will provide experienced employees at least 21 years of age, of good character, neat appearance, and an adequate number of employees to perform the work in an accurate and timely manner. The Company shall furnish the county with a resume specifying all employees' qualifications, experience and prior work locations for county's approval before work shall begin.
- The Company shall assist the proper county officials in the preparation of newspaper articles and other appropriate publicity, and all such newspaper articles, other public statements, and releases shall be approved, prior to release, by the BOA and the County Commissioners. The Company shall, upon request, provide suitable speakers to acquaint groups and gatherings with the methods and merits of the project.
- Work shall be completed on or before May 15, 2022.
- Proposals must be received no later than **Wednesday, March 25, 2020**. Any proposal received after 12:00 p.m. on that date will not be accepted or considered. Any questions concerning the above specifications shall be submitted to the Board of Assessors in writing to turnerta@windstream.net. No questions will be accepted after 5:00 p.m. on **Friday, March 20, 2020**.
- The Turner County BOA reserves the right to waive irregularities in any proposal, to reject any and all proposals with or without cause and/or to accept

the proposal that in their judgment will be for the best interest of Turner County. The county also reserves the right to request additional information or clarification from the vendor. At the discretion of the county, firms submitting proposals may be requested to make one or more oral presentations as part of the selection process at the expense of the company.

- The Company shall furnish a list of references to include the following information:
 - Company Name
 - Principle Owner(s)
 - Business Address
 - List of completed county contracts during the last five (5) years with clients' address, telephone number, and contact person.
 - List of county contracts in progress with clients address, telephone number, and contact person
 - Resumes of ALL personnel to be assigned to this project.
 - Statement listing any and all differences between your proposal and the work specified in the RFP
 - Sample contract agreement for the proposed work.
- No alternative proposals will be accepted.
- All proposals will be submitted in an envelope and shall be marked clearly on the outside:

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Board of Assessors
Turner County, Georgia**

Sealed BID

- The Company shall furnish equal monthly invoices totaling the amount quoted in the proposal.
- Proposals must be typed. All corrections made by the Company prior to submitting must be initialed and dated by the vendor. No changes or corrections will be allowed after proposals are submitted.
- All respondents should furnish the County with two (2) complete copies of the proposal. Each copy must contain a manual signature of an authorized representative of the proposing firm.
- Time is of the essence. The successful vendor will have seven (7) days from the Date of Award to enter a contract with the County.

- At the time the contract with the successful bidder is entered, the successful bidder must provide the BOA with Certificates of Insurance demonstrating General Liability Coverage in the amount of at least \$500,000.00 per occurrence and \$1,000,000.00 in aggregate; professional liability insurance in the amount of \$500,000.00 per occurrence; automobile insurance in the amount of \$500,000.00 per occurrence and \$1,000,000.00 in aggregate; and workers' compensation coverage as required by law. Turner County and Turner County Board of Assessors must be listed as additional insureds on the policy for the duration of the project. The Company shall assume all liability and risks for all damages and injuries to persons or property which shall or may arise or accrue out of the conduct of any activity relating to the performance of the Agreement by the company, its officials, employees, agents, or servants and shall indemnify and hold harmless the Turner County and the Turner County Board of Assessors from any and all liability, actions causes of actions, suits, damages, attorney's fees, and costs which may arise or accrue due to the conduct of any activity relating to the performance of the Agreement by the Company, its officers, employees, agents, or servants.
- The successful bidder must provide proof of compliance with E-Verify and affidavits supplied by the County as required by Georgia's Immigration laws.
- The vendor must certify that there are no circumstances which will cause a conflict of interest in performing the services required.
- Work shall begin within thirty (30) days of notification of acceptance.
- Submission of a proposal indicates acceptance by the Company of the terms, conditions, and requirements described in the RFP unless clearly and specifically noted in the submittal.

- All proposals should be returned to:

**Turner County Board of Assessors
Attn: Sylvia Lamb
P O Box 191
Ashburn GA 31714**

Any questions should be directed to:
**Sylvia Lamb, Chief Appraiser
Turner County Board of Assessors
Phone 229-567-2334
turnerta@windstream.net**