



CITY OF GRAND LEDGE, MICHIGAN

REQUEST FOR PROPOSALS

ASSESSING SERVICES

Introduction

The City of Grand Ledge, Michigan is a Municipal Corporation providing general municipal services to a community of 7,813 people located 6 miles west of Lansing and one hour east of Grand Rapids. The incorporated area encompasses three and one third square miles, most of which is in Eaton County with the exception of the airport which is located in Clinton County. Grand Ledge is a self-sufficient, full-service community with a diversified development pattern which is made up of 2.1 percent industrial development, 5.0 percent commercial, and 41.9 percent residential with the remainder as streets, schools, parks and the Grand River. The City has approximately 2,700 parcels of real property and 500 files of personal property.

The City is seeking to secure the services of a City Assessor on a part time contractual basis. As such the City plans to enter into a long term contract (3 years) for these services and the traditional operations of a City Assessors office.

Right of Refusal

The City of Grand Ledge reserves the right to accept or reject any or all proposals in whole or in part, and to waive any informality, irregularity or defect in this process or in any proposal should it be deemed in the best interest of the City.

Scope of Services

- Level II certification or higher.
- Proficient in BS&A/Equalizer Software.
- Minimum of twenty-four (24) business working hours in the Grand Ledge Assessors office per week.
- Work with other City officials to complete a link to the City's web site in order to provide on-line availability of the Assessors records to the public.
- Each year physically observe and review twenty percent (20%) of the parcels listed on the roll of the City. A different set of parcels shall be so observed and reviewed each year. Physically observe new construction and real estate improvements in the City through cooperation with the Grand Ledge Building Inspector and review all City building permits.
- Review and prepare new land values and economic condition factors (ECF) by areas and apply these factors to property record cards (the Equalizer data file) so that the current assessment is reflected as (50%) of true cash value on the assessment cards.
- All changes necessitated by the adoption of Proposal A shall be implemented and monitored as required.
- Enter the assessments into the ad valorem assessment roll and Industrial Facilities Tax (IFT) roll and the Downtown Development Authority (DDA) and Local Development Finance Authority (LDFA) rolls. The Assessor is not responsible for any other special assessment rolls.
- Prepare sales studies using available data and evaluate all equalization and/or appraisal studies and respond as appropriate.

- Prepare an annual report for the City Council which contains at a minimum information relating to changes in legislation and rules and regulations of the State of Michigan Tax Commission which will have an impact upon the activities of the Assessor and evaluation of property, tax rates, and/or tax revenue of the City. The annual report shall also include information related to performance indicating special property studies conducted, the number of properties reassessed during the year, the activities and significant rulings of the Board of Review along with any rulings of the Tax Tribunal affecting properties in the City. The report should also identify the amount of captured SEV/TV by the Downtown Development Authority and the Local Development Finance Authority, along with the actual dollars of captured taxes. The report should also summarize the Act 198 active IFT certificates and the ongoing amount of taxes abated. The report should also identify the dollar amount and properties participating in payment in lieu of tax programs as permitted and approved by the Michigan State Housing Development Authority.
- Prepare any and all necessary forms with the Eaton County Equalization Department, State Tax Commission, and any other agencies and/or entities, as required by statute, ordinance, regulation, or any other provision of law, in a timely manner.
- Attend at a minimum (3) March Board of Review sessions.
- Defend all appeals to the Small Claims Division of the Michigan Tax Tribunal by filing necessary petitions and submitting additional supportable and defensible material as necessary to defend such appeals.
- Conduct a personal property canvass to insure equity among business owners within the City.
- The City shall provide office space, equipment, and supplies as need to perform the assessors duties. The City shall also provide clerical support.
- The City expects to be invoiced on a monthly basis for the services to be provided. No other compensation or benefits will be paid and it will be the contractors responsibility to meet all State and Federal requirements related to income taxes, social security, workers compensation, professional liability insurance, etc. It is expected that the contractor will be responsible for meeting the tests of the Internal Revenue Service as it pertains to bonafide contractors. The City will not consider this position as an employee.
- The City expects to enter into a 3 year contract for the above services with payment for the services to be made to the contractor on a monthly basis. Please indicate in your proposal the monthly fee and any other fees the City should know about.

Proposal Requirements

The selection process will be focused upon quality based selection criteria. Those interested in submitting proposals must include a list of current clients and projects along with a list of references (minimum of three, maximum of six). The respondent should provide a copy of their Level II or higher Certification document, documentation of any other related certifications, the dollar cost (fee for these services), and any other pertinent information which the candidate may wish to provide.

Response Date

Sealed proposals are due on or before the close of business (5 p.m.) on April 10, 2009 and should be mailed or otherwise delivered to: Jon W. Bayless, City Administrator, 200 E. Jefferson Street, Grand Ledge, MI 48837 (517) 627-2149.