

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

The City of Howell is seeking proposals from qualified contractors, firms, and units of government to provide assessing services on a part-time contractual basis.

The City of Howell is the County Seat for Livingston County conveniently located east of Lansing, north of Ann Arbor and west of Novi, Michigan. The City of Howell is a full service community that provides services to a population of 9,489 people in an area of approximately 4.7 square miles and is served by a single school district. Howell is made up of residential, commercial, and industrial properties and also includes a DDA District, several PA 198 IFT properties and two OPRA properties. Other statistics for the City include 3,306 parcels of real property, 543 parcels of personal property, and 2017 SEV of \$386,406,793.

**Scope of Services:**

The City is seeking to secure the services of a Michigan Advanced Assessing Officer (MAAO/3) 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.Net software.
- Minimum of thirty (30) business working hours, preferably spread over 4 days per week to be accessible to residents.
- 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 assessment rolls, including ad valorem, specific tax rolls (IFTs, OPRA, 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, and maintain property record cards.
- Prepare annual assessment notices.
- In consultation with the Community Development Director and Planning Commission, perform land divisions and combinations as necessary, complying with the State's Land Division Act and County procedures for land divisions.
- Analyze property sales for all 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 Principal 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) for presentation to the City Council. Attend City Council and/or committee meetings as needed.
- 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 Community Development Director or designated staff.
- 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 Attorney in the defense of these appeals.
- Prepare changes to the assessment roll based on decisions of the Board of Review and/or Michigan Tax Tribunal.
- Coordinate with City staff to schedule and attend the Board of Review meetings and prepare appropriate public notices.

### **Qualifications**

The proposal shall include a statement of qualifications. The statement should include the name, address, and brief history of the applicant or 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 the appropriate 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 one, three and five 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 Howell, 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 Friday, April 27, 2018 by mail or hand delivery to:

Jane Cartwright,  
Howell City Clerk/HR Director  
611 E. Grand River  
Howell, MI 48843

Or an electronic version of the proposal may be sent to [jcartwright@cityofhowell.org](mailto:jcartwright@cityofhowell.org) with RFP-ASSESSING in the Subject Line.

**Reservations**

The City of Howell 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.