



## **Request for Proposals Assessing Services**

**RFP Issue Date:  
November 22, 2024**

**Required Submission Time/Date:  
December 16, 2024, 4:00pm**

**Issue Date:** November 22, 2024  
**Title:** Assessing Services  
**Issuing Agency:** City of Cheboygan  
403 N Huron St  
Cheboygan, MI 49721

**Pre-proposal Questions:** Questions may be sent via e-mail to Alexandria Martin at [amartin@cheboygan.org](mailto:amartin@cheboygan.org) through 4:00PM on December 16, 2024. Any written response(s) of the City will be issued as an addendum to the Request for Proposal (“RFP”) and will be available on the City’s website [www.cheboygan.org](http://www.cheboygan.org).

**Proposals:** All firms or individuals shall answer the qualifications questionnaire and submit all information requested herein in order for submission to be considered. The City reserves the right to not consider any submissions after the required submission date.

Provide three (3) copies of the enclosed qualifications questionnaire and bid proposals in a sealed envelope clearly marked with “RFP – Assessing Services” by the required submission date.

**Written Proposal Deadline:** Proposals must be sealed and must be received via hand delivery, mail or courier on or before 4:00pm EST on December 16, 2024, for furnishing the services described herein, to:

City of Cheboygan  
ATTN: Daniel Sabolsky  
403 N Huron St  
PO Box 39  
Cheboygan, MI 49721

**PROPOSALS RECEIVED AFTER 4:00 PM EST, ON DECEMBER 16, 2024 WILL NOT BE ACCEPTED OR WILL BE MARKED LATE, AND RETAINED UNOPENED.**

**I. PURPOSE**

The City of Cheboygan is issuing a request for proposals and, therefore is seeking proposals from qualified bidders, for Assessor of Record with a State of Michigan MCAO license or higher certification to provide municipal property tax assessing services.

Successful bidders will provide a comprehensive solution to provide professional staffing in accordance with the specifications, terms and conditions contained herein.

**II. BACKGROUND**

The City of Cheboygan is located in Cheboygan County, in the northern tip of Michigan's Lower Peninsula, situated on the shores of Lake Huron. Cheboygan provides general municipal services to a population of approximately 4,800 people in an area of 7 square miles. The City consists of 2,454 residential parcels (75.87%), 347 commercial parcels (10.75%), 42 industrial parcels (1.30%), 387 real property parcels (11.98%), and 172 exempt parcels. The 2024 State Equalized Value (SEV) for the City is \$97,917,575. The City operates under a Municipal written Charter.

The Charter establishes the City's Council/Manager governmental structure form of government, which consists of a seven (7) member governing body, composed of a mayor, and six (6) at-large council persons. General information about the City can be found on the City's website at [www.cheboygan.org](http://www.cheboygan.org).

The City currently has a Contracted Assessor; one staff person with a Michigan Assessing Officer (MCAO) certification.

**III. SCOPE OF WORK**

The City of Cheboygan is seeking proposals from professional firms or potential employees to provide municipal property tax assessing services for the City of Cheboygan. The services to be performed through the contract or employment pursuant to this RFP shall include the following:

- a) Supervising staff in customer service and company contracted field appraisers;
- b) Establishment of land values and neighborhood economic condition factors;
- c) Use of City's BS&A Software assessing system;
- d) Providing assessment roll information for City Council approval;
- e) Provide assistance to the City's Attorney regarding all petitions brought before the full claims division of the Michigan Tax Tribunal;
- f) Work with the County Equalization Director to meet statutory requirements and review of equalization studies;
- g) Completing all required state forms in an accurate and timely manner in accordance with Michigan State Tax Commission policies and procedures;
- h) Supervise handling of all special taxing situations including Renaissance Zone, OPRA, Brownfield, and other specific rolls; and
- i) Supervise handling of all property tax exemptions including poverty exemptions in accordance with Michigan State Tax Commission policies and procedures and City policies and procedures.
- j) Real property appraisal and data entry in accordance with Michigan State Tax Commission policies and procedures, including all field work and analyses for building and related permits and periodic neighborhood reviews (3-year cycle);
- k) All data listings including but not limited to cyclical, permits, overvaluations and sales.
- l) Physical inspections of residential, industrial and commercial properties to obtain sufficient data to determine full and fair values of both land and buildings.
- m) Conferences with property owners, private appraisers, attorneys, assessors, tax representatives and others relative to the assessed values on properties.
- n) Maintenance of current knowledge of real estate market trends to establish appropriate market values.
- o) Discovery, listing and valuation of all personal property in the City. Physical inspections of businesses in town to gather information regarding personal property valuation.
- p) Analysis and review of pertinent sales information that will affect revaluation.
- q) Maintaining parcels' digital images and building sketches;

- r) Personal property appraisal and data entry in accordance with Michigan State Tax Commission policies and procedures, including canvassing, statement entry and analysis, estimation of value for non-filers, and addressing omitted property under MCL 211.34(d).;
- s) Provide on-site assistance with the Board of Review, and assist with computer entry, answer Board questions and to provide field inspection and value determination of appraised parcels at the Board's request.
- t) Use of City's BS&A Software system live database by in-house and/or remote means.
- u) Hold office hours at least twice a week or as needed by the City.

***These items are not meant to be all inclusive/exclusive of the services to be provided. The successful firm or individual shall operate the Assessor's office in the normal course of business in accordance with established policies and procedures.***

#### **IV. PROPOSAL REQUIREMENTS**

Interested firms or individuals shall submit three (3) copies and respond to each of the following items as clearly as possible:

1. A cover letter introducing the firm or individual.
2. The completed attached questionnaire.
3. A brief but complete history of the firm or individual.
4. Resumes of personnel who will be assigned to the contract and describing their role.
5. A list of similar engagements performed during the last five (5) years.
6. A work plan of how work will be accomplished specified in this RFP.
7. A proposed contract specifying the scope of work and required compensation.

#### **V. TIMEFRAME**

The period of the proposed contract, whether with a firm or individual can be in effect for up to five (5) years, from the start of the contract, and may be renewed at the option of the City. Any renewal of the proposed contract will be contingent on mutual acceptance of terms of the extension.

#### **VI. EVALUATION OF QUALIFICATIONS**

The professional property tax appraisal services firms will be evaluated on the following criteria which include but are not limited to:

- Experience – especially with municipal governments the size of Cheboygan
- Experience with the City’s electronic assessing system.
- Staff qualifications and experience (if a firm)
- Michigan certifications held by staff or individuals
- Capacity of firm in terms of number of employees, capability of providing services requested, and experience in all phases of operating city assessing operations.

## **VII. WORK PRODUCT**

All products used or created in conjunction with the services covered under this agreement shall be the sole property of The City of Cheboygan, and that, in the event of cancelation or termination, such products will remain with the municipality.

## **VIII. INSURANCE**

If the acts or omissions of the Contractor or its employees, agents, or officers cause injury to person or property, the Contractor shall defend, indemnify and save harmless The City of Cheboygan, its agents, officials, and employees against all claims, judgments, losses, damages, demands, and payments of any kind to persons or property to the extent occasioned from any claim or demand arising therefrom.

***The Contractor shall furnish, within ten (10) days from the notice of award, certificate(s) of insurance providing insurance coverage as follows;***

- a) **Workers’ Compensation Insurance** – Covering all persons engaged in work under this contract to the full statutory limits stipulated in the Michigan Workers’ Compensation Act, including Employer’s liability of \$500,000.
- b) **Commercial Liability Insurance** – Product and completed operations, contractual and independent contractor’s protection with limits as follows:

Bodily Injury	\$500,000/ea. \$500,000 occurrence
Property Damage	\$250,000/ea. \$250,000 occurrence
Bodily Injury / Property Damage	\$500,000 CSL

- c) **Automobile Liability Insurance** – Including owned, non-owned and hired motor vehicles as well as Michigan Property Protection Insurance as required by statute. Limits as follows:

Bodily Injury	If vehicles are not required for construction work \$500,000/ea. \$500,000 occurrence
Property Damage	\$250,000 occurrence/ \$250,000 aggregate
Bodily Injury / Property Damage	\$100,000 CSL

- d) **Comprehensive professional (errors and omissions)** - liability insurance with limits no less than \$500,000 aggregate which shall insure against acts which are in the nature of professional services performed by consultants.

The above requirements should not be interpreted to limit the liability of the Contractor under this contract. **All Insurers shall be licensed or authorized to do business in the State of Michigan.** All coverage shall protect the Contractor, its employees, agents, representatives and subcontractors against the claims arising out of the work performed. **The City of Cheboygan, its officials, agents, and employees shall be included as additional insured with respect to all liabilities policies herein.**

**IX. ADDITIONAL INFORMATION**

It is the responsibility of the respondent to inquire about and clarify any aspect of this RFP not understood. Questions and requests for clarification must be submitted in writing by 12:00 PM on December 6, 2024 to Alexandria Martin at [amartin@cheboygan.org](mailto:amartin@cheboygan.org)

**TERMS AND CONDITIONS**

1. All facts and opinions stated within this RFP and in all supporting documents and data are based on available information from a variety of sources. Additional information may be made available via written addenda throughout the process. No representation or warranty is made with respect thereto.
2. Respondents to this RFP shall be responsible for the accuracy of the information they provide to the City.
3. The City reserves the right to reject any or all proposals, waive any irregularities or non-compliance in any proposal or split the award by items and to select and engage that firm or individual deemed to best meet the City's interest. The City specifically may choose other than the lowest cost proposal in order to provide the requisite services under terms and conditions which, in its sole judgment, are deemed to be in the best interest of the City.
4. During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications, or to allow corrections of errors or omissions.
5. The City will NOT reimburse firms or individuals for any expense incurred in preparing proposals in response to this RFP. Submission of a proposal indicates acceptance by the firm or individual of the conditions contained in this RFP unless clearly and specifically noted in the submitted proposal and confirmed in the written contract between the City and the selected firm.
6. Nothing contained herein shall require the City to enter into exclusive negotiations; and the City reserves the right to amend, alter and revise its own criteria in the selection of a respondent without notice.
7. If a firm, the qualifications of each member of the Contractor team, are important criteria in the selection process. The selected team will not be allowed to substitute any members without prior approval by the City. The City, at its sole discretion, reserves the right to accept or reject proposed changes to the team.
8. If a firm, In the interest of a fair and equitable process, the City retains the sole responsibility to determine the timing, arrangement and method of any proposal presentations throughout the selection process. Members of the team are cautioned not to undertake activities or actions to promote or advertise their qualifications or proposal except in the course of City sponsored presentations.



9. If a firm, and if negotiations are not completed with the top ranked team, negotiations may proceed with the next most qualified team or teams.
10. If a firm, upon selection of a qualified team through the RFP process, the City shall enter into a contract for services (based on an approved scope of services and budget) with the selected team on terms and conditions acceptable to the City. Until execution of a contract, the City reserves the right to cease negotiations and to start the RFP process again.
11. All submittals will become the property of the City and will become public documents subject to public disclosure with limited exceptions, under the Michigan Freedom of Information Act.
12. The Contractor shall hold The City of Cheboygan, its officers, agents, servants, and employees, harmless from liability of any nature or kind on account of use of copyrighted or un-copyrighted composition, secret process, patented or un-patented invention, article, or appliance furnished or used under the quotation.