

REQUEST FOR PROPOSALS  
ASSESSING SERVICES  
CITY OF DEXTER

The City of Dexter 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 November 4, 2014, Dexter was a village and a part of Scio Township and Webster Township. All assessing services to the then Village of Dexter were provided by full time assessors in Scio Township and Webster Township.

The City of Dexter is located in Washtenaw County, about 10 miles west of Ann Arbor. Dexter provides general municipal services to a population of 4,067 people (per the 2010 census) in an area of approximately 2 square miles. Dexter is made up of 60.25% residential, 16.63% commercial, 9.69% industrial (including IFT parcels), and 13.43% personal property (including IFT parcels). The City has 1759 parcels of real property ( 1494 residential, 120 commercial, 65 industrial, 80 exempt) and 309 parcels of personal property. The City has a 2014 SEV of \$ 236,958,400.

The City includes a Downtown Development Authority (DDA) tax capture district, as well as several PA 198 IFT properties.

**Scope of Services:**

The City is seeking to secure the services of an MCAO level three 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 eight (8) business working hours in the Dexter City Office desirably spread over two (2) 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) in accordance with State of Michigan guidance, and to determine the value of any new construction.
- Maintain all of the City's assessment rolls, including ad valorem, specific tax rolls (IFTs, 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 Community Development Manager, 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 Roll.
- 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 City.
- 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 Dexter, 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 Monday, January 26, 2015 by mail or hand delivery to:

Courtney Nicholls  
City Manager  
8123 Main  
Dexter, MI 48130

**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.