

Request for Proposals (RFP)

Issued by

Joshua Simmons
St. Joseph County
Equalization Director

Introduction

St. Joseph County is seeking proposals from qualified individuals or firms to perform approximately 225 commercial and industrial appraisals to be used for state mandated equalization studies.

Project Objectives

1. Conduct Appraisals: Perform appraisals for approximately 225 commercial and industrial properties within the county.
2. Compliance with Standards: Ensure all appraisals are conducted per the Michigan State Tax Commission guidelines.
3. Deliver Final Reports: Submit comprehensive appraisal reports by the deadline.

Scope of Work

1. Perform approximately 225 Commercial and Industrial Appraisals.
2. Use BS&A Equalizer.NET Assessing Software for completing the appraisals.
3. Ensure all appraisals are performed or reviewed by a MAAO(3) or MMAO(4) certified by the Michigan State Tax Commission.
4. Be available for taxpayer-requested appointments.
5. Capture digital photographs of all buildings, attach them to the parcel in BS&A.
6. Produce an Apex sketch of all buildings, attach it to the parcel in BS&A.
7. Include all field notes in the parcel's file.
8. Complete 20 inspections, sketches, and valuations for County review by June 30 before proceeding with the full project.
9. Submit completed appraisal reports by September 30th.

Proposal Requirements

Interested individuals or firms must include the following in their proposals:

1. Profile: Experience in conducting commercial and industrial appraisals.
2. Compliance: Proof of MAAO(3) or MMAO(4) certification.
3. Insurance: Proof of public liability policy and worker's compensation insurance.
4. Cost Proposal: Detailed breakdown of all fees and expenses.

Proposal Submission Details

Submission Deadline: March 14, 2025, by 5:00 p.m.

Submission Method: Email proposals to Joshua Simmons at simmonsj@stjosephcountymi.gov or deliver to:

Joshua Simmons
St. Joseph County Equalization Director
125 Main St.
PO Box 189
Centreville, MI 49032

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Relevant experience and qualifications.
2. Compliance with certification requirements.
3. Cost effectiveness.
4. References and past performance.

Contract Terms

The contract will be for up to three (3) years.

The County reserves the right to accept or reject any or all bids, to waive or not to waive informalities in the bids or bidding procedures and to accept any bids determined by County to be the best interest of the County whether or not that bid is the lowest price.