

**CITY OF COLUMBUS
105 N. DICKASON BLVD.
COLUMBUS, WI 53925-1565
920-623-5900 FAX 920-623-5901**

**NOTICE – REQUEST FOR PROPOSALS
ASSESSOR SERVICES**

The City of Columbus is seeking proposals for assessor services for 2010-2014. Columbus is interested in obtaining the services of an experienced assessor or assessing firm to provide full-value maintenance of all property record data cards in electronic format using a Computer Assisted Mass Appraisal System (CAMA). The last revaluation occurred in the 2008 assessment year. The City currently uses the CAMA system. A detailed list of the requirements to be addressed in the proposal is available by calling 920.623.5900. Proposal should be labeled "Assessing Proposal" and be received by noon on June 26, 2009 to: City of Columbus, City Treasurer, 105 N. Dickason Blvd., Columbus, WI 53925-1565. The proposal should include whatever information the contractor believes is necessary for evaluating the firm and its ability to perform the duties indicated in the scope including, at a minimum, the Contractor Qualifications and Experience, Project Approach/Schedule and Cost. The City of Columbus reserves the right to reject any and all proposals for any reason at their sole discretion, to negotiate terms and conditions of the eventual contract, and to impose additional requirements, if necessary.

Request for Proposals Full-Value Maintenance Assessing and Maintenance of CAMA

Overview

The City of Columbus, Columbia County, has a population of approximately 4,866. The City has approximately 2,480 taxable parcels. The City is interested in obtaining the services of an experienced assessor or assessing firm to provide full-value maintenance of all property record data cards in electronic format using a Computer Assisted Mass Appraisal System (CAMA).

The last revaluation occurred in the 2008 assessment year. The City currently uses the CAMA system.

Scope of Work

Work is to commence on January 1, 2010.

The contractor shall be required to work with necessary public bodies and prepare documentation required for the statutory responsibilities of City assessor and manage maintenance and use of CAMA. The scope of services is intended to include the services normally required for a City assessing program, including, but not limited to the following:

- re-valuation, including at least 33% interior inspections of 25% of the total taxable parcels for each of the following years: 2010, 2011, 2012, 2013;
- fulfilling all statutory duties of Assessor for the full term of the contracted assessment years;
- providing public relations and public information regarding revaluation and assessment practices in Columbus; and
- maintaining a CAMA system including updates on City provided computer hardware, inputting of property data, and ongoing maintenance of system in accordance with generally accepted assessing principles. The computer records shall be updated within 14 days of the final adjournment of the Board of Review.
- The city assessor shall enter real estate and personal property assessments in the current assessment roll so that it may be submitted to the Board of Review. Digital photographs of all improved parcels shall be taken at no additional expense to the city.
- The city assessor shall annually conduct open book sessions as needed. All meeting times shall be consecutive. The meetings shall be scheduled by the assessor and coordinated with the Clerk. The city assessor shall also count all taxable personal property, verify all building permits and appraise all new and partially constructed new structures.
- The city assessor shall perform such duties as shall be prescribed by state law, supervisory personnel of the state department of revenue and the city council, including attendance at all meetings of the Board of Review. The assessor shall complete its Board of Review hearings as specified in the contract, except for delays caused by the client, county or state. The city assessor may request a thirty-day extension to the contract upon written agreement with the client.
- The city assessor shall annually hold office hours in the City of Columbus on a minimum of three days, which may be designated by the city. The assessor will promote understanding of the assessment process with taxpayers and city staff.

The city and the assessor shall work to maintain good public relations throughout the assessment process.

Contractor Qualifications

Contractors shall have previous relevant assessing experience for communities the size of Columbus that have a CAMA system.

Contractors should maintain, throughout the contracting period, adequate liability, property, vehicle, and worker's compensation insurance. Copies of proof of policies shall annually be provided to the City Clerk. Minimum liability limits are as follows:

INSURANCE COVERAGE

General Liability

General Aggregate	\$4,000,000
Each Occurrence	\$1,000,000
Fire Damage	\$ 300,000
Medical Expense	\$ 10,000

Proposal Requirements

Proposal should be labeled "Assessing Proposal" and be received **by noon on June 26, 2009** to: City of Columbus, City Administrator, 105 N. Dickason Blvd., Columbus, WI 53925

The proposal should include whatever information the contractor believes is necessary for evaluating the firm and its ability to perform the duties indicated in the scope including, at a minimum, the following:

1. Contractor Qualifications and Experience
 - a. Specifically, who will be the project manager for your firm
 - b. References – minimum of three comparable communities
2. Project Approach/Schedule
 - a. Contractor roles/responsibilities
 - b. City roles/responsibilities
3. Cost
 - a. Cost proposal for full-value maintenance and assessing services for 2010, 2011, 2012, and 2013 assessment years. All costs related to the performance of the contract, such as postage, phone calls, etc., are to be included in the contract amount.
 - b. Cost of CAMA system software maintenance service.

DISCLAIMER: The City of Columbus reserves the right to reject any and all proposals for any reason at their sole discretion, to negotiate terms and conditions of the eventual contract, and to impose additional requirements, if necessary.