

**CITY OF WATERLOO
REQUEST FOR PROPOSAL
ASSESSMENT SERVICES
FOR THE
CITY OF WATERLOO WISCONSIN**

**Submittal Deadline:
NOVEMBER 13, 2012, 4:00 P.M.**

Prepared By:
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SCOPE OF WORK

The awarded contractor will be the statutory assessor for the City of Waterloo and complete in a professional manner all work required under this proposal in accordance with Wisconsin State Statutes and the *Wisconsin Property Assessment Manual*.

The successful bidder will be required to enter into a contract with the City of Waterloo. Within fifteen (15) days following the award of the contract, the selected contractor shall furnish the City with a performance bond or other instrument of security acceptable to the City, equal in value to the sum of the contract. Said security instrument shall guarantee faithful and timely performance of the duties of the statutory assessor and the delivery/re-delivery/surrender of all records, data and assessment work product, which shall collectively be deemed work for hire and shall remain at all times the property of the City.

The assessor shall commence work November 16th, 2012 or as mutually agreed.

During the course of this contract, the Assessor shall provide services in accordance with all applicable Wisconsin State Statutes (including Chapter 70), as amended, Wisconsin Department of Revenue and other applicable State agency rules and regulations, as amended, case law and this contract, and including Standard Specifications for Revaluation of General Property Pursuant to Chapter 70 Wisconsin State Statutes promulgated by the Wisconsin Department of Revenue, to provide the standard specifications for the scope of assessment services to be provided by the Assessor, except as modified by the terms and specifications of a subsequent contract.

The City's records are currently paper based. The scope of work includes a transition from the current paper based records management system to an electronically stored and maintained records system. Computer software to be used shall be provided by the awarded contractor.

SUMMARY

The City of Waterloo includes 1,334 parcels of land (2011). The parcels must be documented and assessed annually. The new contract should be for a period of just more than three years ending December 31st, 2015, with an automatic renewal for 2016-2018 unless sixty (60) days written notice is given by the City. Proposals shall include compensation for three different revaluation and annual assessment methods as referenced in this document. The City's Common Council will award the assessment contract. The successful bidder will be required to enter into a contract with the City of Waterloo. This Request For Proposal will serve as the basis of the initial services contract with the firm that is selected.

The original and eight (8) copies of the Assessment Services Proposal must be submitted no later than 4:00 p.m. on November 13, 2012.

BACKGROUND INFORMATION

- ▶ The City of Waterloo is located in Jefferson County Wisconsin and has a population of 3,334.
- ▶ The 2011 assessed value is \$197,220,635.
- ▶ The City has three Tax Incremental Finance districts.
- ▶ Eighty-four manufactured homes are located in the municipality.

Below is a 2011 breakdown of values and parcels:

| Real Estate | Land Parcels | Improvements | Acres | Land Value | Improvement Value | TOTAL |
|---------------------|-----------------|--------------|--------------|-------------------|----------------------|--------------------|
| Residential | 1,095 | 954 | 423 | 28,795,500 | 116,319,400 | 145,114,900 |
| Commercial | 207 | 118 | 128 | 4,345,300 | 20,300,500 | 24,645,800 |
| Manufacturing | 22 | 21 | 115 | 1,567,800 | 18,107,000 | 19,674,800 |
| Agricultural | 50 | | 993 | 233,400 | | 233,400 |
| Undeveloped | 21 | | 128 | 82,100 | | 82,100 |
| Agricultural Forest | 0 | | 0 | | | 0 |
| Productive Forest | 5 | | 71 | 55,100 | | 55,100 |
| Other | 16 | 16 | 31 | 270,700 | 1,444,700 | 1,715,400 |
| subtotal | 1,416 | 1,109 | 1,889 | 35,349,900 | 156,171,600 | 191,521,500 |

| # Personal Property Accts | 138 | Locally Assessed | Manufacturing | Merged |
|---------------------------------|-----|---------------------|---------------|------------------|
| Boats & Watercraft | | 0 | 0 | 0 |
| Machinery, Tools & Patterns | | 524,365 | 962,400 | 1,486,765 |
| Furniture, Fixtures & Equipment | | 922,680 | 2,941,700 | 3,864,380 |
| All Other Personal Property | | 241,590 | 106,400 | 347,990 |
| subtotal | | | | 5,699,135 |

Total Aggregate Assessed Value

197,220,635

CLERICAL FUNCTIONS

The City will provide limited clerical services to assist the assessor. This limited support will include:

1. Answering routine phone requests.
2. Providing the Assessor's local or toll free phone number to residents as necessary.
3. Provide the Assessor with copies of all the building permits and commercial building plans as requested.
4. Assist with scheduling all assessment related appointments for Board of Review and Open Book.

The Assessor will be responsible for all other clerical duties, including:

1. Preparing appointment mailers, stuffing envelopes, and mailing all notices.
2. All filing of assessment cards and records.
3. All assessment data entry.
4. Final scheduling of all assessment related appointments.
5. All office supplies, postage and other supplies necessary to perform the duties of the contract shall be borne by the Assessor. The use of City supplies under this section will be invoiced to the Assessor and paid by the Assessor prior to the final payment under the contract.

ANNUAL ASSESSMENT SERVICES REQUIRED

1. Assessor will perform all the work required to properly assess the real and personal property of the City, except manufacturing property, in accordance with applicable Wisconsin State Statutes.

2. Assessor will review and assess all properties that were under partial construction as of January 1 of the previous year.
3. Assessor will review and assess new construction as of January 1 of the current year.
4. Assessor will mail out state approved blotters to all holders of personal property in the City, audit returned forms, and place the new values in the assessment roll.
5. Assessor will account for all buildings destroyed and/or demolished.
6. Assessor will implement use value assessments of agricultural lands per specifications set forth by the Wisconsin Department of Revenue and applicable state laws.
7. Assessor will process parcel subdivisions, lot line adjustments, new plats and any other land divisions.
8. Assessor will correct legal descriptions as appropriate.
9. Assessor will take digital photographs of new construction on or about January 1 annually, also on the review process if needed.
10. Assessor will maintain property owner lists with current name and address changes. Said lists will be maintained and stored electronically in accordance with Wisconsin Department of Revenue requirements, and must be readily available to City staff.
11. Assessor will post assessments to real estate transfer returns and record sale information to an electronically stored and maintained database in accordance with Wisconsin Department of Revenue requirements.
12. Assessor will annually update all property record data with new legal descriptions as needed.
13. Assessor will mail Notices of Increased Assessment to property owners and others as required.
14. Assessor will conduct Open Book sessions in accordance with Wisconsin State Statutes. Assessor shall prepare a written statement regarding Open Book dates, times and instructions on how to set up an appointment for an Open Book session, at least one month prior to the first Open Book session.
15. Assessor will be responsible for ensuring that all procedures are properly completed for the Board of Review proceedings to be held according to State Statutes.
16. Assessor will also attend Open Book and Board of Review meetings, defending valuations and work product. The assessor shall justify appraisals and represent the City at all meetings of the Board of Review and Department of Revenue.
17. In the event of an appeal of the Board of Review determination to the courts, or the Wisconsin Department of Revenue, it is agreed that the assessor will be available to furnish expert testimony in defense of any of the assessed values.
18. Assessor shall report on every sale after its occurrence to the State of Wisconsin Department of Revenue and City Clerk/Treasurer. The Assessor shall conduct a site visit contemporaneous with the sale, shall perform an interior and exterior inspection to verify property attributes, and shall take digital color photographs of all inspections. Assessor shall make such investigation as is reasonably necessary to determine if the sale constitutes

an arm's length transaction. If the Assessor is, after reasonable inquiry, unable to determine if the sale constitutes an arm's length transaction, the Assessor shall presume it is an arm's length transaction. A copy of all information provided to the State by the Assessor shall be provided to the City Clerk/Treasurer.

19. Assessor will be responsible for providing the Wisconsin Department of Revenue with final reports of assessed valuations after the Board of Review meeting.

20. Assessor will supply to the City a complete set of digital property assessment records (including digital photographs or each property) to the satisfaction of the City. The Assessor will provide digital photographs with comparable properties in preparation of the Board of Review meeting(s) so that the Board and the petitioner have evidence of comparability. Additionally, the Assessor shall update the City's electronically stored computer records within fourteen (14) days of the final adjournment of the Board of Review.

21. Assessor shall assure that the City's assessment records are the most current at all times.

22. The Assessor shall communicate openly and in a timely fashion with City personnel and the public in the handling of all appeals to ensure the Board of Review has all available information to render its decisions. The Assessor is expected to present a positive professional image in both dress and conduct while interfacing with the public. All assessor personnel shall carry photo identification and authorization letter from the City to assure the public of their identity and purpose of gaining access to private property.

23. Assessor is encouraged to interface with the business and residential community to provide greater clarity of the assessor's role in the property taxation process and communicate assessment scheduling. Providing informational materials for the City's website, newsletter and other similar methods of communication is required.

24. Assessor shall be available to attend Common Council and other related meetings on an as-needed basis.

25. Assessor shall be familiar with the responsibilities of complying with Wisconsin's open records law and proper administration of that law with respect to assessment records.

26. Each contract year, within fourteen (14) days of the final adjournment of the Board of Review, the contractor shall turn over to the City, all records including electronic databases prepared for the assessment. The obligation to turn over records to the City survives the expiration or termination of the contract.

REVALUATION SERVICES

The City is requesting three alternative proposals from each Company for consideration a various approaches to revaluation services. Each Company should provide three proposals which address the above referenced annual assessment services, along with the below described revaluation alternatives.

Alternative 1: 3 year Computer Assisted/Statistical Revaluation (Years 2 & 5)

The Revaluation, if determined necessary by the Common Council, is to be completed in the second and fifth year of the contract. The Assessor, having familiarized himself/herself with the local conditions affecting the cost of the work to be done, and the Standard Specifications for the Revaluation of all Real and Personal Property in the State of Wisconsin pursuant to Chapter 70, Wisconsin State Statutes, will perform everything required to be performed, and to complete in a professional manner, all the work required to be completed, to revalue all Real and Personal Property within the City in accordance with all applicable Wisconsin State Statutes.

1. For the valuation of residential properties, the Assessor will use a Computer Assisted Appraisal System.

2. For the valuation of commercial properties, the Assessor will use a Computer Assisted Appraisal System.
3. For the valuation of personal property, the Assessor will follow the procedures outlined in the Wisconsin Property Assessment Manual.
4. Assessor will complete all revaluation work in a timely and professional manner in compliance with Wisconsin State Statutes and with the Wisconsin Property Assessment Manual. The Assessor will complete a market update in line with current sales for all properties in the City.
5. Assessor will reconcile existing property record card data with data maintained in the Assessor's mass appraisal software program.
6. Assessor will review all recent property sales, perform an outside inspection to verify property attributes, and take digital color photographs of all current sales.
7. Assessor will perform sales analysis to determine value trends and help to build a valuation model specifically for the City.
8. Assessor will apply new valuation model to existing property record information to arrive at a new assessed value for all property in the City.
9. Assessor will individually review each property to insure a fair and equitable assessment.

Alternative 2: 100% Int./Ext. Inspection (Year 2), Computer Assisted/Statistical Revaluation (Year 5)

The Revaluation, if determined necessary by the Common Council, will include a full 100% interior/exterior inspection of all non-manufacturing parcels in the City in the second year of the contract.

1. Inspect the exterior and interior of all improved residential parcels.
 1. Assessor shall physically inspect 100% of the properties to be appraised and will carefully measure and list all improvements to be appraised. In the event that no one is available upon the initial visit, a callback card will be left with clear instructions for making an appointment to complete the interior inspection.
 2. Assessor will schedule appointments. If the resident makes no appointment, the Assessor will mail a letter requesting an appointment for interior inspection. The Assessor will send by registered mail a letter requesting an interior inspection to those property owners who do not respond to the first letter.
 3. Appointments/inspections will be conducted between the hours of 8:00 A.M. and 7:00 P.M. Monday through Saturday, excluding holidays.
 4. Assessor will provide a digital photograph of each improved and vacant parcel. Any unique or unusual properties may require more than one picture.
2. Inspect the interior and exterior of all improved commercial properties.
 1. Assessor shall physically inspect 100% of the properties to be appraised and will carefully measure and list all improvements to be appraised.

2. All internal inspections for commercial property will be done by appointment. The Assessor will schedule appointments.
3. Assessor will provide a digital photograph for each improved parcel. Any unique, large, or unusual properties may require more than one photograph.
3. Inspect all other classes of property, except manufacturing, according to state statutes.
4. Value all unimproved parcels.
5. Assessor shall consider the cost, market, and income approaches in the valuation of all vacant and improved parcels of property by computer assisted means.
6. Data Specifications
 1. The inspection data will be recorded on new approved Department of Revenue forms. Detailed notes about the structure must be clearly legible.
 2. Additional information including market date, building costs, sales, rental, leasehold improvements, and income and expense data will be collected as circumstances dictate.
 3. Data collection for income producing properties shall include rental rates, leasehold improvements, vacancy rates, and income and expense data.
 4. Documentation will be noted on each property listing/record card including the time, date, and Assessor for each inspection or attempted inspection. The person authorizing internal inspection shall sign said document.
 5. Assessor will measure all improvements to verify the accuracy of the existing sketches. All corrections including dimensions, labels, and new areas should be noted on the sketch in red pencil. If the drawing is missing, the Assessor shall create one.
 6. Assessor will perform all square footage calculations and verify accuracy. All incomplete, unverified and/or inaccurate measurements and/or calculations will be corrected at no additional expense to the City.
 7. Completed listing sheets and sketches should be entered in the electronic database on a routine and timely manner. Any data deemed missing, illegible, or inaccurate will be corrected at no additional cost to the City. The Assessor will make monthly progress reports to the City.
7. The contract goal shall be that 100% of all improved properties shall be inspected. The specified inspection rate assumes reasonable property owner cooperation and shall therefore be inclusive of "Certified No Response" properties.
 1. Prior to the Open Book hearing period, a time for public inspection of the proposed roll will be allowed. The Open Book period shall be scheduled to comply with appropriate statutes, be scheduled for day and evening sessions and ensure notice to affected properties.
 2. The Board of Review for the revaluation period shall be scheduled at the mutual convenience of the Assessor, Board of Review and the City Clerk.

Additionally, in the fifth year of the contract, the revaluation will include a computerized/statistical analysis consistent with the specifications as listed in Alternative 1: 3 year Computerized/Statistical Revaluation.

Alternative 3: “Full Value Assessment”

The Revaluation, if determined necessary by the Common Council, is to be completed throughout the term of the contract. Assessor shall maintain “full-value” assessments for all non-manufacturing parcels in the City. These parcels must be physically inspected in the manner described in Alternative 2: “Interior/Exterior Inspection (Year 2)” in a six-year inspection cycle. To assure the attainment of this objective, the City has instituted the following annual inspection process to be completed: (a) new construction, annexed properties, exempt status changes, and zoning changes shall be inspected; (b) properties affected by legal description changes, building removal, fire, significant remodeling, or other major condition changes shall be inspected; (c) all properties sold shall be inspected as set forth on page 6, item 19; (d) requests for review by property owners made to the Board of Review shall be inspected during the assessment cycle; (e) inclusive of the properties listed above, the Assessor shall physically inspect approximately one-sixth (16.6%), by strata category, of total non-manufacturing parcel count as shown on the prior year’s final City Clerk’s Statement of Assessment. The results of the interior/exterior inspection and revaluation shall be extrapolated to each category each year to maintain 100% assessment annually.

All proposals should set forth in detail, due to the unique characteristics of the properties in the City, what specific property strata categories you would use in the City, separate and aside from the State classifications of property.

ASSESSING SOFTWARE & CONVERSION TO DIGITAL FORMAT

The municipal records are currently paper based. The successful contractor is required to present and fully implement a transition plan from paper based records to digitally stored and maintained records in accordance with *The Wisconsin Property Assessment Manual (WPMP)*.

PROPOSAL REQUIREMENT

1. All quotations must identify the firm name, address and specific assessment services experience in Wisconsin. The proposals shall also include the names, educational background and municipal assessment experience of the person or persons to be assigned as the City’s point of contact for the work to be performed; experience with conducting the revaluation process; demonstrate accuracy of assessment work; and provide examples of going above and beyond the “call of duty” with respect to serving the community and its property owners.
2. The proposal shall include the total annual compensation to provide assessment services as requested above for assessment years 2013, 2014, 2015, 2016, 2017, 2018 beginning no later than December 15, 2012. The City will pay the annual compensation in equal monthly installments.
3. Bidders shall express their fee for each year of the proposed contract in a not-to-exceed sum to include all of the Assessor’s costs including but not limited to: labor, materials, transportation costs, meals, lodging and Board of Review expenses. A monthly payment schedule should be outlined in the proposal. All expense requirements will be charged against the total all-inclusive maximum price submitted by the firm.
4. All work shall be accomplished in accordance with state law and in full compliance with the rules and regulations promulgated by the Wisconsin Department of Revenue.
5. The proposals shall also identify any and all contractual requirements that the bidder currently has.

6. All personnel providing assessing services shall be currently certified in compliance with Wisconsin State Statutes and Administrative rules of the Wisconsin Department of Revenue.
7. Bidders are advised to carefully inspect the community, the entire records and facilities of the City of Waterloo and examine the above referenced specifications for the proposed work and judge for themselves the circumstances affecting the cost of the work and time requirements for its completion.
8. The Assessor shall maintain insurance to protect against claims, demands, actions and causes of actions arising from any act, error or omission.
9. Each bidder must respond to this issue in writing: Is there any current or pending litigation against your firm? Are there any investigations by any regulatory agency? If yes, provide a detailed explanation.
10. Each bidder must present a plan of action information conversion to a digital format.

TERM OF ENGAGEMENT

This proposal is for a term beginning as soon as November 16, 2012 and expiring December 31, 2015. The contract will have an automatic renewal provision for 2016-2018, unless sixty (60) days written notice is given by the City.

KEY DATES

| | |
|---|-----------------------------|
| Request for proposal issued: | October 24, 2012 |
| Due date for proposal: | November 13, 2012 (4:00 PM) |
| Selected firm notified: | November 16, 2012 |
| Coverage beginning date (no later than) | December 15, 2012 |

EVALUATION CRITERIA

1. Demonstration of successful experience in providing assessment services to a municipality of similar size.
2. Past experience with providing assessment revaluation properties.
3. Demonstration of a high level of accuracy in assessment work for municipal clients.
4. Cost of services.
5. Evidence of positive customer interaction.
6. The proposal addresses all specific services required and special conditions to be addressed.

RIGHT TO REJECT PROPOSALS

By responding to this RFP a respondent accepts the process outlined in this RFP and fully acknowledges that the final determination of the City is binding and without appeal.

The City of Waterloo reserves the right to reject any or all proposals, without prejudice and/or waive any irregularities if deemed in the best interest of the City. In addition, the City reserves the right to reissue all or part of this Request for Proposal and/or not award any contract at its discretion and without penalty.

The City of Waterloo reserves the right to accept the proposal considered to be most advantageous to the City regardless of whether or not the terms are the lowest cost.

All respondents accept the preceding terms and procedures in submitting a proposal.