

HARNETT COUNTY  
Request for Proposal  
Harnett County 2021 Real Property Reappraisal

Date: December 19, 2018

**I. Introduction:**

Harnett County is soliciting Proposals (Bids) from qualified firms (hereinafter “Firm”) for contract services related to the furnishing of labor, materials, supplies and the performance of all work required for the completion and delivery of a full measure and list of all real property within Harnett County, assistance to the Harnett County Tax Administrator and staff, the Board of County Commissioners, and the Harnett County Board of Equalization and Review.

Harnett County reserves the right to reject any and all submittals and may award the project consistent with the best interests of Harnett County and the project. Harnett County also reserves to waive informalities and technicalities in the Proposals. This RFP is not an offer, obligation, or agreement to award work to any Firm, and no contractual relationship is created by responding to this RFP.

Formal Proposals will be accepted up to but no later than **12 Noon on Monday, December 31, 2018**. No submission will be considered if received after this deadline expires, regardless of reason. After opening, each Proposal will be evaluated and ranked based on the criteria set forth in this RFP. A recommendation will be made to the Harnett County Board of Commissioners for approval to negotiate a contract. Issuance of this RFP does not guarantee a contract will be awarded to any proposing Firm.

Official Proposals must be clearly marked:

“**RFP – Harnett County 2021 Real Property Reappraisal**” and addressed and delivered to:

**Attn: Renea Warren-Ford, Finance & Accounting Specialist II**  
**Harnett County**  
**420 McKinney Parkway**  
**Lillington, NC 27546**  
**Or if mailed**  
**P.O. Box 760**  
**Lillington, NC 27546**

All proposal packages must be submitted in a sealed box, envelope, or container. Packages must include: One (1) original, five (5) copies of the original, and one (1) electronic copy on CD, DVD or USB (email submissions are not acceptable).

The Proposal should include the qualifications of both the firm and person(s) directly responsible for the work, including a list of similar projects completed in North Carolina by this firm and by said responsible person(s).

Proposals may be withdrawn any time before the deadline for submission, but the withdrawal must be submitted in writing and signed by the proposing Firm.

## **II. Background**

Harnett County is scheduled for a four year reappraisal of real property effective January 1, 2021. Harnett County currently has an approximate total of 66,500 real property parcels with a projected estimate of 68,000 parcels by 2021. A categorization of these parcels is as follows:

<b>Description</b>	<b>Quantity</b>
Current parcel count	66,500
Residential Improved	40,806
Multi-Family Improved	419
Commercial Improved	2,047
Industrial Improved	53
Exempt Parcels	1,735
Unimproved Parcels	21,440
Present Use Value Parcels	5,891
Projected Parcel Count	68,000

## **III. Project**

The services requested includes the furnishing of labor, materials, supplies, and the performance of all work required for the completion and delivery of a full measure and list re-appraisal of all real property within Harnett County, assistance to the Harnett County Tax Administrator and staff, the Board of County Commissioners, and the Harnett County Board of Equalization and Review. Included in the project is the following:

- A. Appraisals – Reappraisal. The Firm shall aid and assist the Harnett County Tax Administrator and the Board of County Commissioners and shall advise, aid, and assist the Board of Equalization and Review in arriving at the true value in money as of January 1, 2021 of all real property in Harnett County, in the appraisal and revaluation of Commercial Real Property, Industrial Real Property, Urban, and Rural Property, Agricultural, Horticultural, and Forestland, Manufactured and Modular Homes, Exempt Property, other Real Property, and Real Property of Public Service Companies situated in Harnett County which are not appraised by the State of North Carolina. The Firm will not provide for the appraisal of Personal Property, including commercial furniture and fixtures, industrial machinery and equipment, or other personal

property. However, the Firm should provide all data entry for the project. The Firm should also provide digital images of the main structures on each parcel. The entire procedure of the Reappraisal program is to be in accordance with all applicable statutes of North Carolina and all other applicable statutes of North Carolina relating to the reappraisal of property. Performance by the Firm shall not be deemed completed until all hearings with taxpayers, including before and during meetings of the County Board of Equalization and Review respecting the reappraisal program, shall have been completed, and until all appeals from the County Board of Equalization and Review to the Property Tax Commission or to the Courts, in the case of complaints concerning the assessed valuation arising within (3) years following the completion of the work and its acceptance by Harnett County, are determined.

B. Reappraisal Schedule of Values (SOV) – The Firm should develop the Schedule of Values (SOV) to be used in the appraisal of all real property located in Harnett County. This schedule shall contain value rates for all real property types - including improved and unimproved properties. The rates shall be developed from current market data utilizing sales, costs and income approaches as appropriate for each property. Any changes will not adversely affect the property owner’s ability to use the SOV to better understand how the mass appraisal process is conducted and values are determined. The successful Firm shall prepare electronically and deliver electronic and ten (10) printed copies of an assessment manual, cost schedules and land value schedules prior to finalizing any appraisals. The design of the manual must be approved by the Tax Administrator and personnel designated by the Tax Administrator are to be trained in the use of the manual during the reappraisal period.

C. Generally.

1. Bonding and Liability Insurance. The successful Firm will be required to furnish a performance bond for the full amount of the contract and liability insurance with coverages in amounts deemed sufficient by Harnett County, both of which shall be with companies licensed and authorized to do business in the State of North Carolina. At a minimum, the successful Firm shall be required to have the following insurance coverage:
  - a. Workers Compensation - Coverage for all paid and volunteer workers meeting the statutory requirements of The North Carolina Workers’ Compensation Act, North Carolina General Statute §97.
  - b. Commercial Automobile Liability – Coverage with limits no less than \$1,000,000.00 per occurrence for bodily injury and property damage for any vehicle used during the performance of the contract.
  - c. Commercial General Liability – Bodily injury and property damage liability as will protect the Firm from claims of bodily injury or property damages which arise from the operations of the contract. The amounts of such insurance coverage shall not be less

than \$2,000,000.00 per occurrence and \$3,000,000.00 aggregate coverage.

- d. Professional Errors and Omissions – Coverage with minimum limits of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate.

The successful Firm shall provide Harnett County with a certificate of insurance that shall name County of Harnett as an additional insured and contain the provision that the County of Harnett will be given 30 days written notice of any intent to amend or terminate said policy by either the insured or the insuring company. However, a 10 day notice is sufficient for cancellation by the insuring company due to non-payment of premium.

2. Prosecution of Work. Time is of the essence in the prosecution of work to be performed. It is anticipated that the successful Firm will begin work within 30 days of the awarding of the contract, shall carry on the program of reappraisal, complete, deliver said work on or before October 1, 2020, with the exception of new buildings partially completed as of January 1, 2021, the appraisal of which shall be completed by the successful Firm with assistance from Harnett County on or before March 1, 2021. Harnett County appraisers will appraise all new construction until the reappraisal effective date of January 1, 2021.

The successful Firm shall immediately develop and deliver to Harnett County a Reappraisal plan and timeline for submission to the North Carolina Department of Revenue.

3. Billing and Payment. On the first day of each month, the successful Firm shall submit a progress report to show the percentage of work completed and a detailed invoice reflecting the percentage of the project's total cost. Such progress reports will be subject to verification by the Assessor prior to approval for payment. On the basis of each progress report, the Harnett County Finance Department will make payments as follows:

On or about the 15<sup>th</sup> day of each month, the Harnett County Finance Department will pay 90% of the invoiced amount for work fully performed by the Firm as reported in the monthly progress report. 10% of each monthly payment will be retained until completion and acceptance of all contract work. Monthly payments will be subject to correction or adjustment following discovery of miscalculation(s) or error(s) in any prior monthly progress report or payments.

4. Personnel. Employees executing appraisals or other skilled work shall be properly licensed and certified, and have sufficient education, training, and experience in such work to perform it properly and satisfactorily. Such employees will not have less than two (2) years of active practical and

extensive experience appraising commercial, industrial, residential, and farm properties. All personnel assigned by the successful Firm will be required to undergo a criminal background check at the expense of the successful Firm. All field personnel shall display a personal identification badge that shall include name, photograph, company name, and employee's title and signature. All vehicles used by the personnel of the Firm in the performance of duties herein described will be furnished by the Firm and shall be identifiable by signs located on at least two (2) sides of said vehicles. Lettering shall be legible and shall contain the words "County Reappraisal." Variations will be accepted only as approved by the Tax Administrator.

5. Office Space. Harnett County has space necessary for the performance of the reappraisal work. Harnett County will supply tables, chairs, and file cabinets as needed for the County provided office space. Harnett County will supply computers with productivity enhancement software such as Microsoft, Excel, Word, or comparable products. County printers will be available as needed. Harnett County will provide telephone service and internet access in the County-provided offices.
6. Technology. Harnett County is currently using web-based Computer Assisted Mass Appraisal (CAMA) software provided by Bi-Tek. This software is compatible with all modern web browsers for data entry purposes. Custom reporting within Bi-Tek is exclusive to IE 11. This software utilizes SQL 2012. Harnett County will provide necessary training to the successful Firm's Project Leader to analyze the reappraisal data. Harnett County will provide onsite computers in addition to adequate remote VPN access for data entry. Harnett County will work with the successful Firm to both export county data and images and import field review data from the Contractor in a timely and cost effective manner for both parties. Images will be indexed by the Contractor in accordance with a file structure as defined by Harnett County and Bi-Tek.
7. The Firm shall not assign, transfer, or sublet the Contract or any interest therein without first receiving written approval from Harnett County and from the sureties on the bonds of the Firm and the Firms' liability insurance carrier.
8. Support of Values. Upon delivery of complete appraisal work, the successful Firm is expected to participate in informal meetings with taxpayers scheduled by appointment and conducted by the successful Firm and Tax Administrator. If requested by the Tax Administrator, the successful Firm will be present at any official meetings of the Board of Equalization and Review, and any informal hearings or meetings following the completion of the work until all complaints are heard and disposed of, in order to assist in the settlement of complaints, and to defend the values placed upon various properties.

9. The Contract may be terminated by Harnett County for the following reasons:
  - a. Failure of the Firm to begin the work on a specified date.
  - b. Reasonable evidence that the progress being made by the Firm is insufficient to complete the work within the specified time.
  - c. Failure on the part of the Firm to comply with any of the provisions of the contract.
  - d. The non-appropriation of funds by the Harnett County Board of Commissioners
  - e. For convenience upon 90 days written notice to the Firm.

Before the Contract can be terminated, the Firm and its surety must be notified in writing by Harnett County of the bases under which termination of the Contract are supported. In cases of contract performance issues, 10 days after this notice of same is given, if a satisfactory effort has not been made by the Firm or its surety to correct the conditions, Harnett County may declare the Contract terminated, notify the Firm and its surety accordingly and pursue any right and remedy under the Contract and bond.

In the event this contract is terminated, Harnett County reserves the right to take possession of all completed work, work in progress, material, or any other part of the work, to account for said work and material, and to use the same to complete the project in accordance with the Contract specifications and the provisions and conditions of the bonds. When the work is thus finally completed, the total cost of the same will be computed. If the total cost is more than the Contract price, the difference shall be paid by the Firm or its surety or sureties.

#### **IV. Selection Process**

After the expiration of the deadline, an evaluation committee made up of Harnett County staff will review all submitted proposal packages that comply with the requirements contained within this document. The criteria by which the packages will be evaluated include, but are not limited to:

1. Clarity of Proposal.
2. Firm's understanding of the project objectives.
3. Firm's recommended approach to the project, including Firm's demonstrated ability to conduct reappraisal program services within North Carolina.
4. Qualifications of principal(s) to perform the work and the level of involvement in the project.
5. Qualifications of project manager, supervisor, and key personnel assigned to the project.
6. Firm's knowledge and demonstrated experience specifically with reappraisal programs within North Carolina.

7. Firm's familiarity with North Carolina statutes and other laws relating to reappraisal programs.
8. Firm's ability to perform the project based on the successful completion of similarly sized projects with similar project scope.
9. Proof of like projects that were completed on time and at or under budget.

## **V. Contents**

Proposals shall be submitted on 8-1/2 x 11" paper, side bound or single corner stapled with a Table of Contents and reference tabs for key sections, and packaged as above specified.

Information provided in the Proposals should include, but not be limited to:

1. A proposed price for the project. Bid price for the project should be based on an overall per parcel rate to the extent possible. This bid should also include a total price for the project based on the current parcel count of 66,500 parcels. It is understood that any additional parcels will be added to this price at the per-parcel rate.
2. A Letter of Transmittal signed by the individual authorized to negotiate for and contractually bind the Firm.
3. Firm name, address, telephone number, fax number, email address, and contact person(s).
4. Brief history of the firm, to include current size/staff, years in business, organizational chart of proposed team, and any former names under which the firm operated. The Firm must be certified with the North Carolina Department of Revenue, Local Government Division.
5. Names, office location, and resumes of all personnel who will be assigned to this project, including licenses and professional affiliations. At a minimum, list the following team members:
  - a. Principal-in-Charge
  - b. Project Manager
  - c. Project Supervisor
  - d. Key Personnel
6. List specialty consultants (if any), and identify their location and background.
7. Approach to the reappraisal project, including your approach with public relations with taxpayers, the public, and other stakeholders in the reappraisal project.
8. Reference and contact list for similar projects, including project descriptions, location, completion time, completion cost, and project outcomes.

9. Listing of all local government reappraisals now underway or under contract, including client contact information.
10. Unique qualifications or work methodology.
11. State whether you can provide digital images, including street level image of improved properties, as this should be included in the project.
12. Experience in North Carolina reappraisal programs of counties with similar number and types of parcels, and experience working with Tax Administrators, Boards of County Commissioners, Boards of Equalization and Review, and the North Carolina Property Tax Commission.
13. List any past, current, or pending legal proceedings (litigation, mediation, or court action) filed by any person against your firm in the last five (5) years. List any failure to complete a contract for reappraisal services and state the reason.

## **VI. Award of Contract**

No agreements with any selected Firm shall be binding until a contract is signed and executed by Harnett County and the Firm. Harnett County reserves the right to enter into a contract with another proposing Firm in the event that the originally selected Firm fails to execute a contract with the County or defaults on their contract.

### **Equal Opportunity Employer**

Harnett County is an equal employment opportunity employer, is a federal contractor, and therefore the provisions and affirmative action obligations of 41 CFR § 60-1.4(a), 41 CFR 60-741.5(a), and 41 CFR 60-250.4 are incorporated herein by reference, where applicable.

**Clarification requests and questions** regarding this Request for Proposal must be in writing and directed to Renea Warren-Ford, Finance & Accounting Specialist II no later than 12 Noon, Thursday, December 27, 2018. Questions can be emailed to [purchasing.support@harnett.org](mailto:purchasing.support@harnett.org).

**END OF RFP**