



**COUNTY OF HARNETT**

**REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES**

**Harnett County Tax Department**

**2026 Reappraisal for Harnett County Residential and Commercial Properties**

**Issue Date: November 7, 2023**

**Deliver by FedEx, UPS or in person by**

**Response Deadline Date/Time: November 14, 2023 by 5:00 p.m.**

**To**

**Harnett County Finance  
Attn: Renea Warren-Ford  
455 McKinney Parkway  
Lillington, NC 27546**

**Statements must be clearly marked on the outside of the envelope "RFQ – Harnett County 2026 Real Property Reappraisal"**

**Direct all inquiries concerning this RFQ to:**

**Renea Warren-Ford**

**[purchasing.support@harnett.org](mailto:purchasing.support@harnett.org)**

**With "2026 Reappraisal RFQ" in the subject line**

**Harnett County  
Request for Qualifications  
2026 Reappraisal**

**Introduction -**

Harnett County is seeking a qualified firm to develop residential, commercial, and industrial schedule of values and appraised values for the upcoming 2026 reappraisal. Harnett County is currently on a four-year reappraisal cycle. The last appraisal took place in 2022. The county is seeking assistance on valuing all improved and vacant parcels to include all commercial, residential, and industrial properties. Harnett County is a growing community with a population of an estimated 135,000 residents. Harnett County has 72,000 parcels and growing. There are currently an estimated 48,000 residential improved properties, 22,000 vacant properties, and 2,000 industrial/commercial improved properties.

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 reappraisal project. This RFQ is not an offer, obligation, or agreement to award work to any firm and no contractual relationship is created by responding to this RFQ.

Firms shall submit 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).

The selected firm will perform the required duties in accordance with the North Carolina General Statutes and the Uniform Appraisal Standards. The firm will work hand in hand with the Tax Administrator and their staff during the entire process; however, the Tax Administrator will have all final decisions about project direction and values.

The qualified firm for this reappraisal of contracted services would have the ability to furnish the labor, materials, supplies, and the performance of all work required for the completion and delivery of a visual review property reappraisal of all real property within Harnett County. The qualified firm will also assist the Harnett County Tax Administrator and staff, the Harnett County Board Commissioners, and the Harnett County Board of Equalization and Review.

**Scope of work to be performed -**

- The firm will complete a walk around reappraisal of all improved properties within Harnett County by a certified appraiser.
- Appraisers will knock on the door of every property within the County and verify interior data with the occupants.
- Appraisers will proceed to measure anything that appears, using the appraiser's best judgment, to be mis-measured or inaccurate.
- Appraisers will be responsible to taking exterior photos of each property and uploading pictures into provided software.

- Appraisers will verify all building component data on the property record card to ensure its accuracy.
- The firm will be responsible for all data entry of the fieldwork into the Bitek software system.
- The firm will be responsible for developing rates, tables, and a schedule of values to be presented and adopted by the Harnett County Board of Commissioners.
- The firm will provide documentation as to how rates and tables are developed including but not limited to regressions, paired sales analysis, and depreciation analysis. This analysis should be documented and shared with the county throughout the entire process.
- The firm will be responsible for all land valuation activities as part of the reappraisal. Land models should be developed based on unique factors such as zoning, use, geographic area and neighborhood. Documentation for all land valuation must be stored and shared with the county throughout the process.
- The firm will complete a final valuation review of each property ensuring grade, condition and all factors pertaining to value are accurate and consistent with sales. Documentation must be stored and shared with the county for all review procedures, rates and values.
- The firm will assist the county with public relation activities throughout the duration of the project. Successful firms should have a tested public relations process in place in other counties.
- The firm will be responsible for all appeals up to and including appeals to the North Carolina Property Tax Commission.

#### **Requirements and Qualifications -**

- Firm must provide the name of county/counties in which the firm has performed reappraisal work in North Carolina in the last eight years.
- Firm must be on the registered firm list with the North Carolina Department of Revenue.
- Firm must have some knowledge of the makeup of Harnett County.
- Firm should demonstrate ample staffing to complete the project including a minimum of **20 full time staff members** in which the county could select from. These staff members should be full time, non 1099 employees.
- The firm must have local staff currently employed to assist with the project.
- The firm must show experience with the Bitek appraisal software and CAMA package.
- The firm must have completed a computer assisted mass appraisal in multiple jurisdictions of 50,000 or more parcels
- The firm must have a record of completing projects on schedule.
- The firm must have expertise in a mass appraisal of special type properties, i.e. golf courses, mining, quarries, manufacturing, multi-family, income producing and other special properties.
- The firm must have experience in development of a schedule of values in accordance with NCGS 105-317.

- Please list the names of each person who will work on this project and list their individual work history, training, certifications, licenses, and/or designations or other notable accomplishments.
- Describe the firm's resources available to support the services to be performed as outlined in this RFQ.
- Summarize what you consider to be the qualifications of your firm and/or team that make you the most qualified firm to perform the work associated with this solicitation.
- The values for this reappraisal must be finalized and entered into the CAMA system by November 30, 2025. All appraisal and analytical work will be complete by December 31, 2025.
- Firm shall immediately develop and deliver to Harnett County a Reappraisal Plan and timeline for submission to the North Carolina Department of Revenue.

### **General –**

**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:

- 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.
- 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.
- Commercial General Liability – Bodily injury and property damage liability as will protect the firm from claims of bodily injury or property damages that 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.
- 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.

**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> 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 errors(s) in any prior monthly progress report or payments.

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.

Technology – Harnett County is currently using web-based Computer Assisted Mass Appraisal (CAMA) software provide by Bi-Tek. This software is compatible with all modern web browsers for data entry purposes. 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 in indexed by the Contractor in accordance with the file structure as defined by Harnett County and Bi-Tek.

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 firm's liability insurance carrier.

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 must be notified in writing by Harnett County of the basis under which termination of the contract are supported. In cases of contract performance issues, 10 days after this notice of sale is given, if a satisfactory effort has not been made by the firm to correct the conditions, Harnett County may declare the contract terminated, notify the firm accordingly and pursue any right and remedy under the contract.

In the event the 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. 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.

### **Submittal Requirements –**

All qualifications packages must be submitted via email to the person named below. Packages must include: One (1) original, Three (3) copies of the original, along with a Reference Page and Cover Letter.

Statements of Qualifications will be accepted up to but no later than **5:00 pm on November 14, 2023**. No submission will be considered if received after this deadline has expired, regardless of the reason. After opening, each RFQ will be evaluated and ranked based on the criteria set forth in the RFQ. A recommendation will be made to the Harnett County Board of Commissioners for approval to award a contract. Issuance of this RFQ does not guarantee a contract will be awarded to any proposing firm.

Questions or inquiries to this RFQ must be submitted by November 14, 2023. An addendum will then be issued to answer those questions.

**Statements of Qualifications must be clearly marked “RFQ – Harnett County 2026 Real Property Reappraisal”** and delivered via FedEx, UPS or in person to:

**Harnett County Finance  
Attn: Renea Warren-Ford  
Procurement Specialist  
455 McKinney Parkway  
Lillington, NC 27546**

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.

### **Selection Process –**

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

1. Clarity of the Request of Qualification
2. Firm’s understanding of the project objectives
3. Firm’s recommended approach to the project, including the firm’s demonstrated ability to conduct the 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.

#### **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. Firms may include a sample of its proposed contract for the appraisal services specified. All items in this RFQ must be included in the proposed contract. 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 its 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), 41 CFR 60-250.4 are incorporated herein by reference, where applicable.

**Clarification requests and questions** regarding this Request for Qualifications must be in writing and directed to Renea Warren-Ford, Procurement Specialist no later than November 14, 2023 at 5:00pm EST. Questions must be emailed to [purchasing.support@harnett.org](mailto:purchasing.support@harnett.org).

**End of RFQ**