



City of Hamtramck

3401 Evaline Street

Hamtramck, MI 48212

REQUEST FOR PROPOSALS

ASSESSING SERVICES

City of Hamtramck, Wayne County, Michigan

REQUEST FOR PROPOSALS

The City of Hamtramck is seeking sealed proposals from Level 2 Assessors for assessing services within the City of Hamtramck. Following is more specific information about Hamtramck:

Population	21,752
Land Area	2.1
SEV	\$227,209,820
TV	\$193,341,118
Number of Parcels	7244
Residential	5812
Commercial	602
Industrial	70
Personal Property	561
Exempt	199

Proposals will be received until 4:00 p.m. on Friday, June 28, 2019 at Hamtramck City Hall, 3401 Evaline St., Hamtramck, MI 48212. Proposals must be sealed in an opaque envelope and clearly marked as "Assessing Services Proposal."

The selected candidate will work for the City as an independent contractor. The City would expect to enter a one year contract with the candidate who is awarded a contract under this RFP.

Specific Services Required

The selected candidate will, under the supervision of the City Manager, perform technical duties pertaining to the assessment of all real and personal property within the City of Hamtramck for the purpose of determining State Equalized Valuation and Taxable Valuation for property tax purpose.

The selected candidate is responsible for, but not limited to, ensuring all of the following functions are completed. The Assessing Department will be staffed with the selected candidate and two full time City employees, one MCAT and one completing MCAO certification. These examples do not include all of the duties which the candidate may be expected to perform.

- Supervise and direct City employees assigned to the Assessing Department
- Assess the value of real and personal properties within the City utilizing market data and professional assessing techniques, including vacant land values. Execute appraisal, re-appraisal, and assessment of all real and personal properties in the City in accordance with State law, City Charter, and Code of Ordinances.
- Maintain program of continuing re-appraisal for all real and personal property in the City.
- Perform inspections in compliance with Michigan law to account for changes in property characteristics.
- Generates tax warrants, helps keep in balance with the assessment roll in conjunction with Treasurer's Office.
- Maintains assessment rolls for the City and other taxing authorities, maintains related property records and revises descriptions as needed to keep property files and computer systems up-to-date.
- Maintain accurate ownership and address information and process address change requests in a timely fashion.
- Maintain parcel and tax maps including any future GIS components.
- Maintain assessment cards and other records and files.
- Track building permits and re-assess all properties with construction activity to ensure assessments remain accurate.
- Certify assessment rolls for the City, including ad valorem, specific tax rolls (IFTs, PILTs, TIFs, DDAs, etc.), in order to ensure compliance with State law and City Charter.
- Process Personal Property Statements, including conducting annual inspections to ensure an up-to-date list of personal property. Comply with all reporting requirements and track any required reductions.

- Meets with property owners regarding assessment determinations. Answers complaints and explains appeal procedures. Represents the City in defense of assessments appealed to the Board of Review, small claims, and State Tax Commission and the Tribunal.
- Perform land division and combinations as necessary, complying with the State's Land Division Act and County/City procedures for land division.
- Process all Principal Residence Exemptions (PREs), rescissions, Property Transfer Affidavits, and Transfer Deeds, as well as all poverty and veterans exemptions.
- Works with the Board of Review, and oversees the adjustments to the tax roll approved by the Board.
- File all necessary State and County reports pertaining to Assessment and Tax Rolls annually.
- Prepares the annual Assessing Office budget for the City Manager's approval and monitors budget performance. Assists the public, real estate interests, municipal professionals and other governmental agencies with researching and understanding assessment records.
- Prepares special assessment tax rolls for new special assessment districts, assuring proper process is followed.
- Prepares tax rolls for abated properties and files required forms.
- Keeps abreast of changes in assessing processes, tax law administration and other regulations and policies through continued education and professional growth. Attend conferences, workshops, and seminars as appropriate.
- Responds promptly to inquiries from City staff, residents, county equalization staff, and other interested parties.
- Performs related work as required.

Required Knowledge, Skills, Abilities, and Minimum Qualifications

- Current certification to legally perform the duties of Assessor for the City of Hamtramck (including any regulatory changes that may occur during the agreement).
- Proficient in BS&A software.
- Knowledge of Michigan State law, Hamtramck City Charter, and Code of Ordinances.

Proposal Requirements

Proposals shall include the following information:

- A background on the candidate and/or firm submitting the proposal.
- A list of current clients.
- A list of at least three (3) references.
- A copy of the Level II or higher certification document and documentation of any other related certifications.
- A proposed minimum number of scheduled office working hours at City Hall.
- The total annual compensating rate to provide assessing services for one year.

Right of Refusal

The City of Hamtramck reserves the right to accept or reject any or all proposals in whole or in part, and to waive any informality, irregularity, or defect in this process or in a proposal should it be deemed in the best interest of the City.

Contract

The selected candidate would work as an independent contractor for the City of Hamtramck. It is anticipated that the City would enter into a [LENGTH] contract with the candidate who is awarded a contract under this Request for Proposals. This RFP will be used as the basis of the services contract with the Assessor or Assessing Firm.

Questions

Please direct all questions to Susan Hendricks, CFO, City of Hamtramck,
shendricks@hamtramckcity.com