

ADDENDUM # 1

From: Lena L. Butler, Purchasing Supervisor
To: Bidders
Project: Reappraisal of Property-RFP # 15-0165
Date: October 28, 2014

This addendum is issued regarding questions received in response to “RFP # 15-0165-REAPPRAISAL OF PROPERTY” and is hereby made a part of said Request for Proposals to the same extent as though it were originally therein.

From: Pearsons Appraisal Services

1. Does the county assessor’s office have access to the local Multiple List Service (MLS) and will the bidder’s appraisers be granted access to the MLS? **The Assessor’s Office has limited access and this can be worked out to share with Bidder.**

2. Page 15. #14. Data Entry. Clarification: Will the bidder’s staff be responsible for data entry of parcel characteristic changes the bidder’s appraisal team deems necessary? “Parcel changes” is stated in the RFP does that denote more data entry? **Any changes that the Bidder’s team makes to the data, that they deem necessary will be entered by the Bidder’s team. Any New construction will be done by the County’s staff.**

3. Page 19 top paragraph is a continuation of section 16. Land Values. Questions: On Page 11 Section 1. General Information, it is stated the county has approximately 370 agricultural properties. On page 19, at the top of the page it is stated “Agricultural land will be valued by soil type and land capability class. Question: Does this statement refer to the 370 agricultural parcels only? Question: Does the assessor currently value these parcels by soil type and land capability class? **The agricultural properties in question are in the Land Use Program and will be valued based on the soil type values provided by the Department of Revenue. The market value of the parcels will be established by the Bidder’s team but the use value will be based on DOR’s provided value.**

4. Section 21. County Responsibilities B. second sentence. Question: Are electronic copies of commercial and industrial properties available? **We have a web based appraisal system. All records can be accessed by laptop, tablet or whatever means the Bidder uses thru the internet.**

F and G state the county will be responsible for new construction and demolished property. Question: Will the county be responsible for all other types of building permits issued during the project? For example, home additions, adding porches, decks, garages, etc. to existing improvements. **Yes. All new construction of any kind to any property will be the responsibility of the County.**

H. Manufactured Homes. “A list will be provided...” Question: Can more information be provided as to what is expected of the bidder to periodically “ensure” all mobile homes are on the tax rolls? **Not sure what additional information the Bidder would want or need that won’t be provided. The primary concern of the Bidder will be for the real property mobile homes. This can be worked out by both parties and all available information available will be shared.**

5. Defense of Values. Page 21. Question: How many informal appeals were held during the 2012 reappraisal? Question: How many formal appeals were heard by the Board of Equalization and Review during the 2012 reappraisal? Question: How many appeals were heard at the State Property Tax Commission as a result of the 2012 reappraisal? **There were 8,300 informal appeals, 3,900 appeals to the Board of E&R and 258 to the Property Tax Commission. The 258 PTC appeals represents parcels, however there were a lot of parcels included in one appeal. The actual number of appeals was approximately 160. The 2012 reval was after the 2007 reval which put the property values at the peak of the market before the bust. Appeals for 2012 were generated as the general public felt the adjustment downward wasn't large enough. We reduce the base by \$4 billion in the 2012 reval.**

6. Section 25. Training, the last sentence of the paragraph, "...training personnel to appraise the real estate and maximize their usefulness and effectiveness on this project." Clarification: Can more detail be provided as to what those phrases refer to? Does it mean county staff will be available to work with the bidder to learn the "operation of all phases of the reappraisal project"? **YES. And it also means that the Bidder will ensure that his personnel are properly trained to use the appraisal system and to assign values.**

7. Section 15. Analysis to be Performed. F. Neighborhood Delineation. Zoning is a key factor to the legally allowable uses of property. Question: How often is the zoning updated and is zoning a reliable feature in the GIS files? Question: Does the county currently have standards for mixed use neighborhoods that define whether or not the neighborhood should be residential or commercial? For example, apartments built over businesses, communities known as Walking Neighborhoods with homes and businesses interspersed. **YES. Zoning has just recently been scrubbed and updated. We are currently putting in place a monthly update that can be shortened to weekly or bi-weekly if needed. Yes we have those neighborhoods delineated out in separate neighborhoods which follow current zoning requirements by the planning departments.**

Clarification: On the bid proposal form under the Informals Process, Mail Notices is listed with a request for a fee. On page 21 the county is responsible for mailing the Notice of New Assessment. Is the bidder responsible for the mailing costs of the revised notices resulting from informal appeals? Or does Mail Notices refer to something else? **The County will be responsible for mailing the notices. The form is a standard form and "mail notices" should have been deleted from the bid proposal form. The county will mail the notices from informal reviews as provided by the Bidder.**

Clarification: On page 11 in the General Information section, the bidder is advised to inspect the proposed project site, in 2.2.3.1 bidders are instructed to not communicate with any personnel other than the purchasing supervisor, we respectfully request a visit including the tax office and the GIS department. **Please send an email to lbutler@nhcgov.com with the proposed date and time you would like to visit.**

On Page 8 Surety Bonds (Performance and Payment Bonds) e. states the bonds shall remain in effect at least one (1) year after the date when final payment becomes due. Question: Is that date in fiscal 2018/2019? **Bonds shall remain in effect at least one (1) year after the final payment is made to the contractor, not when the final payment become due. So if the final payment is made on April 16, 2017, bonds would remain in effect until April 16, 2018. That would be FY 17-18. If the final payment was made on July 10, 2017, bonds would remain effect until July 10, 2018. That would be FY 18-19.**

Also on Page 8 Professional Liability Insurance b. Is that date in fiscal 2019/2020 if work is completed by 3/2017 (fiscal 2016/2017) as stated in the RFP?

Are the extended insurance dates based on county fiscal year or calendar year?

The extended insurance dates are based on calendar year.

2.2.14 Second Sentence states the bidder may include a sample copy of their proposed contract. Section 2.2.24 the first sentence states a draft contract is included in the RFP. The second sentence states the bidder will be required to execute the contract within 10 days after the award. Question: Will the county sample contract be the contract used?

Yes, the County's sample contract will be the contract used. It is included for your review prior to execution. Please disregard the statement about including a sample copy of your proposed contract.

General Questions:

Images

Does the county have images of the parcel improvements? We currently have 90% of the commercial properties and are adding the residential parcels as we visit each property. The county is currently doing a data collection and revisit of all properties in the county.

If yes, how are they currently maintained?

How will they be maintained during the project and by whom? Any changes to the existing images as deemed necessary by the Bidder will be done by the Bidder. Images for new construction will be done by the county.

Are the images available to the bidder during the project? All images are attached to files in the appraisal system and can be accessed by bringing up the parcel. They are also printed on the property record cards.

Computer equipment

Will the county provide computer terminals and peripheral devices including printers and scanners? Is where the bidder leases office space impacted by access to the county computer networks? The county will not provide computers, scanners or printers. All of the data is accessible via the internet, including GIS maps.

Spatialest software

Will the county provide access and training on use of the Spatialest software? It is designed for statistical analysis and very useful in reappraisals. The county will provide access and documentation for the use of the software to the Bidder.

Geographic Information Systems

Will the county provide shape files to bidders for use in the project? How current are the splits and parcel combinations in the parcel layer of GIS? Will the county keep the data current to assist the reappraisal team? The GIS files will be available to the Bidder. The shape files are rarely more than 2 weeks behind. We have a staff that maintains them daily and only get behind if a large number of plats are recorded in a very short period of time. This will not be an issue.

Does the GIS have accurate locations for sewer to commercial properties? The water and sewer is provided by Cape Fear Public Utilities and their data is used to maintain the availability on the GIS system for Wilmington and New Hanover County. The Towns of Wrightsville Beach, Carolina Beach and Kure Beach provide the County with updates as they change. The lines for each (water and sewer) are

displayed in GIS by color codes to distinguish where water is provided and possibly not sewer at the time.

From: Shackelford & Associates

Are we required to be on site every day? No

Why is mail notices on the bid proposal form when rfp says county will do that? The County will be responsible for mailing the notices. The form is a standard form and "mail notices" should have been deleted from the bid proposal form. The county will mail the notices from informal reviews as provided by the Bidder.