



**DAWSON COUNTY GOVERNMENT  
REQUEST FOR PROPOSALS  
FOR  
COUNTY-WIDE REVALUATION  
AND EQUALIZATION PROJECT**

**SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW NO LATER THAN**

**APRIL 12, 2017 AT 10:30AM, EST**

**DAWSON COUNTY BOARD OF COMMISSIONERS  
ATTENTION: PURCHASING MANAGER  
25 JUSTICE WAY, SUITE 2223  
DAWSONVILLE, GA 30534**

**RFP # 291-17**

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THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP ON OR BEFORE THE STATED DATE AND TIME WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR.

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ISSUE DATE: MARCH 21, 2017

**DAWSON COUNTY, GEORGIA  
REQUEST FOR PROPOSAL  
FOR**

**#291-17 COUNTY-WIDE REVALUATION AND EQUALIZATION PROJECT**

**SECTION I – GENERAL OVERVIEW**

**A. PURPOSE**

Dawson County Purchasing Department is soliciting **sealed** proposals from qualified vendors to complete a total county-wide revaluation and equalization project. This includes all real property that would appear in the Dawson County Tax Digest. The Scope of Work defined in this Request for Proposal (RFP) has must be completed with the guidance of the Georgia Constitution, the Official Code of Georgia, the Administrative Rules as promulgated by the Georgia Legislature, as well as accepted mass appraisal procedures an techniques taught by the Georgia Department of Revenue.

**B. INFORMATION TO VENDORS**

**1. RFP TIMETABLE**

The anticipated schedule for the RFP is as follows:

RFP Released	Tuesday, March 21, 2017
Pre-Proposal Conference Meeting – Non-mandatory	Friday, March 31, 2017, at 10:30 AM, EST
Deadline for questions to Dawson County to <a href="mailto:mhawk@dawsoncounty.org">mhawk@dawsoncounty.org</a>	Monday April 3, 2017, at 4:00 PM, EST
Deadline for Addenda and Answers to Questions posted on <a href="http://www.dawsoncounty.org">www.dawsoncounty.org</a> under Bids & RFPs	Thursday, April 6, 2017 at 1:00PM, EST
Submittal deadline	<b>Wednesday, April 12, 2017, at 10:30AM, EST</b>
<b>Tentative</b> Award Date	Thursday, May 18, 2017 at 6:00PM, EST

**Chart 1**

There will be a non-mandatory pre-proposal meeting held on, Friday, March 31, 2017, at 10:30 AM, EST, in the Dawson County Government Building, Administration Training Room, 25 Justice Way, Dawsonville, GA 30534 for this solicitation.

**2. BID SUBMISSION**

The Proposers shall package and seal its submittal so that they will not be damaged in mailing. Technical and Fee proposals are to be packaged and sealed **separately**. Proposers are reminded that under Georgia law, all **opened** documents fall under the open records act and are subject to inspection by the public. Proposers are reminded that documents and information in the

possession of Dawson County will be treated as confidential/proprietary information only to the extent permitted by the Georgia Open Records Act, and will be exempt from disclosure to a third party only to the extent permitted by the Georgia Open Records Act. Should you believe that your Proposal contains any trade secrets you must submit an affidavit, along with the Proposal/proposal, that states that specific portions of the Proposal/proposal contain trade secrets as defined by Georgia law (Article 27 of Chapter 1 of Title 10 of the Official Code of Georgia). Furthermore the **affidavit must be detailed, citing specifically (citing paragraphs, articles, provisions, pages, etc.)** the portions of the Proposal/proposal containing any trade secrets. Accordingly, proprietary information and/or data cannot be withheld from public inspection.

One (1) original, three (3) copies and one (1) soft copy of the technical proposal and one (1) original price proposal must be received by, **APRIL 12, 2017, AT 10:30AM, EASTERN STANDARD TIME**. Technical and price proposals must be submitted in a separate sealed envelope stating on the outside, the vendor's name, address, the solicitation number **#291-17 COUNTY-WIDE REVALUATION AND EQUALIZATION PROJECT PRICE PROPOSAL**. The complete submittal (price and technical) must contain the vendor's name, address and the solicitation number **#291-17 COUNTY-WIDE REVALUATION AND EQUALIZATION PROJECT** be delivered to:

Dawson County Board of Commissioners  
Attention: Purchasing Manager  
**25 Justice Way, Suite 2223**  
Dawsonville, GA 30534

#### **Hand Delivery**

Hand delivered copies may be delivered to the above address **ONLY** between the hours of 8: 00AM and 5:00PM EST, Monday through Friday, excluding holidays observed by the Dawson County Government. For a complete listing of holidays please visit [www.dawsoncounty.org](http://www.dawsoncounty.org).

#### **GPS Location**

Some GPS systems cannot locate the above named address. Vendors may search the following address if trying to visit the Dawson County Government Center: 25 Tucker Avenue, Dawsonville, GA 30534. Tucker Avenue is located on the East side of the Government Center. Upon arrival, please continue one block West on Shoal Creek Road to Justice Way. Parking for the Government Center is available off of Justice Way. Vendors should verify address is in Dawson County and not a surrounding community.

Coordinates: 34°25'23.08"N 34°25'23.08N 84°07'12.05

Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information

appears on the outer wrapper or envelope used by such service. NOTE: *Many express mail and delivery services do not guarantee overnight by noon to Dawson County.*

3. CONTACT PERSON

Vendors are encouraged to contact **Melissa Hawk, Purchasing Manager at (706) 344-3501, by fax at (706) 531-2728 or email [mhawk@dawsoncounty.org](mailto:mhawk@dawsoncounty.org)** to clarify any part of the RFP requirements. All questions that arise prior to the DEADLINE FOR QUESTIONS due date must be directed to the contact person in writing via facsimile or email. Any unauthorized contact shall not be used as a basis for responding to this RFP and also may result in the disqualification of the vendor's submittal. Answers to any questions received prior to the deadline will be posted on the County website within this solicitation posting.

Vendors may not contact any elected official or other county employee to discuss the bid process or bid opportunities except: 1.) through the Purchasing Manager named herein, or 2.) as provided by existing work agreement(s). This policy shall be strictly enforced and the County reserves the right to reject the submittal of any vendor violating this provision.

4. ADDITIONAL INFORMATION/ADDENDA

Dawson County will issue responses to inquiries that result in changes to the Scope of Work and/or any other corrections or amendments will be posted in an addendum prior to the due date posted on the County's website under the bid information. All questions not resulting in an addendum but, solely for clarification will also be posted on the County's website under this solicitation. Vendors should not rely on any representations, statements or explanations other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail. Vendors are advised to check the website for addenda before submitting their bids.

***Vendors must acknowledge any issued addenda by including Attachment B-Addenda Acknowledgement with the submittal. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contains information which substantively changes the Owner's requirements***

5. LATE SUBMITTAL AND LATE MODIFICATIONS

Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. Dawson County Government assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the proper designation.

6. REJECTION OF PROPOSALS/CANCELLATION

Dawson County Government reserves the right to reject any and all submittals and reserves the right to waive any irregularities or informalities in any submittal or in

the submittal procedure, when to do so would be to the advantage of Dawson County. Dawson County reserves the right to cancel this RFP at any time.

7. MIMINUM RFP ACCEPTANCE PERIOD

Submittals shall be valid and may not be withdrawn for a period of 90 days from the date specified for receipt of submittals. Bids may be withdrawn by written request only, if the request is received prior to the time and date set for the opening of bids. Negligence on the part of the bidder in preparing his bid confers no right of withdrawal or modification of his bid after bid has been opened.

8. NON-COLLUSION AFFIDAVIT

By submitting a response to this RFP, the vendor represents and warrants that such proposal is genuine and not a sham or collusive or made in the interest or in behalf of any person not therein named and that the vendor has not directly or indirectly induced or solicited any other vendor to put in a sham proposal, or any other person, firm or corporation to refrain from submitting and that the vendor has not in any manner sought by collusion to secure to that vendor any advantage over any other vendor.

By submitting a proposal, the vendor represents and warrants that no official or employee of Dawson County Government has, in any manner, an interest, directly or indirectly in the proposal or in the contract which may be made under it, or in any expected profits to arise there from.

9. COST INCURRED BY VENDORS

All expenses involved with the preparation and submission of the RFP to the Dawson County Board of Commissioners, or any work performed in connection therewith is the responsibility of the vendor(s).

10. RFP OPENING

Only the names of the firms responding to this RFP will be read aloud publicly due to the fact that the proposals will be subject to an evaluation review for accurate qualifications. A list of names of firms responding to the RFP may be obtained from the county's website [www.dawsoncounty.org](http://www.dawsoncounty.org), after the RFP due date and time stated herein. A copy of the final evaluation tabulation to the RFP will be posted to the website after the RFP has been awarded, along with the awarded contractor's name and date of award.

11. OPEN RECORDS

All materials submitted in connection with this RFP will be public documents and subject to the and the open records policies of Dawson County Board of Commissioners. All such materials shall remain the property of Dawson County and will not be returned to the respondent.

12. TAXES

Dawson County Government is tax exempt. No sales tax will be charged on any products or services. Dawson County cannot exempt any other person/vendor from applicable sales taxes that may be required of them in

relations to this project. Selected vendor will be provided with Dawson County's Sales and Use Tax Certificate of Exemption number upon request.

13. VENDOR INFORMATION

All submissions shall include a completed vendor information form, current copy of business license and current W-9. Failure to provide this information could result in the disqualification of the vendor from submitting a proposal.

14. INSURANCE

Selected vendor will be required to provide Dawson County with a Certificate of Insurance for liability and workman's compensation insurance before work can begin on this County project and be effective for the duration of the work as described in the contract documents, including authorized change orders, plus any period of guarantee as required in the general warranty.

General liability insurance should be at least one million dollars (\$1,000,000) combined single limit per occurrence. Automobile insurance should be at least five hundred thousand dollars (\$500,000) combined single limit per accident for bodily injury or property damage; Workman's Compensation insurance should be as required by the State of Georgia; and Professional Liability insurance should be at least one million dollars (\$1,000,000).

The insurance certificate **must name** Dawson County Government as an **additional insured** for the contracted project.

15. BONDS

**If required**, under SECTION II – SCOPE OF WORK of this document any combination of the following bonds may be requested by Dawson County. A five percent (5%) bid bond, a one hundred percent (100%) payment bond, and a one hundred percent (100%) performance bond. All bonds would be payable to Dawson County Board of Commissioners. Failure to submit appropriate bonding will result in automatic rejection of bid. Bonding company must be authorized to do business in Georgia by the Georgia Insurance Commission, listed in the Department of Treasury's publication of companies holding certificates of authority as acceptable surety on Federal bonds and as acceptable reinsuring companies, and have an A.M. Best rating.

16. ANTI-DISCRIMINATION

Dawson County, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this Request for Proposal and will not be discriminated against on the grounds of race, color, national origin, sex, handicap/disability in consideration of an award.

By submitting their bids, all bidders certify to Dawson County that they will conform to the provisions of the Federal Civil Rights Act of 1964.

In every contract of over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order of over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.

Vendors may request this Request for Proposal in another language by contacting Purchasing Manager Melissa Hawk at p)706-344-3501, f)706-531-2728 or via email at [mhawk@dawsoncounty.org](mailto:mhawk@dawsoncounty.org). All bid submissions must be returned in English.

Los proveedores pueden solicitar este Llamado a Licitación en otro idioma contactando Manager de Compras Melissa Hawk en p) 706-344-3501, f) 706-531-2728 o por correo electrónico a [mhawk@dawsoncounty.org](mailto:mhawk@dawsoncounty.org). Todas las propuestas de licitación deben ser devueltos en Inglés.

Anbieter können diese Einladung für Gebote in einer anderen Sprache, indem Sie Purchasing Manager Melissa Hawk bei p verlangen) 706-344-3501, f) 706-531-2728 oder per E-Mail an [mhawk@dawsoncounty.org](mailto:mhawk@dawsoncounty.org). Alle Beiträge müssen Gebot in Englisch zurückgegeben werden.

Les fournisseurs peuvent demander cette invitation pour Surenchère dans une autre langue en contactant Manager des Achats Melissa Hawk p) 706-344-3501, f) 706-531-2728 ou par courriel à [mhawk@dawsoncounty.org](mailto:mhawk@dawsoncounty.org). Toutes les soumissions doivent être retournés en anglais.

17. GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

Vendors submitting a Qualification package in response to this RFP must provide the following information in the package to indicate compliance with the Georgia Security and Immigration Compliance Act. The form is provided for completion.



- A. A statement that indicates the contractor will conduct itself in compliance with O.C.G.A. §13-10-91 and Rule 300-10-02 in the execution of the contract.
- B. By completing the affidavit that is provided with this solicitation, the vendor is attesting to the following:
  - a. The affiant has registered with and is authorized to use the federal work authorization program;
  - b. The user identification number and date of authorization for the affiant;
  - c. The affiant is using and will continue to use the federal work authorization program throughout the contract period;
  - d. Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy the requirements set forth in this paragraph; and
  - e. Upon contracting with a new subcontractor, a contractor or subcontractor shall notify Dawson County and shall deliver a completed Subcontractor Affidavit to Dawson County within five (5) working days of entering into a contract or agreement of hire with the subcontractor before the new subcontractor begins any work.
- C. Failure to provide the completed and notarized affidavit with the contractor's proposal will result in immediate disqualification as required by the Georgia Security and Immigration Compliance Act.

## **SECTION II – GENERAL CONDITIONS**

### **A. PURPOSE**

Dawson County Purchasing Department is soliciting **sealed** proposals from qualified vendors to complete a total county-wide revaluation and equalization project. This includes all real property that would appear in the Dawson County Tax Digest. The Scope of Work defined in this Request for Proposal (RFP) has must be completed with the guidance of the Georgia Constitution, the Official Code of Georgia, the Administrative Rules as promulgated by the Georgia Legislature, as well as accepted mass appraisal procedures and techniques taught by the Georgia Department of Revenue. Details are listed under this section.

### **B. CONTRACT PERIOD**

The term of the contract awarded as a result of this RFP shall be from award until final acceptance of the project by the County.

The contract shall terminate absolutely and without further obligation at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of the County under this contract.



If, at any time, the County determines it is in its best interest to discontinue use of these services the County reserves the right to cancel this Agreement by giving thirty (30) days advance written notice.

Subsequent to the award, the successful Proposer will be presented with a contract. Contract is to be executed within fifteen (15) calendar days of “Notice of Award” together with any other required documentation. Upon execution of the contract, the successful Proposer will receive a “Notice to Proceed” letter.

#### C. BACKGROUND

The purpose of a revaluation is not to increase County revenue but, to ensure equity and uniformity of assessment. While adding new construction is part of the process, the process also involves reflecting market changes (up or down) in property values. All property in Georgia is assessed at 40 percent of its Fair Market Value (FMV), where FMV is defined as the amount a knowledgeable buyer would pay and the amount a willing seller would accept for the property in an arm’s length transaction. The assessment process should provide a systematic way of collecting and analyzing data so that objective estimates of property value are established.

Equalization is the act or process of making equal or bringing about conformity to a common standard so that the property of one shall not be assessed at a higher or lower percentage of its FMV than the property of another.

Currently the County has 15,000 parcels and 200 pre-bill mobile homes. The County currently has approximately 1,800 commercial/industrial improvements and 12,000 residential homes.

This will be Dawson County’s first total revaluation and/or equalization project to be completed through a contracted company.

Project Objective: To complete a County-wide revaluation and equalization of all real property located within the boundaries of Dawson County, Georgia.

Projected Timeframe: The project timeline is laid out in the project chart on page 23 from contract start date to completion of the revaluation and equalization project.

#### D. SCOPE OF WORK

The County intends to contract with a consultant to act as the facilitator of the revaluation and equalization of real property within the boundaries of Dawson County, Georgia. The Contractor must provide all equipment, materials and labor to complete the scope of work. The Contractor recognizes and agrees that work done on the reappraisal/equalization program constitutes assistance to the Board of Assessors in arriving at proper and fair valuations of real property in Dawson County. Furthermore, all decisions regarding final assessed valuations of properties will be made by the Board of Assessors.

The duties to be performed by the Contractor to meet the Scope of Work are as follows:

1. Classification of Property

The Contractor will identify and correct if necessary, each parcel of real property in accordance with the property class and strata codes as used in a Georgia digest consolidation.

a. Data Verification/Collection – Residential/Agricultural

The improvements of Residential property will be on-site field inspected by the Contractor's data collector staff. The Contractor will visually verify all current parcel characteristics including all data as to physical specification of each structure such as, but not limited to, basement area, wall construction type, square footage, HVAC system type, plumbing fixtures, number of rooms, bedrooms, baths, fireplaces, quality, age and effective age of structures, patios, and other miscellaneous features which may have an effect on the value of the property.

Land characteristics that may affect value shall be noted and taken into consideration. Land characteristics considered may include but not limited to, view, drainage, road type, or economic influences such as stack houses or surrounding properties. If possible photos shall be taken of such influences.

Vacant residential or agricultural properties will be visited by a data collector and a single photograph taken. Land characteristics that may affect value shall be noted and taken into consideration. Land characteristics considered may include but not limited to, view, drainage, road type, or economic influences such as surrounding properties.

All mobile homes will be on-site field inspected by the Contractor's data collector staff. The Contractor will visually verify all current mobile home characteristics including all data as to physical specification of each structure such as, but not limited to, exterior wall construction type, square footage, HVAC system type, plumbing fixtures, number of rooms, bedrooms, baths, fireplaces, quality, age, make, model and effective age of structures, patios, and other miscellaneous features which may have an effect on the value of the property.

In those cases where property occupants are not home during the on-site visit by the Contractor, the data collector will verify the exterior data and record the date and time of the visit, noting the interior data is estimated. The data collector will also leave information advising the resident of the visit and request information regarding the interior data.

The information left advising the resident of the on-site visit will be designed by the Contractor and approved by the Chief Appraiser prior to use. The cost of printing and the return mail postage will be part of Contractors bid. The information will contain a phone number to be supplied and staffed by the contractor and county staff, whereby the resident may contact the Contractor and/or Dawson County staff for the purpose of correcting data or requesting an interior inspection. The Contractor and/or Dawson County shall make staff

available for 30 days, after leaving this information, in which the offer of an interior inspection is open to the resident. Thereafter, the Contractor and/or Dawson County staff will have no obligation to revisit the parcel for the purpose of collecting data by inspection.

During data verification/collection, exterior dimensions to the nearest foot will be recorded, and the attached components will be identified. All changes resultant from this effort will be incorporated to provide an accurate, up-to-date sketch of each residential and agricultural property. Accessory buildings or improvements will be identified, measured, and a single clear photograph taken. Improvements used as living quarters will be identified and a photo taken of the front and rear of each structure. Identifying accessory improvements includes year built, effective age, quality, and use.

Photos must be clearly focused with adequate light, brightness, and clarity. Photos shall contain the date and time photo was taken. All obstructions must be avoided. When detached structures on the subject property are visible, the image must be framed to capture as much detail as possible. Lacking detached structures, the image should be centered in a horizontal frame. On certain commercial, condominium, and apartment properties, multiple pictures must be taken of properties with multiple structures. If possible, a photo should include a view of the business signage. The County requires a high rate of acceptance based on the requirements above and may accept or reject any and all photos. The Contractor will retake or have retaken unacceptable photos at no additional expense to the County. The digital format must integrate into the County's Image Data Management and GIS systems.

All addresses will be verified and recorded for all improvements in the County.

**b. Data verification/Collection – Commercial and Industrial Properties**

The improvements of commercial and industrial real property will be on-site field inspected by the Contractor's data collectors. The Contractor will make an interior and exterior inspection of each principal structure, except when a parcel is vacant or permission is denied, so as to assure the correctness of the information on the property record card and the fair and equitable application of valuation principles. All improvements shall be inspected, documented and appraised. This includes extra features, accessories, or structures that are utilized by the primary improvements. If the primary improvement is leased or has potential to be leased the net leasable area should be collected.

The field data verification/collection will consist of the verification of the physical property characteristics, a review of the land break out and classification, construction quality grade, and applied physical/function rating with associated depreciation expressed in year/life table form along with economic life for each type of structure. The Contractor's staff will update all physical and subjective data fields on the field document. Sketch dimensions will be verified and the Contractor will update all sketch labels and

measurements to reflect any changes. Land characteristics and influences will be collected and photographed if possible on improved property.

The Contractor will maintain a computerized sketch of the principal structure(s) for each commercial property as required. During the commercial data verification field effort, exterior dimensions will be reviewed for accuracy, and the attached components will be identified. Sketches too detailed for electronic rendering will be drawn by hand.

Vacant commercial and industrial properties will be visited by a data collector and a single photograph taken. Land characteristics that may affect value shall be noted and taken into consideration. Land characteristics considered may include but not limited to, view, drainage, road type, or economic influences such as surrounding properties. If possible photos shall be taken of such influences.

Photos must be clearly focused with adequate light, brightness, and clarity. Photos shall contain the date and time photo was taken. All obstructions must be avoided. When detached structures on the subject property are visible, the image must be framed to capture as much detail as possible. Lacking detached structures, the image should be centered in a horizontal frame. On certain commercial, condominium, and apartment properties, multiple pictures must be taken of properties with multiple structures. If possible, a photo should include a view of the business signage. The County requires a high rate of acceptance based on the requirements above and may accept or reject any and all photos. The Contractor will retake or have retaken unacceptable photos at no additional expense to the County. The digital format must integrate into the County's Image Data Management and GIS systems.

All addresses will be verified and recorded for all improvements in the County.

2. Data Entry

The Contractor will be responsible for the data entry of parcel changes, influences and data collected while visiting properties into the CAMA system.

3. Analysis to be Performed

a. General

The Contractor will collect, record, and analyze general supporting data to serve as a basis for the development of guidelines for cost, market, and economic coefficients needed when applying the three (3) approaches to value.

The general supporting data to be analyzed will include cost data, lease data, economic data, and sales data.

The guidelines that will be developed from this analyzed data will include replacement cost schedules, depreciation schedules, economic rent schedules, income capitalization rates, comparative property sales, unit land values, and gross rent multipliers. All schedules and values therein shall be the responsibility of the company. All schedules and unit values for each class of property shall be supported by ratio studies. The level of assessment indicated in each study shall not be less than 38.50% or greater than 41.00% for all property. The coefficient of dispersion in each study shall not exceed 12% for residential and 18% for all other classes. The price related differential shall be in a range of .98 to 1.07 for all property classes. Any study, neighborhood, type, or class of property that does not meet all of the above listed criteria shall result in the schedule being rejected by the Board of Assessors.

The Contractor shall prepare a comprehensive report and deliver it to the Board for approval showing the results of this comprehensive analysis. This shall contain a set of recommendations including a proposed pricing schedule prepared by the Contractor and encoded by the Contractor based upon existing or added tables in the CAMA system and in a format compatible with the County's CAMA system.

The pricing schedule will be based on a tax lien date of January 1 and must be approved by the Board of Assessors prior to any data entry within the County's CAMA system.

All land and improvement schedules should comply with procedures defined in the Appraisal Procedures Manual as found in the Georgia Department of Revenue Regulation 560-11-10-.09.

b. Cost Data

The Contractor shall be responsible for the analysis, development, and recommendation of preliminary and final pricing schedules for real property in Dawson County. These pricing schedules will be approved by the Board of Assessors prior to establishing final values. The development of this pricing schedule shall involve a careful investigation of residential, commercial, agricultural and industrial property in Dawson County. Pricing schedules will also include both real and pre-bill manufactured or mobile homes based on the most up to date and valid appraisal information.

After a careful investigation and analysis of the data, the Contractor shall develop an analyzed unit cost manual which shall be the basis upon which all Residential, Agricultural, Commercial, and Industrial real property in the County shall be priced. These unit costs are to include building contractor's overhead and profit, architects and engineer's fees for all of the various classes of property requiring such services. The Contractor shall be required to furnish the County with the basis of the cost structure and it will be included in the final report submitted by the Contractor.

The Contractor will obtain recent construction costs in the County and compile, classify, and document cost data to support the formulation of any replacement cost schedules.

The work to be performed by the Contractor in conjunction with the development and validation of the replacement cost schedules will include the following procedures, with the understanding that all are subject to approval by the Chief Appraiser:

The Contractor will compile a report on actual building-in-place construction costs occurring in the County for the year preceding the tax lien date. The data required by analysts will be recorded on forms and will include the following:

- Parcel Identification
- Description; i.e. construction type, etc.
- Date of Construction
- Reported actual cost and source information
- Memoranda footnotes, remarks, etc.
- Average for various property class groupings, construction types, etc.
- A copy of a completed property record card showing the detailed description of the item, the replacement cost computations, and detailed cost data available.

Once the cost schedule level has been selected and individual price components have been determined, a final check for validity will be done against actual sales. Final adjustments to depreciation will be applied. The end result will be market supported cost schedules.

c. Lease Data

The Contractor will investigate current leases in the County and compile, classify, and document lease data to support the development of guidelines for estimating net income potential of properties on the open market.

The Contractor will request and attempt to collect specific lease data on leased properties to be appraised. The Contractor will create an income and disclosure form to record lease information.

The data will be collected and recorded on income and expense disclosure forms designed to accommodate different property classification groupings. The income and expense disclosure form information will serve as a database from which to select comparable rents and from which to extract, classify, and analyze general data required to develop income and expense guidelines for various property types.

In developing income and expense guidelines, the data obtained through specific income and expense disclosures and recorded leases will be supplemented with general data obtained through the study and analysis of actual experience reported in national publications, as well as through interviews with local investors, property managers, real estate brokers, and appraisers. All data compiled will be referenced to source and documented in support of the guidelines developed.

d. Economic Data

The Contractor will make an investigation of prevailing economic determinates and practices underlying local property transactions. The Contractor will compile, classify, and document data sufficient to support the development and validation of income capitalization rates.

The source of the data will be the local marketplace, supplemented by trade publication, and augmented by the experience and knowledge of the Contractor and Dawson County staff.

e. Sales Data

The Contractor will examine recent sales involving the properties to be appraised and will field verify as appropriate. The County will continuously and currently provide copies of all sales information available to it with respect to transfers of parcels occurring through the duration of the project.

The sales will be categorized by neighborhood and property classification, and will serve as the comparable sales database to accommodate the application of the market approach to value – through constrained multiple regression analysis and/or direct sales comparison.

4. Neighborhood Delineation

Utilizing current established neighborhood boundaries, with appropriate modifications based upon sales analysis, The Contractor will update, change, or add delineations throughout Dawson County and submit the proposed changes to the Chief Appraiser for approval prior to use.

Neighborhoods should physically be delineated to reflect a high degree of homogeneity in governmental, social, economic, and physical characteristics. Neighborhoods are usually – but not necessarily – outlined by boundaries, either natural or man-made. Delineations of neighborhoods will be done separately for residential/agricultural and commercial/industrial properties. For residential neighborhood boundaries, the appraiser will consider, at a minimum: man-made or natural obstructions; similarity of structures, quality of construction; price range; style of homes; desirability of the area; and recent market trends. The



following additional items should be considered for commercial/industrial neighborhoods: traffic flow; class/use of properties; income ranges; rents; and zoning.

The Contractor will assign a unique number to each individual neighborhood. This number will be recorded on every parcel contained in that particular neighborhood, and will be used to determine land prices, select comparable sales, assign the appropriate income model, and to analyze market conditions versus Contractor's produced value estimations. On maps provided by the County, the Contractor will develop, identify, and record updated neighborhood boundaries with identification numbers that will be used to delineate neighborhoods throughout the County.

5. Values

All values assigned shall result in statistics that comply with all requirements of Georgia Department of Revenue Substantive Regulations 560-11-2-.56. The level of assessment indicated in each study shall not be less than 38.50% or greater than 41.00% for all property. The coefficient of dispersion in each study shall not exceed 12% for residential and 18% for all other classes. The price related differential shall be in a range of .98 to 1.07 for all property classes. Any study, neighborhood, type, or class of property that does not meet all of the above listed criteria shall result in the schedule being rejected by the Board of Assessors.

6. Land Values

Once the neighborhood boundaries have been identified, experienced appraisers will analyze sales of vacant land in each neighborhood. In cases where the sample of vacant sales is inadequate, land residual techniques will be utilized.

Land tables will be built for each neighborhood based on typical size for the area. Deviations from the norm will be adjusted using the appropriate incremental values derived from the market. Positive or adverse influences and various land breakdowns on use will be done at the parcel level. Factors which affect the value include such things as location, size, shape, topography, and access to railroads, roads, waterways, use and other things will be considered in establishing final values.

The contractor shall make a land study of all land classes using appropriate units of value. All land in rural tracts will be reviewed, classified, and valued according to productivity, topography, and etc. Woodland and agricultural land will be broken down to nine classifications. Woodland will be separated from open land and other land uses; all farm ponds will be identified, classed,

and valued. The company shall show where all timber and improvement values have been appropriately removed from all sales in developing the small and large land tract schedules. The acreage level at which the valuation of small tracts end and large tracts begin will be determined by the company and presented to the county Board of Assessors. Large and Small tract parcels in rural areas will be classified by accessibility and desirability characteristics. The company shall provide narrative descriptions defining all accessibility and desirability codes. Accessibility codes will be numeric; desirability will be indicated by use of alpha codes. The values of small tracts and large tracts surrounding the acreage level where the small tract schedule ends and the large tract schedule begins, should blend to show uniformity without a large increase/decrease of value within the same accessibility/desirability assignment.

The allocation of land and building values will be derived from the market. A separate land value plus building value will equal total value. The Contractor will establish its opinion of unit land values – expressed in acreage, front foot, site, or square feet – throughout the various areas of Dawson County.

Such values and the units of comparison will be approved in writing by the County prior to being utilized. Once approved, the Contractor will load the new land rates into the CAMA system.

All land schedules should comply with procedures defined in the Appraisal Procedures Manual as found in the Georgia Department of Revenue Regulation 560-11-10-.09.

7. Valuation of Residential and Agricultural Property

During the valuation phase the Contractor's reviewers will review each parcel; they shall consider the data placed upon the property record card and determine that the structures have been properly described so as to assure the use of proper schedules for computing replacement cost new. The Contractor's staff shall make a judgment as to the grade (quality) of construction and of the condition, desirability, and usefulness of each structure, improvement or accessory. Unit land value will be applied to each parcel and adjusted to account for the particular characteristics of the site. A qualified appraiser will make a determination on all judgmental factors which affect the Contractor's computation of its final opinion of value.

8. Valuation of Commercial Property

The income approach to value will be reserved for commercial and industrial properties and may utilize the direct capitalization of income and gross rent multipliers (GRM) to achieve market value. Properties normally valued like this

include apartment complexes, hotel/motels, retail, offices, restaurants, and warehouses. The system-generated values will be based upon income, expense and capitalization models developed from an economic analysis of market indicators. Data from several sources will be utilized, including actual rents from property surveys as well as industry publications and surveys with local realtors. Income and Expense form mailing will be another source.

The Contractor will deliver or mail all commercial property owners a statement for income and expenses, so as to determine the correct value in today's schedules, and shall make at least one attempt beyond the original delivery to secure the completion and return of that form. The form will solicit income and expense data from the prior three (3) years.

The Contractor will use the information supplied on these income and expense statements to develop an appropriate income and expense to be associated with each structure or type of structure in the County, and to apply the principles of the income approach to value for commercial structures on the reappraisal.

Once both an income approach to value and a cost approach to value have been developed, the Contractor will test the market and then conduct a comprehensive review using an experienced and knowledgeable reviewer who has the capability to appropriately apply functional and economic obsolescence factors on each parcel.

9. Valuation of Industrial Property

Each parcel of industrial property will receive a physical inspection. In appraising industrial property, special consideration will be given to the use of the property by the occupant and the areas that are used at the time of the physical inspection will be recorded.

The Contractor will conduct a comprehensive analysis and determine any deviation from the norm for industrial structures located in Dawson County. The Contractor will appraise all smaller industrial plants in a manner similar to commercial properties. For large structures, when necessary in the Contractor's and/or County staff's opinion, a building by building report will be submitted. This report will include a component part description of fixed equipment taxable as real estate, as well as the building construction description.

10. Defense of Values

The County requires the Contractor to detail in their RFP response how they propose to complete this requirement on the reappraisal. For the informal hearing, this should include the number of days and personnel to schedule

appointments, conduct informal hearings with property owners, and provide recommendations to the Board of Assessors. For formal hearing, a qualified appraiser, preferably the project supervisor for the Contractor will be present at the Board of Equalization hearings conducted by the Clerk of Courts following the completion of the work by the Contractor. This individual will assist in the settlement of any appeals by defending values determined by the Contractor's appraisal.

In the event of an appeal to the Board of Equalization or the Superior Court of assessment based on the Contractor's appraisal and at the request of the Board of Assessors, the Contractor will furnish a qualified representative familiar with the project and experienced in court testimony to be present at the hearing to testify as an expert witness.

11. Confidentiality of Data

The Contractor will assure that no individual on the Contractor's staff will disclose any appraisal information to any individual, firm, organization or Contractor other than the County Board of Assessors.

Any data intended for public or private release must be approved by The Dawson County Board of Tax Assessors.

12. Training of Assessor's Staff

The Contractor will be responsible for providing training throughout the duration of the reappraisal project. This training must be adequate to ensure that the Chief Appraiser's staff will be knowledgeable in the operation of all phases of the reappraisal project. This shall include but not limited to, the Chief Appraiser's staff accompanying the Contractor's staff on field visits to the extent feasible. The Contractor will also be responsible for training their personnel to appraise the real estate and maximize their usefulness and effectiveness on this project.

13. Public Relations

If called upon by the County, the contractor will assist the County in taking measures at all stages of the project to foster and maintain good relations with the taxpayers of the County. This will be conducted at no additional cost and in cooperation with the County. Such measures may include the dissemination of information to the taxpayers, via appropriate local media, that will serve to inform and educate the public of the following points:

- Necessity of a Full Revaluation.
- Progress, status and goals of the project.
- Necessity of property owner cooperation.

14. Quality Control and Inspection

To maintain public support for the reappraisal, the County must be able to demonstrate to property owners that the project is being conducted in a highly professional manner. The Contractor will provide a quality control plan specifying the quality control procedures to be implemented by the Contractor.

The plan shall make diligent efforts to ensure uniformity in the application of influence factors and schedule assignments, as well as the accuracy of codes, classification and data.

The Contractor must submit monthly progress reports to the County. Progress reports will correspond to the work plan, including a percentage of completion for the project and each individual phase thereof.

The Dawson County Board of Assessors reserves the right to inspect the work being done by the Contractor at frequent intervals during the contract. The Board may assign one (1) or more personnel to work with the Contractor and provide any needed assistance to assure that the reappraisal objectives are achieved efficiently and effectively. At the Chief Appraiser's discretion, formal or informal meetings may be called to discuss the reports and to ensure ongoing communication between the Board and Contractor.

15. Work Product Requirements

The Contractor will deliver the following products to the Board of Assessors at the completion of the reappraisal project:

- Documentation of procedures used throughout the reappraisal;
- Any and all training materials and training manuals used to train the Chief Appraiser's staff;
- Ten (10) copies of the data collection manuals used by the Contractor;
- Ten (10) copies of the detailed cost manual, including all supporting data used in the development of the manual;
- All materials and documentation used in the land valuation program, including all supporting materials, land pricing maps, a narrative describing how data was used, etc;
- Two (2) copies of updated, detailed reports for each large industrial property in the County;
- Comparable sales information data;
- Commercial property analysis sheets and income sheets;
- Neighborhood established codes and delineation listing on a single map identified with taxing districts;
- Copy of Contractor's quality assurance plan;
- Agricultural use pricing per acre on a single county map within taxing district.

Where practical electronic copies of documents can be substituted for hard copies.

-End of This Section-

## E. County Responsibilities

### 1. Office Space

While the County can furnish limited office space, utilities, and office furnishings necessary for the operation of the project office for the duration of the project the Contractor will be responsible for office space, utilities, and office furnishings that is over and above the ability for the County to supply. Additional telephones, fax machines, internet access, and telephones lines- as well as any resulting charges for installation and operation will be the responsibility of the Contractor. Proposals shall include the number of people the contractor shall provide and the estimated office space needed.

### 2. Staff

The Dawson County Board of Tax Assessors office will provide limited appraisal and administrative assistance with the reappraisal/equalization project. The amount of assistance will be determined by the Chief Appraiser and availability of their staff and qualifications.

### 3. Hardware

The County will provide connectivity to the County's CAMA system, access to the real estate file and GIS mapping system to allow for research, electronic transmission of correspondence, etc., as is necessary for the completion of the reappraisal project. The Contractor shall be responsible for any repairs or replacement of damaged County property. Such equipment shall remain the property of Dawson County.

### 4. Ownership Updates

All transfers of real estate will be recorded and encoded by Dawson County's GIS mapping staff so as to provide for the most current up to date ownership.

### 5. Sketches of Structures

The County will provide the Contractor with electronic copies of all current property sketches through the CAMA system; this will include residential, agricultural, commercial and industrial properties.

### 6. Record Availability

The records of previous appraisals will be available for review on the County's CAMA system. The Contractor will only use these records in the reappraisal project of Dawson County. Sales analysis and sales data are available on this system for up to three (3) years. Property record cards will be utilized for field inspection, updates, deletion and encoding to Dawson County's automated mass appraisal system.

### 7. New Construction

New Construction field work and data entry is not part of this Request for Proposal and is the County's responsibility. The Contractor's schedules will be

used in the valuation or appraisal of these properties. The Contractor may use information collected from new construction to analyze and build schedules.

8. Demolished Property

County staff will provide the Contractor information on demolished property that has been reported through sources such as permits, tax payers or other County departments.

9. Notice of New Assessment

The County will be responsible for the Printing, Mailing and Postage of new assessments notices to all property owners.

-End of This Section-



SCOPE OF WORK – PROJECT CHART

<b>PHASE ONE – RESIDENTIAL &amp; AGRICULTURAL PROPERTIES</b>	<b>Required Phase Dates – all work will be monitored periodically by Dawson County staff</b>
Site Visits of Residential and Agricultural Properties	Start date must be the Date of Notice to Proceed Letter issued by the County
Cost Schedules for Residential & Agricultural Properties	
Land Schedules & Breakout for Residential & Agricultural Properties	
Residential & Agricultural appraisal Data entered in the CAMA system and approved for Assessment Notices.	Completion date must be no later than March 15, 2018
<b>PHASE TWO – COMMERCIAL &amp; INDUSTRIAL PROPERTIES</b>	
Site Visits of Commercial & Industrial Properties	Start date must be no later than March 19, 2018
Income Data Used for the appraisal of Commercial or Industrial Property	
Land Schedules & Breakout of Commercial & Industrial Properties	
Commercial and Industrial appraisal Data entered in the CAMA system and approved for Assessment Notices.	Completion date must be no later than March 15, 2019

**Chart 2**

**NOTE: ANY VARIATION OF THE DATES LISTED ABOVE WILL BE AGREED UPON BY DAWSON COUNTY AND THE CONTRACTOR.**

-End of Project Chart-

F. QUALIFICATIONS

This section identifies all information which must be submitted in each proposal.

Tab A - Company Background and Structure

The Proposer will provide a general history and description of its company including, but not limited to the number of years in business and number of employees. Include the legal form of the business organization, the state in which incorporated (if corporation), the types of business ventures in which the organization is involved, and the office location that will be the point of contact during the term of any resulting contract.

The proposal must provide the following:

- Length of time the Contractor has been providing reappraisal services to local governments.
- Demonstrate the Contractor's experience working with large total county digest revaluation projects.
- Describe and document the Contractor's experience in working with WinGAP.
- Description of the Contractor's organization, financial resources, staffing levels, and any other evidence of its ability to successfully complete the project.
- Firms submitting a proposal shall submit with their proposal the latest comprehensive annual financial statement including the Auditor's Opinion letter.
- References applicable to this RFP. Including a list of completed county contracts during the last five (5) years with clients' address, telephone number, and contact person.
- The vendor must certify that there are no circumstances, which will cause a conflict of interest in performing the services required.
- Statement listing any and all differences between your proposal and the work specified in the RFP.
- Sample contract agreement for the proposed work.

Tab B - Company Experience

The Proposer must be organized for the purpose of providing real property revaluation and equalization service. Proposer shall demonstrate five (5) years of previous experience in real property revaluation and equalization similar to the size of Dawson County. Proposer shall provide a narrative describing the services performed by the company that are most similar to those required in this RFP.

Tab C - Identification of all Contracted Personnel

The Awarded Contractor's employees shall wear proper identification for all employees working in the County on the contract. At a minimum, photo

identification badges will be required for each person along with employee's personal data and the awarded Contractor's name. Such identification must be clearly displayed on the outside clothing of all the awarded Contractor's employees during field work and readily visible at all times when working on the Dawson County project. Vehicles used by the awarded Contractor shall be clearly marked to identify the company and the nature of their business.

Tab D - Qualifications of Staff

Identify and include qualifications of key staff who would be assigned to work on the scope within this RFP. Include an organizational chart that depicts how the staff would be structured to perform details herein. Proposers must have qualified and trained staff to successfully complete the contract requirements. The Proposer's employees shall at all times treat the taxpayers, residents, and County employees with respect and courtesy. The Proposer shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision. All employees will have sufficient aptitude training, experience and familiarity with the Georgia real property reappraisal procedures, and experience with the County's CAMA system. The information shall be brief and include the following:

- Identification, qualifications and experience of all persons to be relocated to the County project site and team organization; and the assignments of responsibilities and level of experience by site position
- A description by position which personnel will be permanently assigned and those assigned on a temporary basis
- A description of the degree and areas in which "new hires" will be used on the project and detail the training plan for "new hires"
- Identification of available support resources
- Identification and qualifications of any subcontract consultants, including resumes or qualifications of individual or the firm, as applicable.
- Commitment that the contractor/firm's team, especially the project manager(s), shall remain in place for the duration of the Multi-jurisdictional Mitigation Plan update process.
- The Contractor's personnel must meet current qualifications and requirements of Georgia code including, but not limited to 45-5-265. The following are minimum requirements for employees who will be working on the project:
  - The County requires that the assigned project manager has at least ten (10) years of practical appraisal experience involving project management on large and complex projects. The project manager shall demonstrate competency and familiarity with the CAMA system, appraisal process, property photo system, and geographic information system. The project manager will be assigned to Dawson County for the duration of the project.
  - The Appraisers must have five (5) years mass appraisal experience. All appraisers shall demonstrate a competency and familiarity with the CAMA system, appraisal process, property photo system, and geographic information system.

- Data collectors must have appropriate training and a minimum of four (4) hours of in-field supervision per week by a supervisor. For the purpose of grading, classifying, and appraising during the data collection of all property covered by this contract, the contractor shall only employ personnel who have at least one year of experience in appraisal work.
- All personnel assigned to the project will be subject to the approval of the County and will be removed from this project by the Contractor upon written recommendation of the Chief Appraiser. Additionally, the Contractor shall notify the Chief Appraiser in writing of all changes in supervision or key personnel. The notice shall include the reason for the change and provide a plan for immediate replacement.

Tab E - Approach to Scope of Work

Referencing the Scope of Work in Section D, provide a detailed approach to fulfill the requirements of this RFP. At a minimum, proposals must address:

- A description of the contractor/firm's organizational approach to the project.
- This portion of the Proposal shall state how the contractor/firm proposes to achieve the required outcomes through goals, objectives, policies and programs. It shall also indicate how the final projects will be organized, formatted and presented.
- A description of the software to be used for maps and GIS hazard and mitigation analysis, test, graphs, etc. is a must.
- The approach shall also illustrate (through examples of relevant experiences in similar projects) how the contractor/firm will successfully maintain an effective line of communication throughout the process.
- Address all tasks in the Scope of Work, providing general information on all work tasks required to complete the project within the performance period. Include a statement of understanding of work involved, particularly regarding the level of effort required for any portion of the Plan and its update.

The County welcomes innovating suggestions and recommendations from Contractors that will ensure a successful service approach.

Tab F - References

Proposers must submit at least five (5) references for persons that the contractor/firm will assign to complete the Scope of Work listed herein. Ideally, references should be government entities within Georgia should be included. The following information for each reference shall be listed:

- Name of government entity
- Address
- Contact person with title
- Phone number of contact person
- Email (highly recommended and preferred method)
- Dates of service
- Range of services

Tab G - Financial Stability

Provide financial information that would allow proposal evaluators to ascertain the financial stability of the Proposer.

- If a public company, include a recap of the most recent audited financial report.
- If a private company, provide a recap of the most recent internal financial statement and a letter, on the financial institution’s letterhead, stating financial stability.

Tab H - Business Litigation

Disclose any involvement by the organization or any officer or principle in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the current status and/or disposition of the case.

Tab I - Financial Proposal

Proposers are to use the Vendor’s Price Proposal Form provided within this RFP. All costs to the Dawson County Government must be included on the Price Proposal Form that the contractor/firm will incur to complete all tasks associated with the County-wide Revaluation and Equalization Project. Price shall not be included in any of the Technical submittal. This will be cause for disqualification and considered non-responsive bid.

Tab J – Required Solicitation Forms

Proposers are to complete and attach all forms listed on the Vendor’s Checklist and include in Tab J. This direction **excludes** the Price Proposal Form. Price shall not be included in any of the Technical submittal. This will be cause for disqualification and considered non-responsive bid.

**G. EVALUATION PROCESS**

Proposals will be reviewed by the Review Committee for quality and completeness. These proposals will then be scored in each of the following categories using the maximum point values listed in **Chart 3** below.

Proposals will be reviewed and evaluated by the review committee to determine whether the Respondent has met the criteria described in this RFP.

Introductory Letter	5
Experience & Workload	15
References	15
Firm/Personnel Experience	20
Approach to Scope of Work to Be Contracted	20
Certifications and Accreditations	5
Price Proposal	20
<b>TOTAL POINTS</b>	<b>100</b>

**Chart 3**

### Presentations

The top ranking firms *may* be invited to conduct oral interviews. If required, these presentations will be scheduled in advance and limited in time. Presentations will be conducted in Dawson County at a location to be determined. Independent scores compiled, during this phase of the evaluation by the RFP evaluators, will supersede the technical scores previously published for the Proposers selected to make an oral presentation.

Dawson County shall be the sole judge of the provider's ability to meet the requirements set forth. Their decision in determining responsible and responsive provider(s) will be final. Dawson County reserves the right to act in its best interest in this determinations process, to waive all technicalities, and to select the most responsible and responsive provider.

### Invoicing

1. Dawson County is Net 30. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment less than 30 days, however.
2. Vendors shall invoice quarterly, by location, including a detailed list of services provided and only after work has been performed (in arrears).
3. All invoices will be paid in the year in which services are provided.
4. Vendor to provide contact information for dedicated team member to provide billing inquires. More information is included in the Statement of Qualifications portion of this RFP.
5. Invoices should be sent via mail or email to:

Accounts Payable  
25 Justice Way, 2220  
Dawsonville, GA 30534  
[ksmith@dawsoncounty.org](mailto:ksmith@dawsoncounty.org)

### Pricing

1. Vendors must use the Vendor's Price Proposal Form as provided within this RFP. Vendors are to submit their proposals on the Cost Proposal Form(s) provided.
2. If submitting an alternate, use the form provided clearly labeled as alternate. Make additional copies as needed. Failure to comply may result in disqualification.

### Administration

The project will be administered by the Dawson County Board of Commissioners with the Dawson County Chief Appraiser being the main point of contact for all questions related to performance issues during the term of the contract.

### Permits and Licensing

1. Proof of Licensing: Contractor shall submit proof of professional license, insurance and business license upon award. Contractors, who do not have a Dawson County Business License, will be required to register their business

license with the Dawson County Planning & Development Department. Fees may apply and are not a part of this agreement.

2. Successful vendor must hold a valid Business License at time of proposal and a copy must be filed with the Purchasing Director at time of proposal. If awarded to an out-of-county vendor, that vendor must register their business license with the Dawson County Planning and Development Department. *Note: Only the successful vendor needs to register with Dawson County Planning and Development Department. As of January 1, 2017, there is no fee for registering with Dawson County Planning & Development Department.*

#### H. PROCEDURES AND MISCELLANEOUS ITEMS

1. All questions shall be submitted in writing (e-mail is acceptable) and shall be communicated in the form of an addenda if the scope specifications are to be affected and posted on the County's website under the bid information, all firms responding to this RFP should check the website before responding to this RFP. All questions not resulting in an addendum but, solely clarification will also be posted on the County's website under this solicitation.
2. All respondents to this RFP shall indemnify and hold harmless the Dawson County Board of Commissioners, and any of their officers and employees from all suits and claims alleged to be a result of this RFP. The issuance of this RFP constitutes only an invitation to present a proposal. The Dawson County Board of Commissioners reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFP. The Dawson County Board of Commissioners also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFP is withdrawn or the project canceled for any reason, the Dawson County Board of Commissioners shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise.
3. The RFP is subject to the provisions of the Dawson County Purchasing Policy and any revisions thereto, which are hereby incorporated into this RFP in their entirety except as amended or superseded herein.
4. Failure to submit all the mandatory forms from this RFP package shall be just cause for the rejection of the qualification package. However, Dawson County reserves the right to decide, on a case by case basis, in its sole discretion, whether or not to reject such a bid as non-responsive.
5. In case of failure to deliver services in accordance with the contract terms and conditions, Dawson County, after due oral or written notice, may procure substitute services from other sources and hold the contractor responsible for any resulting additional purchasing and administrative costs. This remedy shall be in addition to any other remedies which Dawson County may have.
6. By submitting a proposal, the vendor is certifying that they are not currently



debarred from bidding on contracts by any agency of the State of Georgia, nor are they an agent of any person or entity that is currently debarred from submitting bids on contracts by any agency of the State of Georgia.

7. Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Georgia and any litigation with respect thereto shall be brought in the courts of the State of Georgia. Then contractor shall comply with applicable federal, state, and local laws and regulations.
8. It is understood and agreed between the parties herein that Dawson County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

I. BONDS

Bid Bond – **not required**

Payment Bond – **not required**

Performance Bond – **not required**

J. FINAL SELECTION

Following review of all qualified proposals, selection of a suitable vendor, and preliminary contract negotiations, a recommendation will be made to the Dawson County Board of Commissioners by the project representative. Following Commission approval, the County will complete contract negotiations.

The Dawson County Board of Commissioners reserves the right to accept the response that is determined to be in the best interest of the County. The County reserves the right to reject any and or all proposals.

Every vendor submitting a proposal must complete the forms showing compliance with the **GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT OCGA §13-10-90**. The forms are provided with this RFP package.

-End of This Section-



**RFP #291-17 COUNTY-WIDE REVALUATION AND EQUALIZATION PROJECT  
VENDOR'S CHECKLIST**

**Company Name:** \_\_\_\_\_

Please indicate you have completed the following documentation; and submit them in the following order.

**ITEM DESCRIPTION**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Vendor's Checklist  |
| <input type="checkbox"/> | Vendor's Information Form   |
| <input type="checkbox"/> | Vendor's Price Proposal Form  |
| <input type="checkbox"/> | Vendor's Qualifications as detailed in Section D  |
| <input type="checkbox"/> | References as listed under Section D  |
| <input type="checkbox"/> | Execution of Proposal Form  |
| <input type="checkbox"/> | Addenda Acknowledgement Form and Any Addenda Issued   |
| <input type="checkbox"/> | Proposer's Certification and Non-Collusion Affidavit  |
| <input type="checkbox"/> | Drug-Free Workplace Affidavit   |
| <input type="checkbox"/> | Georgia's Security and Immigration Compliance Act Affidavit   |
| <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Contractor Affidavit</li> <li>• Subcontractor Affidavit (if applicable)</li> </ul> |
| <input type="checkbox"/> | Local Small Business Initiative Affidavit (if applicable)   |
| <input type="checkbox"/> | Proof of Insurance/Certificate of Insurance – Requirements listed on Page 5   |
| <input type="checkbox"/> | Completed W9  |
| <input type="checkbox"/> | Copy of Valid Business License  |
| <input type="checkbox"/> | Copy of Professional licenses (if applicable)   |

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**



**RFP #291-17 COUNTY-WIDE REVALUATION AND EQUALIZATION PROJECT  
VENDOR'S INFORMATION FORM**

1. Legal Business Name \_\_\_\_\_

2. Street Address \_\_\_\_\_

3. City, State & Zip \_\_\_\_\_

4. Type of Business: \_\_\_\_\_ State of Registration: \_\_\_\_\_

(Association, Corporation, Partnership, Limited Liability Company, etc.)

5. Name & Title of Authorized Signer: \_\_\_\_\_

6. Primary Contact \_\_\_\_\_

7. Phone \_\_\_\_\_ Fax \_\_\_\_\_

8. E-mail \_\_\_\_\_

9. Company Website \_\_\_\_\_

10. Has your company ever been debarred from doing business with any federal, state or local agency?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, please state the agency name, dates and reason for debarment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACH COPY OF BUSINESS LICENSE AND A COMPLETED W-9 FORM**  
**THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL**



**RFP #291-17 COUNTY-WIDE REVALUATION AND EQUALIZATION PROJECT  
VENDOR'S PRICE PROPOSAL FORM**

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COMPANY NAME: \_\_\_\_\_

Vendors shall submit a Price Proposal below. The contractor/firm's cost quotation must include all necessary expenses, to include any and all travel expenses, to complete all tasks associated with the Scope of Work described within this RFP.

<b>Phase One – Residential &amp; Agricultural Properties</b>	<b>Number of Days to Complete</b>	<b>Service Price</b>
Site Visits of Residential and Agricultural Properties		\$
Cost Schedules for Residential & Agricultural Properties		\$
Land Schedules & Breakout for Residential & Agricultural Properties		\$
Residential & Agricultural appraisal Data entered in the CAMA system and approved for Assessment Notices.		\$
<b>Phase Two – Commercial &amp; Industrial Properties</b>		\$
Site Visits of Commercial & Industrial Properties		\$
Income Data Used for the appraisal of Commercial or Industrial Property		\$
Land Schedules & Breakout of Commercial & Industrial Properties		\$
Commercial and Industrial appraisal Data entered in the CAMA system and approved for Assessment Notices.		\$
<b>County-wide Revaluation &amp; Equalization Project</b>	<b>Total Cost to County to Complete Project</b>	\$

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**



**RFP #291-17 COUNTY-WIDE REVALUATION AND EQUALIZATION PROJECT  
EXECUTION OF PROPOSAL**

---

DATE: \_\_\_\_\_

The potential Contractor certifies the following by placing an "X" in all blank spaces:

- \_\_\_ That this proposal was signed by an authorized representative of the firm.
- \_\_\_ That the potential Contractor has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- \_\_\_ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- \_\_\_ That the potential Contractor agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing **Request for Proposals**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within sixty (60) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Typed Name & Title

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**



**RFP #291-17 COUNTY-WIDE REVALUATION AND EQUALIZATION PROJECT  
DRUG FREE WORKPLACE**

---

I hereby certify that I am a principle and duly authorized representative of:

\_\_\_\_\_

Whose address is:

\_\_\_\_\_

And it is also that:

1. The provisions of Section § 50.24.1 through § 50.24.6 of the Official Code of Georgia Annotated, relating to the "Drug Free Workplace Act" have been complied with in full; and,

2. A drug free workplace will be provided for the CONTRACTOR'S employees during the performance of the contract; and,

3. Each subcontractor hired by the CONTRACTOR shall be required to ensure that the subcontractor's employees are provided a drug free workplace. The CONTRACTOR shall secure from that subcontractor the following written certification: "As part of the subcontracting agreement with \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_ certifies to the CONTRACTOR that a drug free workplace will be provided for the subcontractor's employees during the performance of this contract pursuant to paragraph (7) of subsection (b) of the Official Code of Georgia Annotated Section § 50.24.3"; and,

4. It is certified that the undersigned will not engage in unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**



**RFP #291-17 COUNTY-WIDE REVALUATION AND EQUALIZATION PROJECT  
ADDENDA ACKNOWLEDGEMENT**

---

The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. \_\_\_\_\_

Addendum No \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative/Title  
(Print or Type)

**Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.**

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**

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**RFP #291-17 COUNTY-WIDE REVALUATION AND EQUALIZATION PROJECT  
PROPOSER'S CERTIFICATION AND STATEMENT OF NON-COLLUSION**

---

I \_\_\_\_\_ certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences and civil damages awards.

I certify that this proposal has been prepared independently and the price submitted will not be disclosed to another person.

I certify that there has been no contact or communication by the proposer or the proposer's associates with any County staff, or elected officials since the date this **RFP #291-17 COUNTY-WIDE REVALUATION AND EQUALIZATION PROJECT** was issued except: 1) through the Purchasing Department, 2) at the Pre-Proposal Conference (if applicable) or 3) as provided by existing work agreement(s). **The County reserves the right to reject the proposal submitted by any proposer violating this provision.**

I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

**COMPANY NAME:** \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative/Title  
(Print or Type)

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**

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## **Georgia Security & Immigration Compliance (GSIC) Act Affidavit**

As per the Georgia Senate Bill 529 and Senate Bill 447, the Georgia Department of Labor has promulgated new rules for the implementation of Section 2. O.C.G.A. §13-10-91 and Chapter 300-10-01-.02 state that no Georgia Public Employer shall enter into a contract for *the physical performance of services within the State of Georgia* unless the Contractor registers and participates in a federal work authorization program to verify the work eligibility information of all of its new employees.

The Employment Eligibility Verification “E-Verify” site operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security is the electronic federal work authorization program to be utilized for these purposes.

The website is <https://e-verify.uscis.gov/enroll/>

By executing the attached Contractor Affidavit, Contractor verifies its compliance with O.C.G.A. §13-10-91 stating affirmatively that the individual, firm or corporation which is contracting with the Dawson County Board of Commissioners has registered and is participating in this federal work authorization program in accordance with the applicability provisions and deadlines established in this Statute.

Contractor further agrees that should it employ or contract with any Sub-Contractor(s) for the physical performance of services pursuant to the contract with the Dawson County Board of Commissioners, Contractor will secure from the Sub-Contractor(s) verification of compliance with O.C.G.A. §13-10-91 on a Sub-Contractor Affidavit and shall provide a copy of each such verification to the Dawson County Board of Commissioners at the time the Sub-Contractor(s) is retained to perform such services.

### **PLEASE COMPLETE THE AFFIDAVIT TO FOLLOW AND RETURN IT TO:**

Melissa Hawk  
Dawson County Purchasing Manager  
25 Justice Way, Suite 2223  
Dawsonville, GA 30534

Fax: (706) 531-2728  
Email: [mhawk@dawsoncounty.org](mailto:mhawk@dawsoncounty.org)



**IMMIGRATION AND SECURITY FORM  
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

<b>Contractor's Name:</b>	
<b>County Solicitation/ Contract No.:</b>	

**CONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Contractor identified above has registered with and is participating in a federal work authorization program\*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the County, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the attached Subcontractor Affidavit. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the County at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / E-Verify™ Number

Company\_\_\_\_\_

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS  
THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

[NOTARY SEAL]

\_\_\_\_\_  
Notary Public

My Commission Expires:

\*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**



**IMMIGRATION AND SECURITY FORM  
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

<b>Contractor's Name:</b>	
<b>County Solicitation/ Contract No.:</b>	

**ADDITIONAL INSTRUCTIONS TO CONTRACTOR:** Identify all subcontractors used to perform under the county contract. In addition, you must attach a signed and notarized affidavit (third page of this form) from each of the subcontractors listed below. The contractor is responsible for providing a signed and notarized affidavit to the County within five (5) days of the addition of any new subcontractor used to perform under the identified County contract.

<b>Contractor's Name:</b>	
<b>Subcontractors:</b>	

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**



**IMMIGRATION AND SECURITY FORM  
(GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT)**

<b>Contractor's Name:</b>	
<b>Subcontractor's (Your) Name:</b>	
<b>County Solicitation/ Contract No.:</b>	

**SUBCONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned Subcontractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the Subcontractor which is engaged in the physical performance of services under a contract with the Contractor identified above on behalf of the County identified above has registered with and is participating in a federal work authorization program\*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

\_\_\_\_\_  
EEV / E-Verify™ Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Subcontractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS  
THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

[NOTARY SEAL]

\_\_\_\_\_  
Notary Public

My Commission Expires:

\*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**



## STATEMENT OF INSURANCE COVERAGE

This is to certify that \_\_\_\_\_  
(Insurance Company)

of \_\_\_\_\_  
(Insurance Co. Address)

has issued policies of insurance, as identified by a policy number to the insured name below, and that such policies are in full force and effect at this time. Furthermore, this is to certify that these policies meet the requirements described in the General Conditions of this project; and it is agreed that the insurer will endeavor, if allowed by the policy, to provide the Owner thirty (30) calendar days' notice of nonrenewal, cancellation, or termination of the coverage. Such notice shall be delivered to:

*Commissioner Revenue and Roads Dawson County, Board of Commissioners, Purchasing Manager, 25 Justice Way, Suite 2223, Dawsonville, GA 30534.*

It is further agreed that *Commissioner Revenue and Roads Dawson County, Board of Commissioners* shall be named as an additional insured on the Contractors policy.

1. Insured:

2. Project Name: County-wide Revaluation and Equalization Project

3. Project Number: RFP #291-17

4. Policy Numbers(s):

DATE: \_\_\_\_\_

\_\_\_\_\_  
(INSURANCE COMPANY)

ISSUED AT: \_\_\_\_\_

(AUTHORIZED REPRESENTATIVE)

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
**NOTE: Please attach Certificate of Insurance form to this page**  
**(Attach any endorsements)**

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**



Dawson County Board of Commissioners  
"VOLUNTARY"

Title VI Statistical Data Form

Used For Government Monitoring Purposes

Dawson County Board of Commissioners is committed to broad-based competition on all bids. We are gathering the following information for recordkeeping in compliance with federal regulations. All information will be considered strictly private and confidential and will be used for Title VI of the Civil Rights Act of 1964 purposes only. Your responses are strictly voluntary and will help in developing and monitoring nondiscrimination enforcement programs. This form is not part of the bid document and has no emphasis on decision of award, if you prefer not to reply that is acceptable. Failure to complete this form will not affect your chances of award. Your cooperation is appreciated.

Instruction for submission: DO NOT INCLUDE WITH BID PROPOSAL. Form should be submitted separately in a non-identifying envelope addressed to the Dawson County Purchasing Department, 25 Justice Way, Suite 2223, Dawsonville, GA 30534. Please write in bid name and number for project tracking purposes.

NAME & NUMBER OF RFP: #291-17 COUNTY-WIDE REVALUATION AND EQUALIZATION PROJECT

Please place an "X" on the line that apply

Owner Gender: \_\_\_ Male \_\_\_ Female
Owner Race/Ethnicity: \_\_\_ White/Caucasian \_\_\_ Hispanic or Latino
\_\_\_ Black or African American \_\_\_ American Indian or Alaska Native
\_\_\_ Native Hawaiian or \_\_\_ Asian
Other Pacific Islander \_\_\_ Two or More Races
Disability: Any person who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such impairment; or (3) is regarded as having such impairment.
\_\_\_ Yes \_\_\_ No
Minority Owned Business: \_\_\_ Yes \_\_\_ No
Disadvantaged Business Enterprise (DBE) Company? \_\_\_ Yes \_\_\_ No
Number of Employees: \_\_\_\_\_
Staff Race/Ethnicity make-up: \_\_\_ White/Caucasian \_\_\_ Hispanic or Latino \_\_\_ Asian
(Provide % on line) \_\_\_ Black or African American \_\_\_ American Indian or Alaska Native
\_\_\_ Native Hawaiian or Other Pacific Islander \_\_\_ Two or More Races

Dawson County Government is committed to serve the public efficiently, preserve our heritage, safeguard the environment, protect citizens and improve the quality of life.