Request for Qualifications

Lenoir County
2025 Real Property Revaluation

Request for Qualifications Due by:
July 1, 2022
3:00 pm

SUBMIT TO:

Sandra Barss, Finance Director
sandra.barss@lenoircountync.gov

PO Box 3289 (Mailing Address)
130 South Queen Street (Street Address)
Kinston, NC 28501

Email Questions:
Sandra Barss, Finance Director
sandra.barss@lenoircountync.gov
Email questions no later than June 23, 2022 at 5:00 p.m.
LENOIR COUNTY
Request for Qualifications
Lenoir County 2025 Real Property Revaluation

Introduction:

Lenoir County is seeking qualifications statements from qualified firms (hereinafter “Firm”) for contract services related to the furnishing of labor, materials, supplies, and the performance of all work required for the completion and delivery of a visual review property revaluation of all real property within Lenoir County.

Lenoir County reserves the right to reject any and all submittals and may award in the best interest of Lenoir County and the project. This request for qualifications (RFQ) is not an offer, obligation, or agreement to award work to any Firm and no contractual relationship is created by responding to this RFQ.

Statements of Qualifications will be accepted up to but no later than 5:00 pm on Friday, July 1, 2022. No submission will be considered if received after this deadline has expired, regardless of the reason.

Statements of Qualification must be clearly marked “RFQ – Lenoir County 2025 Real Property Revaluation” and emailed in PDF format to:

Sandra Barss, Finance Director sandra.barss@lenoircountync.gov

The firm shall submit qualifications of both the Firm and person(s) directly responsible for the work including a list of similar projects completed in North Carolina by the Firm and by said responsible person(s).

Background:

Lenoir County is scheduled for an eight-year reappraisal of real property effective January 1, 2025. A categorization of Lenoir County parcels is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total parcels</td>
<td>36,118</td>
</tr>
<tr>
<td>Residential</td>
<td>31,367</td>
</tr>
<tr>
<td>Commercial</td>
<td>1,509</td>
</tr>
<tr>
<td>Industrial</td>
<td>85</td>
</tr>
<tr>
<td>Exempt Parcels</td>
<td>3,138</td>
</tr>
<tr>
<td>Present Use Value Parcels</td>
<td>3,451</td>
</tr>
</tbody>
</table>
Project:

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

A. Appraisals – Revaluation. The Firm shall aid and assist the Lenoir County Tax Administrator and the Lenoir County Board of Commissioners and shall advise, aid, and assist the Lenoir County Board of Equalization and Review in the appraisal and revaluation, arriving at the true value in money as of January 1, 2025, of all real property in Lenoir County, including but not limited to commercial real property, industrial real property, urban and rural property, agricultural, horticultural and forestland, manufactured and modular homes, exempt property, all other real property, and real property of public service companies situated in Lenoir County not appraised by the State of North Carolina. The Firm will not provide for the appraisal of personal property, including commercial furniture and fixtures, industrial machinery and equipment, or other personal property. The revaluation program shall be performed in accordance with all applicable Statutes of North Carolina.

Performance by the Firm shall not be deemed complete until all hearings with taxpayers including before and during meetings of the Lenoir County Board of Equalization and Review regarding the revaluation program shall have been completed and until all appeals from the Lenoir County Board of Equalization and Review, the North Carolina Property Tax Commission or to the Courts, in the case of complaints concerning the appraised valuation arising within three (3) years following the completion of the work and its acceptance by the County, shall have been determined.

B. Revaluation Schedule of Values – The Firm shall assist the County in the review and recommendation of changes to the Lenoir County Schedule of Values.

C. Generally.

1. Bonding and Liability Insurance. The Firm will be required to furnish a performance bond for the full amount of the contract and liability insurance with coverages in amounts deemed sufficient by Lenoir County, both of which shall be with companies licensed and authorized to do business in the State of North Carolina.

2. Registration. The Firm must be a Reappraisal Firm registered with the North Carolina Department of Revenue.

3. Performance of Work. It is anticipated that the Firm will begin work by mid-January 2023 and shall carry on the program of revaluation until completed and deliver said
work on or before November 1, 2024, with the exception of new buildings partially completed as of January 1, 2025, the appraisal of which shall be completed by the Firm with assistance from the County on or before January 1, 2025. The County appraisers will appraise all new construction until the revaluation effective date of January 1, 2025. The County will assist in sending income and expense letters to commercial and industrial properties; working with the Firm on information appeals, and performing administrative and clerical work for Board of Equalization and Review appeals.

4. Personnel. Employees executing appraisals or other skilled work shall be properly licensed and certified, and have sufficient education, training, and experience in such work to perform it properly and satisfactorily. Such employees will not have less than five (5) years of active practical and extensive experience appraising commercial, industrial, residential, and farm properties. All personnel assigned by the Firm will be required to undergo a criminal background check at the expense of the Firm. Personnel with criminal convictions related to the type of work being performed for the County shall not be allowed to work on the project for the County.

5. Office Space. Upon request, Lenoir County will provide office space necessary for the performance of the revaluation work, including tables, chairs, and file cabinets for the office space. The County will supply computers with productivity enhancement software such as Microsoft, Excel, Word, or comparable products. County printers will be available as needed. The County will provide telephone service and internet access in the County provided offices.

6. Technology. Lenoir County is currently using web-based Computer Assisted Mass Appraisal (CAMA) software provided by OneTax. Lenoir County will provide necessary training to the Firm’s Project Leader to analyze the revaluation data but the County will be responsible for model building with the assistance from the Firm. The firm will be responsible for imputing field data into OneTax and must have clearly defined quality control procedures.

7. Support of Values. Upon delivery of complete appraisal work, the Firm is expected to be present and participate in informal meetings with taxpayers scheduled by appointment and conducted by the Firm and the office of the Tax Administrator. If requested by the Tax Administrator, the Firm will be present at official meetings of the Lenoir County Board of Equalization and Review, North Carolina Property Tax Commission, and/or the courts following the completion of the work until all complaints are heard and disposed of, to assist in the settlement of complaints and to defend the values placed upon properties during the revaluation process.

[RFQ Continues on next page]
Selection Process:

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

A. Clarity of Proposal

B. Firm’s understanding of the project objectives

C. Firm’s recommended approach to the project, including Firm’s demonstrated ability to conduct revaluation program services within North Carolina

D. Qualifications of principal(s) to perform the work and the level of involvement in the project

E. Qualifications of project manager, supervisor, and key personnel assigned to the project

F. Firm’s knowledge and demonstrated experience specifically with revaluation programs within North Carolina

G. Firm’s familiarity with North Carolina Statutes and other laws relating to revaluation programs

H. Firm’s ability to perform the project based on the successful completion of similar size projects with similar project scope, with proof of like projects completed on time and at or under budget

I. The Firm’s expertise and experience using OneTax software

Clarification requests and questions regarding this Request for Qualifications must emailed to Sandra Barss, Finance Director at sandra.barss@lenoircountync.gov no later than June 23, 2022 at 3:00 p.m.

Contact with any county official other than the Finance Director during the RFQ process may be grounds for disqualification.

[END OF RFQ]