

# CITY OF GIBRALTAR



## REQUEST FOR PROPOSAL FOR ASSESSING SERVICES FOR THE CITY OF GIBRALTAR

Issue Date: **January 16, 2025**

Mandatory Pre-proposal Meeting: **Wednesday, January 22, 2025, AT 11:00am**

Gibraltar City Hall  
29450 Munro Ave  
Gibraltar, Mi 48173

Pre-proposal question deadline: **Monday, February 3, 2025, at 2:00pm**

Proposal Deadline: **Wednesday, February 5, 2025, at 2:00 pm**

For RFP related inquiries contact Michael Blackburn at (734) 676-3900 x228

Email: [cityadmin@cityofgibraltarmi.gov](mailto:cityadmin@cityofgibraltarmi.gov)

Purchasing Contact: Aimee MacEwen

Phone: (734) 676-3900

Email: [amacewen@cityofgibraltarmi.gov](mailto:amacewen@cityofgibraltarmi.gov)

## **Scope of Services**

- The Proposer shall furnish a minimum of one (1) employee to work in the office during regular City Hall business hours one day for four (4) hours per all personal per week.
- Field personnel for routine field inspection, as needed
- Prepare and certify the assessment rolls and sign any and all necessary reports associated with the assessment roll with a properly certified Assessor for the City
- Conduct any clerical paperwork such as principle property exemption, property transfer affidavits, deeds and all other associated paperwork and required filings associated with the functions of a municipal assessing office.
- Process all personal property statements including maintaining and creating new parcels for personal property.
- Prepare for and conduct the March Board of Review, including the hours that are necessary to meet with appellants, including daytime and evening hours convenient to appellants.
- Supervise, conduct and review July and December Board of Review changes.
- Provide assistance in all Michigan Tax Tribunal cases including the preparation of valuation disclosures, consult with City Attorney in entire tribunal cases, and testify at hearings as necessary. The first ten (10) small claims cases each year shall be handled at no additional cost. The first ten (10) personal property cases each year shall be handled at no additional cost.
- Review sales studies
- Prepare, review and sign all necessary reports.
- Provide any necessary consultations to City Council or City Administration.
- Prepare special assessment rolls and other documents necessary for the creation and implementation of special assessment districts and the levying of special assessments.
- Assist the City in responding to Audits of Minimum Assessing Requirements (AMAR) and other similar audits.
- Represent the City before all governmental agencies in all matters related to assessing.
- Any other duties mutually agreed upon between the City and Contractor

## **Bidder Experience**

Each bidder shall provide as part of their submission a summary of their credentials which include proof that they are capable of fully conducting all the required functions of the Gibraltar Assessing Department in an efficient and competent manner. A list of references of other communities served shall also be included.

## **Length of Agreement**

The initial term of the agreement shall be five (5) years. However, any agreement shall require a provision that allows the City of Gibraltar to cancel the agreement with sixty (60) days' notice for any reason whatsoever, with the financial requirement of the City pro-rated and ending on the last day of services rendered.

## **Additional services and associated costs**

The City is seeking a turn-key solution for the proposal price submitted. Each bidder must provide a list of any additional expenses for which they believe they may need to charge or any additional outside consulting services they believe may be required in support of the assessing function of the City so that the City may be able to fully consider other additional costs that could be required outside of the cost of the proposal submitted by each bidder.

## **Conflict of Interest statement**

Bidder's shall clearly divulge any conflict of interest it may have, specifically that which may compromise the company's ability to set and defend values for any property located within the City. Should the bidder have completed any work for any company within Auburn Hills, such company(ies) must be identified.

## **Insurance requirements**

Bidders shall be prepared to provide insurance as required by the City, naming the City and its officers, employees and agents as additional insureds; and shall execute a Hold Harmless agreement if awarded the bid. The insurance requirements and Hold Harmless agreement are attached hereto.

## **Contractor status**

The status of employees performing assessing department functions are those of the bidder as an independent contractor and it is clear and understood that such employees are specifically not employees of the City of Auburn Hills nor shall they receive or be entitled to any payments or benefits from the City, now or in the future.

## **Information to be considered for the proposal**

The City maintains a combination of **2,577** real and personal properties. Office space will be provided, and such use should be considered in your cost proposal. The City shall include such things as stationery supplies, postage, printing, and information technology support only with respect to those services provided to the City. It is the expectation of the City that only work being performed for the City of Gibraltar shall take place during most of the time the bidder's employees are working in the City. No city supplies shall be utilized by the bidder for work they may perform for other entities, nor shall the bidder utilize city facilities to conduct business unrelated to Gibraltar. The Gibraltar City Attorney shall be utilized to answer entire MTT appeals.

## **Certificate of Insurance**

The Contractor agrees that he/she will file all required Certificates of Insurance satisfactory to the City of Gibraltar with the City of Gibraltar simultaneously with or prior to the execution of this contract indicating that the insurance required herein has been issued and is in full force and effect.

Further, the Contractor will provide updated certificates annually prior to the policies' expiration dates, to indicate that the policies and conditions required hereunder are in full force and effect during the life of this contract.

It is understood and agreed that thirty (30) days advance written notice of cancellation, nonrenewal, reduction and/or material change in coverage shall be mailed to:

City Clerk's Office  
City of Gibraltar  
29450 Munro  
Gibraltar, MI 48173

### **Sub-Contractors Insurance Requirements**

If approval is granted by the City of Gibraltar for Contractor to subcontract any or all of this contract to others, then prior to commencing the subcontract, the Contractor shall furnish certificates evidencing the same insurance for the City of Gibraltar as required in this document.

### **Requirement as Part of Contract**

These insurance requirements shall be expressly contained in and/or incorporated by reference into the contract executed between the contractor and the City.

### **Hold Harmless/indemnification Agreement**

It is further required that all contractors providing services or performing duties for the City of Gibraltar and/or its Authorities shall enter into a Hold Harmless/indemnification Agreement with the City and all other entities as set forth in section 1 (e) herein, in which Agreement the Contractor and its employees, representatives and agents agrees to release, indemnify, defend, and hold harmless the City of Gibraltar, including all elected and appointed officials, all employees, representatives, and volunteers, all boards, commissions, and/or authorities, including but not limited to the Tax Increment Finance Authority, Brownfield Redevelopment Authority and the Downtown Development Authority, and their officers, employees, representatives and volunteers from any injuries, liability, damages, expenses, attorney's fees, causes of action, suits, claims or judgments, costs, incurred and/or arising from the Contractor's performing its work, jobs, duties and/or any other actions and/or omissions of the Contractor and/or its employees, representatives and/or agents pertaining to and/or in connection with the Activity.

**Fee Schedule**

**Michigan Tax Tribunal Appraisal Services plus Special Projects**

**Title**

Appraiser Aide \_\_\_\_\_/ hour

Appraiser \_\_\_\_\_/ hour

Level III Appraiser \_\_\_\_\_/ hour

Assessor \_\_\_\_\_/ hour

City's representation in all Michigan Tax Tribunal cases from Contractors paralegal staff.

\_\_\_\_\_/ hour

City's representation in all Michigan Tax Tribunal cases from Contractors legal staff.

\_\_\_\_\_/ hour

Hourly fees shall include Contractors all of the Contractors overhead costs. All fees shall stay constant throughout the duration of the Contract.

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

Address \_\_\_\_\_  
\_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

Signature of Person Authorized to sign \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Failure to complete this form may result in your Proposal being deemed non-responsive and rejected without further evaluation.**

**Provide references that will support the minimum qualification of: "Respondent must have a minimum of three similar projects in the last five years as requested in the Minimum Qualifications section. References must demonstrate at least five years of experience and must reflect work of a repetitive nature.**

**A- Client Name:**

**Title:**

**Client Contact E-mail**

**Contact Phone Number:**

**Services performed from and to (dates): \_\_\_\_\_**

**B-Client Name:**

**Title:**

**Client Contact**

**Contact Phone Number:**

**Services performed from and to (dates): \_\_\_\_\_**

**C-Client Name:**

**Title:**

**Client Contact E-mail**

**Contact Phone Number:**

**Services performed from and to (dates): \_\_\_\_\_**

**D- Client Name:**

**Title:**

**Client Contact E-mail**

**Contact Phone Number:**

**Services performed from and to (dates): \_\_\_\_\_**

**Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.**

NAME OF COMPANY \_\_\_\_\_

PRINCIPAL OFFICE ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

DUNS# AND/OR CCR (if applicable)# \_\_\_\_\_ FORM OF OWNERSHIP (Check One)

Corporation ( )

LLC ( )

Joint Venture ( )

State of Incorporation/Registration

Date of Incorporation/Registration

Partnership ( ) If Partnership, select one of the following: Limited ( ) or General ( ) Individual ( )

LIST OF PARTNERS, PRINCIPALS, CORPORATE OFFICERS OR OWNERS

Names : \_\_\_\_\_

Titles: \_\_\_\_\_

LIST OF CORPORATE DIRECTORS

Principal Business Affiliation

Name: \_\_\_\_\_

Other Than Respondent Directorship: \_\_\_\_\_

HAS YOUR COMPANY OPERATED UNDER ANY DIFFERENT NAMES IN THE PAST FIVE (5) YEARS? **YES / NO** IF YES, PLEASE IDENTIFY THE NAME(S) UNDERWHICH YOUR COMPANY HAS OPERATED:

**SUBCONTRACTORS FORM**

**Failure to complete this form may result in your Proposal being deemed nonresponsive and rejected without any further evaluation.**

Are there any subcontractors to be utilized under this contract?

YES - You must complete both pages.

NO - You must complete only this page.

ACKNOWLEDGED BY \_\_\_\_\_

FIRM \_\_\_\_\_

AUTHORIZED REPRESENTATIVE \_\_\_\_\_

TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



**SUBCONTRACTORS FORM ( Continued )**

**(If you have more than one Subcontractor, make additional copies as needed)**

Prime Contractor

State relationship, if any, between Prime Contractor and each Subcontractor:

NOTE: Both the Prime Contractor/Consultant and Subcontractor must sign this form appropriately.  
Subcontractor:

Fed Tax ID \_\_\_\_\_

Address: \_\_\_\_\_

P.O. Box \_\_\_\_\_

City: County State Zip: \_\_\_\_\_

Phone:(\_\_\_\_ ) \_\_\_\_\_

Fax:(\_\_\_\_ ) \_\_\_\_\_

Owners/Partners/Corporate Directors/Principal Stockholders (>5% stock holdings):

Work to perform: \_\_\_\_\_

\_\_\_\_\_

Subcontract Amount \$ \_\_\_\_\_

Percent of Contract % \_\_\_\_\_

ACKNOWLEDGED BY: \_\_\_\_\_

I acknowledge that all the above information has been completely filled out and is true.

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

\_\_\_\_\_

Name & Title Date \_\_\_\_\_

I acknowledge that all the above information has been completely filled out and is true.

PRIME CONTRACTOR Authorized Signature Name & Title Date \_\_\_\_\_

\_\_\_\_\_

**CITY OF GIBRALTAR**

\_\_\_\_\_  
Garrett Shumate  
Its: Mayor

Dated: \_\_\_\_\_, 2025

\_\_\_\_\_  
Katie Tomasik  
Its: City Clerk

Dated: \_\_\_\_\_, 2025

**Contractor**

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

Dated: \_\_\_\_\_, 2025

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor shall comply with the Regulations relative to non-discrimination in Federally-assisted programs of the Department of Transportation, Title 49, code of Federal Regulations, Part 21 as they may be amended from time to time (hereafter referred to as the "Regulations") which are incorporated herein by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulation, including employment practices when the contractor covers a program set forth in Appendix B of the Regulations.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the City of Gibraltar to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State highway department, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Non-compliance:** In the event of the contractor's non-compliance with the non-discrimination provisions of this contract, the City of Gibraltar shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - (a) Withholding of payments to the contractor under the contract until the contractor complies, and/or
  - (b) Cancellation, termination, or suspension of the contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the City of Gibraltar may direct as a means of enforcing such provision including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the City of Gibraltar to enter into such litigation to protect the interests of the City and, in addition, the contractor may request the State highway department to enter into such litigation to protect the interests of the State and/or the United States to enter into such litigation to protect the interest of the United States.