

City of Cordova, AK
Request for Proposals for Property Tax Assessing Services
including Upgrade to an Industry-Standard CAMA System
Publication Date: May 3, 2022



Submit proposal to: Susan Bourgeois, City Clerk
cityclerk@cityofcordova.net 907-424-6248

Submission Deadline: 2:00 pm Wednesday, June 1, 2022

Kindly submit proposal as an email attachment in PDF or Microsoft Word format

INTRODUCTION AND BACKGROUND:

- The City of Cordova (“City”) is requesting proposals for the provision of property tax assessing services for the three tax-years 2023-2025 including upgrade of records from handwritten “cards” to an industry-standard CAMA system
- The City’s tax roll is comprised of approx. 1,700 parcels valued at almost \$470 million.
- The City owns approx. 200 parcels valued at \$126 million.

SCOPE OF SERVICES:

1. Assessment of full and true value of all taxable and exempt real property located within the City, in the name of the person by whom it is owned as of January 1 of the tax year, in accordance with State Statutes and Municipal Code.
2. Upgrade from property record cards to CAMA system to be completed within the first two years of the contract including photos of every property; timely for certification of the 2024 tax roll.
3. Preparation of the State’s Annual Report on Assessment and Taxation on behalf of the City; submission of same to the Alaska State Assessor.
4. Inspection of all properties identified in item 1 within the term of the contract (3 years); with not less than one-third of properties to be re-inspected annually thereafter.
5. Annual assessment and documentation of all property improvements concluded since the prior assessment, including a review of all building permits issued by the City during the previous calendar year.
6. Annual appraisal and documentation of possessory or leasehold interest in properties and exempt-entity leases.
7. Annual review of subdivisions and parcel changes in conjunction with the City Planning Department.
8. Annual analysis of statutorily required and optional property tax exemptions.
9. Completion of assessment roll of all taxable property and delivery to City Clerk’s office before February 1 of the tax year, or other date as established by City Council.
10. Coordination with Clerk’s office of assessment appeals and representation of the City at annual Board of Equalization hearing.
11. Preparation and calculation of sales ratio analysis to ensure current appraisals are in the range as defined by State statute.
12. Accessibility to City staff throughout the tax year to assist in general tax-related inquiries.

CITY-PROVIDED SERVICES, DATA, DOCUMENTS AND WORKSPACE

1. Existing tax roll, legal descriptions, ownership records, permits, and property history.
2. Conference room or another suitable workspace, with full communications capacity.
3. Assessment notice and tax bill mailings; collection of taxes; foreclosure proceedings.
4. Advertising, mailing, forms for exemption applications and appeals.

INSTRUCTIONS AND QUALIFICATIONS

- Submit proposals and questions to Susan Bourgeois at cityclerk@cityofcordova.net.
- Provide compensation for services including all labor, materials, and travel per year.
- Provide desired payment schedule – one schedule (same for each year of contract).
- Provide details of firm experience and qualifications of all staff assigned to this contract.
- Provide details regarding use of subcontractors and/or consultants.
- Provide three client references, along with details of those scopes of work.

EVALUATION CRITERIA

Review committee of City personnel will evaluate proposals based on the following criteria:

- Demonstrated experience performing the scope of work
- Firm qualifications and references
- Personnel qualifications
- Cost

ADDITIONAL CONSIDERATIONS

The City of Cordova reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Cordova and the firm selected.

During the evaluation process, the review committee and the City of Cordova reserve the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

The successful bidder will be asked to sign an agreement which states that ownership of work products rests with the City.

There is no expressed or implied obligation for the City of Cordova to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Such costs should not be included in the proposal.

The City reserves the right to reject any or all proposals or accept the proposal which in its judgment best suits the needs of the City.