

Request for Proposal – Assessing Services
SCHOOLCRAFT TOWNSHIP, KALAMAZOO COUNTY

Introduction

Schoolcraft Township, Kalamazoo County, Michigan, is seeking proposals from qualified firms or individuals to provide professional assessing services ***TO REVIEW & UPDATE RECORDS FOR NEW CONSTRUCTION THAT OCCURRED IN THE TOWNSHIP IN 2022, 2023 & 2024.***

Scope of Work

The successful proposer will be responsible for the following services:

1. **New Construction:** Appraise new construction from 2022, 2023 and 2024 to determine true cash value and establish new property assessments. This is to include building footprint sketch and pictures added to assessment record in BS&A software.

Additional Information

1. The Township will provide office space with desk, chair, desktop computer with BS&A and Apex software.
2. The Township will provide access to all building permits/plans that are available through SCMCCI (Township & Village of Vicksburg) and AGS (Village of Schoolcraft).
3. All assessment files will be the property of and kept at Schoolcraft Township Hall.

Minimum Qualifications

Proposers must meet the following criteria:

- Michigan Certified Assessing Officer (MCAO) certification or higher.
- Demonstrated experience in municipal assessment services.
- Proficiency with BS&A Software, APEX and other relevant assessment software.
- Strong knowledge of Michigan property tax laws and STC guidelines.
- Ability to provide references from municipalities where similar services have been provided.

Proposal Requirements

Interested firms or individuals should submit a proposal that includes the following:

1. **Cover Letter:** Brief introduction and summary of qualifications.
2. **Experience & Qualifications:** Detailed description of relevant experience.
3. **Approach & Methodology:** Explanation of how services will be provided **along with an estimated timeframe for completion.**
4. **Fee Structure:** Proposed pricing and payment terms.
5. **References:** At least three (3) municipal references.
6. **Proof of Insurance:** Evidence of professional liability and workers' compensation coverage.

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Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications
- Understanding of scope and approach
- Cost proposal
- References and past performance
- Compliance with RFP requirements

Submission Details

Proposals must be submitted no later than April 1, 2025 to:

Schoolcraft Township

Attn: Don Ulsh
50 E VW Ave.
Vicksburg, MI 49097
dulsh@schoolcrafttownshipmi.gov
269-649-1276

Proposals may be submitted in hard copy or electronically via email. Late submissions will not be considered.

Additional Information

Schoolcraft Township reserves the right to reject any or all proposals, waive any informalities, and accept the proposal deemed to be in the best interest of the Township. Questions regarding this RFP should be directed to Teresa Scott, Treasurer at tscott@schoolcrafttownshipmi.gov.