

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. The selected contractor will be responsible for maintaining property assessment records and ensuring compliance with all applicable state and local laws and regulations.

Scope of Work

The successful proposer will be responsible for, but not limited to, the following services:

1. **Assessment Administration:** Maintain accurate, up-to-date property records, including residential, commercial, industrial, agricultural and personal property assessments for Real and Personal Property Ad Valorem and Special Act tax rolls. Includes tracking values of tax capture districts.
2. **Assessment Roll Preparation:** Prepare assessment rolls in compliance with Michigan property tax laws.
3. **New Construction:** Appraise all new construction to determine true cash value and establish new property assessments. This is to include building footprint sketch and pictures added to assessment record.
4. **Board of Review Support:** Provide assistance to the Board of Review, including attending meetings as necessary and defending assessments.
5. **State Compliance:** Ensure compliance with Michigan State Tax Commission (STC) requirements.
6. **Public Assistance:** Respond to inquiries from taxpayers, officials, and other stakeholders.
7. **Technology & Reporting:** Maintain assessing software and provide required reports to state and county agencies.
8. **Land Division:** In conjunction with the Township Zoning Administrator, perform land division/combinations as necessary, complying with the State Land Division Act and County and Township procedures.
9. **AMAR:** Assist with the AMAR and advise municipality of standard and recommended actions to ensure the municipality remains in full compliance with the STC.
10. **APPEALS:** Represent the Township in defense of existing and future assessment appeals to the Board of Review, the small claims division of the Michigan Tax Tribunal, and the full Michigan Tax Tribunal, coordinating with the Township attorney as necessary.

ADDITIONAL REQUIREMENTS

1. Minimum of twelve (12) scheduled office working hours per week at Schoolcraft Township Hall.
2. The Township will provide dedicated assessor email address, office space with desk, chair, desktop computer with BS&A and Apex software.
3. All assessment files will be the property of and kept at Schoolcraft Township Hall.

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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.
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.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications (30%)
- Understanding of scope and approach (25%)
- Cost proposal (20%)
- References and past performance (15%)
- Compliance with RFP requirements (10%)

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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.