

# Cumberland County

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## Request for Proposal (RFP)

### RFP# 06-17-2022 General Reassessment of Real Property

DATE OF THIS REQUEST: June 17, 2022

**SEALED PROPOSALS SUBJECT TO THE TERMS, CONDITIONS, AND SPECIFICATIONS HEREIN WILL BE RECEIVED UNTIL WEDNESDAY, JULY 11, 2022 at 3:00 PM, LOCAL PREVAILING TIME (LPT) AT WHICH TIME THEY WILL BE PUBLICLY OPENED, READ, AND MADE A PART OF THE PUBLIC RECORD FOR THE GENERAL REASSESSMENT OF REAL PROPERTY AS DESCRIBED HEREIN AND IN ACCORDANCE WITH THE SCOPE OF WORK.**

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#### Submission:

Offerors must submit 10 originals with the proposal as well as 1 digital copy. Proposals shall be submitted in a sealed envelope. The face of the envelope shall be clearly marked as follows:

**From:** (Offeror's name and address)

**RFP#:** 06-17-2022

**For:** General Reassessment of Real Property

**Due:** July 11, 2022 at 3:00 PM (LPT)

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#### Proposals must be submitted to:

Jennifer Crews, Finance Director  
PO Box 110, 1 Courthouse Circle  
Cumberland, VA 23040  
(804) 492-3563  
[jcrews@cumberlandcounty.virginia.gov](mailto:jcrews@cumberlandcounty.virginia.gov)

**Sealed proposals must be submitted by the date and time stated above or they will remain unopened. No allowance will be made for postmark or error in delivery to incorrect address. It is the sole responsibility of the offeror to ensure timely and correct delivery of proposal to the Finance Department. IMPORTANT – PLEASE NOTE: Not all overnight delivery services guarantee timely next day delivery to this location. Please check with the service you use.**

#### For information relating to this RFP please contact:

Julie Phillips, Commissioner of the Revenue  
Phone: (804) 492-4280  
Email: [jphillips@cumberlandcounty.virginia.gov](mailto:jphillips@cumberlandcounty.virginia.gov)

## I. PURPOSE

The purpose of this RFP is to obtain professional General Reassessment services for Cumberland County, Virginia in accordance with section 58.1-3252 *et seq.* of the code of Virginia. The County will seek to contract with a qualified, licensed real estate mass appraisal firm to perform this work. The successful Offeror shall complete the reassessment of the value(s) of each parcel and structure in Cumberland County to be effective January 1, 2024, and shall prepare such data in form appropriate for inclusion in the tax records of Cumberland County. The successful proposer will be asked to provide the services as stated in the following Scope of Services.

## **II. EXPLANATION OF PROCEDURES, QUALIFICATIONS, AND SCOPE OF WORK**

### **A. General**

Proposals will be accepted in accordance with the information contained in this proposal package. There are approximately 9,436 real estate parcels (9,065 taxable and 371 non-taxable). The last general reassessment was conducted in 2019, effective January 1, 2020. The Commissioner of the Revenue is Julie Phillips (804)492-4280.

### **B. Procedure to be Followed in Selection of Appraisal Firm and Supervision of Work**

The County will follow the process for competitive negotiation under the Virginia Public Procurement Act. The County has an elected Board of Supervisors consisting of five members which has assigned responsibility for evaluating proposals, recommending a suitable firm, and supervising the appraisal firm's work to the Commissioner of the Revenue and the County Administrator. The Board of Supervisors will then vote to award a contract to a qualified proposer. If the County determines, in writing and in its sole discretion, that only one offeror is fully qualified or that one offeror is clearly more highly qualified and suitable than others under consideration, a contract may be negotiated and awarded to that offeror. After a firm is selected to perform the appraisal work, the Commissioner of the Revenue will establish periodic meetings with the official in charge of the firm to ensure that the general reassessment is progressing satisfactorily.

### **C. Qualifications of Potential Contractors**

In order for a proposal to be responsive and for an Offeror to be deemed responsible, a proposal must certify that the Offeror:

1. Possesses a license as a certified general real estate appraiser as defined by Section 54.1-2009 *et seq.* of the Code of Virginia;
2. Has been approved by the Virginia Department of Taxation to perform appraisals of the type defined in the "Purpose and Scope of Work," herein; and
3. Has a working familiarity with the computer systems software and data transfer protocols used by the Cumberland County Commissioner of the Revenue.

During the term of the Contract, the Offeror shall maintain the licenses and approvals referred to above, and its failure to do so shall be grounds for Cumberland County to terminate this Contract in ten days' written notice to Contractor unless within that period the Contractor has re-established said certifications. Offeror will provide documentary evidence of said certifications upon request of Cumberland County. Offeror will notify Cumberland County in writing within three days of Offeror's receipt of notice of the revocation or suspension, or proposed revocation or suspension, of said certifications.

#### **D. Scope of Work**

The appraisal firm will provide, carry out, or comply with the following:

1. Complete a uniform reassessment of all real property located in Cumberland County to include the inventory and valuation of all non-taxable (exempt) properties and the classification of all real property in accordance with State requirements.
2. Appraisals shall be based a thorough study of actual market sales in the County with due consideration given to construction cost, road or river frontage and rental data, where available and applicable. The appraiser agrees to prepare all appraisals at one hundred percent (100%) of fair market value, as required by State law, and in keeping with good appraisal practice for this type of program.
3. Assessors' work must be uniform and comply with generally-accepted appraisal practices, procedures, rules, and standard as prescribed by nationally-recognized professional appraisal organizations such as the International Association of Assessing Officers (IAAO) and applicable Virginia law based on a valuation of real property.
4. The Appraiser would be responsible for producing a sales ratio study. All market sales studies, property surveys, or other data used in the reassessment program shall become the property of Cumberland County.
5. The appraiser will conduct and prepare a Comprehensive Sales Data Report prior to the appraisal of any property in Cumberland County. This report must contain a sufficient number of valid real estate sales or transactions from various Districts within the County. The format must be agreed upon by the preparer and the Commissioner of the Revenue. This Comprehensive Sales Data Report will be the property of Cumberland County.
6. The firm will develop a local manual explaining the method of assessment and codes used as well as their definitions. The manual shall be provided to the Commissioner of the Revenue for use during General Reassessment and, if applicable, an updated manual shall be provided for use after the reassessment is complete.
7. The appraisal firm will visit each property prior to making a market value appraisal. The Cumberland County Commissioner of the Revenue will provide field copies of existing property record cards. The records shall show all information in connection with the construction, age, size, condition, and depreciation of each building or structure, price data, owner's name, address, legal description and map number, and if available, an outline sketch of all major building improvements.
8. Where existing field cards show building sketches, said sketches will be verified in the field for accuracy. Where no sketches exist, the firm will take actual field measurements and enter the information into the County's computer system. The firm will make every effort to collect any descriptive data not presently shown on Cumberland County field cards.
9. On each improved property, the main building will be measured and sketched on the property field card. A new picture will be taken of each main building.
10. The Contractor shall assess manufactured homes (mobile homes) at the same time, in the same manner, and using the same methods as the real estate where it is installed. The Contractor shall compile and provide to the Commissioner of the Revenue a listing of all Singlewide Manufactured Homes, assessed by the Commissioner of the Revenue as Personal Property in Cumberland County. The listing shall include the name of the owner, make and model of manufactured home, size, year built, and physical condition. The listing must also

include the type of foundation, any additional decks with dimensions.

11. In appraising all apartment units, designed or redesigned for such occupancy, the appraiser shall take into consideration appliances and fixtures designated as real property.
12. In appraising farmland and woodland, the appraiser shall identify for the Commissioner of the Revenue the number of acres that are open, wooded, cut-over, swamp-land, tillable, pasture, or forest, and whether the property is commercial or industrial, and the fair market value of each.
13. The Contractor shall be responsible for appraising all new construction through December 31, 2023. New construction will be noted on the field card and closely coordinated with the Commissioner of Revenue. Each partial assessment will be clearly marked for the Commissioner of Revenue with the percentage complete at the time of visit.
14. All appraisals shall be recorded on cards jointly acceptable to the Commissioner of the Revenue and to the appraisal firm. The contractor will convert the appraisal card data to computer-based files on each parcel. The cards shall show all information in connection with the construction, age, size, condition, depreciation, of each building or structure. The cards shall also contain an outline or sketch of all major building improvements. The cards shall also display pricing data for each building along with the owner's name, address, legal description and map number.
15. The Contractor will conduct an interview with the property owner of each parcel if possible. If no one is there, a doorknob hanger will be left informing the individual of the reassessment and requesting the appropriate information. In the event information on the property is refused, a notation will be made on the field card and the property will be appraised on the best information available.
16. The Contractor will keep a record on the property card of each visit, the date, time, name of appraiser and persons interviewed.
17. After completion of the appraisal work, and at a time agreed to by the firm and Cumberland County, public hearings will be held for a period of up to 30 days, and appraisers will be available to all hearings to provide information and/or reviews of appraisals, when requested by owners.
18. The appraisal firm will assist the Board of Equalization in review of appraisals and property, as many days as mutually agreed, but for a minimum of 30 days if requested by the Board of Equalization.
19. If assessments are appealed to the Courts, the appraisal firm will furnish a competent witness, including expert testimony, to Cumberland County, and will cooperate to provide all services necessary to defend the assessment, without additional charge, for any appeal of such assessment.
20. To promote good public relations, the appraisal firm will provide speakers to the Board of Supervisors and other interested groups/parties requesting information on aspects of the reassessment program.
21. It is specifically understood that the contractor shall furnish said witness or witnesses for all

Court Appeals filed within three (3) years from January 1, 2024 without additional cost to the County.

22. The appraisal firm will provide all appraisal personnel and appraisers' supplies. All expenses, such as FICA, unemployment, travel, lodging, meals, etc. will be paid for by the appraisal firm.
23. The Contractor shall appraise, code and provide clerical staff to enter data into County's appraisal system (BAI/Bright and Associates, Inc.) for all parcels, including new construction. A parcel is defined as each line used on the Land Book.
24. The Contractor shall provide supervision of the clerical staff hired by them to ensure that all requirements for completion of the general reassessment are met and to handle citizen inquiries and concerns.
25. All reassessment work will be monitored by the Commissioner of the Revenue. A monthly progress report will be provided to the Commissioner of the Revenue with a copy to the County Administrator. Copies of completed cards (as each map section is worked) will be turned over to the Commissioner of the Revenue to allow certification of payment.
26. Provide at no additional cost to the County any and all information that is requested and is required by §58.1-3331 of the Code of Virginia.

**E. Cumberland County will Provide:**

1. Access to all present real estate records and tax maps, including sketches, plats, tax records, data and information in possession of Cumberland County pertaining to properties covered by these specifications;
2. Any and all forms necessary for the assessment;
3. All postage necessary for the assessment.

**III. TERMS OF PAYMENT PROPOSED**

1. Quarterly invoices will be submitted to Cumberland County, after work as begun, based on the number of parcels appraised.
2. Payment on the invoice shall be made by Cumberland County within 45 days of receipt of the invoice, less a five percent retainage. Full payment of the retainage shall be paid within 45 days of completion of all public hearings and delivery of signed complete real estate assessment books with final totals.

**IV. TIMELINE PROPOSED**

The contractor shall be obligated to meet the following anticipated schedule for the completion of the reassessment:

1. Fieldwork and data entry completed by November 1, 2023.
2. Notices to be mailed to property owners by November 15, 2023.
3. Hearings are to be held beginning November 22, 2023.
4. Board of Equalization hearings are to be held in March 2024.