



## Request for Proposal – Assessing Services

### Requirements

The City of Mt. Pleasant is currently accepting proposals for an individual, partnership or corporation to provide Assessing Services. The City is required to have an Assessor of record that is a certified MAAO (3). This complex position is appointed by the City Commission and reports to the Director of Finance/Treasurer. The contractor works closely with other City departments to develop and maintain accurate and timely property value information for tax purposes, and to serve as a focal point linking many aspects of the City's property-related information systems.

The contractor shall perform, or oversee, all work associated with preparation and certification of, and the accounting for, the City's various property tax rolls. The contractor shall perform all other statutory functions of an Assessor. The contractor shall represent the City in all Michigan Tax Tribunal cases. For large/complex cases, the City will consider retaining legal services to assist in representation. Additionally, the contractor could participate, if they choose to, on the Neighborhood Resources Unit as committee member sharing information and assisting with research as needed by the Fire and Police Departments. In addition to the contractor, the department has one full-time Office Professional and one contracted MCAO who performs residential fieldwork. The daily supervision of the Office Professional and preparation of the department budget will be the responsibility of the Director of Finance/Treasurer.

The required minimum qualifications for the contractor are a Michigan Advanced Assessing Officer (MAAO) Level III Assessors Certificate; formal training in the principals, methods and techniques of real and personal property appraisal and assessment; and extensive knowledge of the laws, rules and regulations governing residential, commercial, industrial, and personal property appraisal and assessment.

### Background

The City of Mt. Pleasant's equalized value is \$487,433,697 and there are approximately 6,859 parcels.

Property Class	Parcel Count	SEV
Residential	4300	\$251,511,671
Commercial	767	190,171,135
Industrial	22	7,744,000
Personal Property	1383	30,586,200
IFT Real	9	2,512,900
IFT Personal	14	4,907,791
Exempt	364	
Total	6,859	\$487,433,697

The city utilizes BS&A software for all assessing, tax and accounting functions. The city will provide the contractor access to BS&A software while in the Mt. Pleasant office and offsite. The contractor will provide any offsite tools and equipment.

Mt. Pleasant is a growing and financially stable community located in the geographic center of Michigan's Lower Peninsula. We are a warm and friendly community dedicated to retaining our small town traditions while building a vital economy. The area population officially stands at 26,016, but can swell to two or three times that number due to special events and the approximate 30,000 daily visitors to the Soaring Eagle Resort and Casino located at the east City limits.

We are also home to Central Michigan University's 27,000 plus students and many of its employees. CMU offers more than 170 programs at the Bachelor, Master, and Specialist Degree levels, as well as their Medical School. Mid-Michigan Community College has a Mt. Pleasant Campus for those who wish to transfer to a university or prepare for a career in health, business or industrial technologies.

Being the home of Central Michigan University, the city is in the unique position of approximately 48% of the land being non-taxable. In April 2011 the City took ownership of the 300 acres from the State of Michigan which was previously used as a center for the developmentally disabled. During 2016 all of the remaining buildings on the property were demolished. The property is now ready to be marketed to increase the tax base and/or create jobs in the City.

### **Proposal Specifications**

**To be considered for this contract, please submit ALL of the following by 1:30 p.m. April 28, 2017:**

1. Letter of Interest;
2. Resume;
3. Plan for contract including, expected time in Mt. Pleasant office and access while not in Mt Pleasant;
4. Expected compensation (either per parcel, per month, per assessment roll, per hour at Tribunal)
5. Expected length of the contract;
6. Any other expectations of the City in the contract including sample contract, if available

### **Submit these materials to:**

City of Mount Pleasant  
Finance Director/Treasurer  
320 West Broadway Street  
Mt. Pleasant, MI 48858  
Phone: 989-779-5381  
Fax: 989-779-5317

**By email:** [mkornex@mt-pleasant.org](mailto:mkornex@mt-pleasant.org) A confirmation receipt will be e-mailed within 12 hours of receipt.

Proposals will be evaluated by City staff. City staff will conduct interviews of contractors during the week of May 8<sup>th</sup>. It is anticipated a recommendation will be made to the City Commission at the May 29<sup>th</sup> or June 12<sup>th</sup> meeting.

The City of Mt. Pleasant reserves the right to accept or reject any or all proposals, to waive any irregularities in the proposals, and to select the proposal considered most advantageous to the city.

Any questions regarding this request can be directed to Mary Ann Kornexl, Finance Director/Treasurer 989-779-5381.