

Question and Answers for Assessment Services RFP

The following are the answers to all questions submitted before November 9, 2023, regarding RFP #23-001 for professional service: statutory assessor, revaluation, and maintenance services issued on October 13, 2023.

Here are the questions and answers in no particular order:

- **Why are you looking for a new assessment services provider?**

Our current assessment contract concludes on December 31, 2023. As part of our standard process, we are conducting this process to ensure that the City continues receiving high-quality service at the best price.

- **Who is your current assessor, and how long have they provided you with assessment services?**

Accurate Appraisal, LLC has been our assessor since February 2022.

- **What is your current contract or budget amount for assessment services?**

Approximately \$210,000 per year.

- **If contracted, please provide a copy of the current contract and any other proposals you have received.**

The current contract is attached (to the email message). Responses to this RFP cannot be provided at this time.

- **When was the last onsite inspection revaluation, and did it include interior inspections?**

We are uncertain; however, we believe the last full revaluation (including interior inspections) was done at least 30 years ago.

- **Has the city historically conducted annual 10% full inspections as requested?**

No

- **What software program does the building inspection department use?**

BS&A

- **Are all permits, blueprints, and floor plans digital and available to download?**

Yes. All permits, blueprints, and floor plans are digital as of 2021 via BS&A.

- **Does your building inspection department have an online portal that can be accessed offsite?**

The contracted assessor will have access to BS&A, where the permits and digitized documents can be found.

- **How many building permits are issued each year, and please provide some guidance on what types of permits are given (providing annual reports for the last three years would be appreciated).**

	2021	2022	2023 (as of Nov 1)
New Single-Family Homes			
# of permits	68	60	20
Valuation	\$30,167,751	\$27,948,671	\$13,610,194
New Multiple Family Buildings			
# of permits	3	1	7
Valuation	\$2,122,000	\$2,982,333	\$17,888,885
New Commercial/Industrial			
# of permits	6	6	1
Valuation	\$7,984,145	\$113,273,858	\$100,000
TOTAL All Building Permits (includes additions, remodels)			
# of Permits	3213	3274	1815
Valuation	\$72,243,529	\$214,195,741	\$87,592,038

- **How many new residential homes have been built yearly or over the past three years?**

About 60. See chart above.

- **How many new commercial buildings have been built yearly or over the past three years?**

About 13. See chart above.

- **Any new subdivisions anticipated over the next two or three years?**

Yes, we anticipate the following developments:

Cape Crossing: 130 single-family lots. The final plat for phase 1 was approved. The final plats for phases 2 & 3 are anticipated.

Woodfield Trail: 13 dwelling units (du). The special use and condominium plat are under review.

Tess Creek Estates: 17 single-family lots. The final plat is approved; however, this has not been recorded yet.

- **Any new business or industrial parks over the next two or three years?**

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- **Any large development projects expected or planned within the next three years?**

Yes, we have the following expected large developments:

Carma Laboratories' new global headquarters. This development comprises 195,000SF manufacturing space and 30,000SF offices to support the business.

Pothes General. PDD approved a maximum of 500 du and 100,034 SF commercial floor area.

Vitalogy. PDD is under review. The proposal is for a maximum of 558 du and 66,211 SF of commercial floor area.

- **The RFP states you have three mobile home parks subject to monthly parking permit fees; how many sites are in each park?**

The RFP incorrectly stated there are three mobile home parks. We have only two. One park has 52 lots, and the other has 100 lots.

- **What property records do you have for each site, pictures of improvements, sketches, property attributes, and measurements?**

All of the information that appears on the PA-500 should be available. However, it has not been confirmed, and the quality of the records has not been measured, which is why it is an item in the RFP.

- **Do you have any pending or reoccurring assessment appeals in circuit court?**

No, none at this time.

- **Please provide me with the actual parcel counts if easily available (source 2023 PDF Real Estate Assessment Roll).**

We have 13,441 real estate tax bills, including a couple hundred exempt properties.

- **In the Summary of Needs section for 2024, item #5 mentions "updating legal descriptions". Is the City requesting a review of all 13,000+ parcels' legal descriptions?**

The City of Franklin Assessor is responsible for the accuracy of the legal description for each parcel. Existing legal descriptions are believed to be correct. We are not expecting a review of all legal descriptions.

- **In the Summary of Needs section 2024, item #7, please clarify the meaning of "re-appraisal as needed."**

If, after fully inspecting each property at or near the time of sale, property attributes need to be updated, the property may need to be revalued if any of the property attributes updated also affect its assessed value.

- **In the Summary of Needs section for 2024, please clarify the difference between item #9 and item #15. One mentions a 10% inspection, and the other 5%.**

10% of all properties should be fully inspected each year. An analysis measuring the accuracy of the property record needs to be done with a sample size of at least 5%. Since 10% of the properties are being fully inspected, the sample size could be as large as 10%, assuming no outliers are excluded from the analysis. The 5% minimum sample size is confusing because the sample size should be near 10%, as most data points will be included.

- **In the Summary of Needs section for 2024, item #5, please explain what is meant by updating “ownership rights.”**

If a property has only one owner, that owner will have full rights to the property. However, if a property has multiple owners, each owner may have different rights. For example, in a land contract, one owner has the full rights, less the right to transfer the title, while the other owner retains the right to transfer the title until the land contract is satisfied but has no other rights to use the property.

- **In the Summary of Needs section, there is no mention of a revaluation or Intermarket update in 2024, 2025, or 2026. Does the City desire interim market updates, also called annual revaluations, for each year?**

2024 will require all properties to be revalued using professionally accepted mass appraisal techniques. In other words, values must be assigned by running property attributes through computerized valuation models. 2025 and 2026 will be maintenance years.

- **In the Summary of Needs section, there is no mention of desired on-site office hours. Does the City have a preference or desire for on-site hours?**

No on-site hours are being requested at this time. The City prefers to spend its limited resources doing more fieldwork.

- **In the Detailed Requirements section, item #6 (Data Conversion Cost), would the city be open to an alternate conversion suggestion and include that cost in the base fee?**

The City would be interested in alternatives, but the costs must be separated from the other items in the proposal.

- **In the Detailed Requirements section, item #7 (Finding Problems with Data Conversion), would the city be open to other suggestions on post-version property data cleanup and also including that fee in the base cost?**

The City would be interested in alternatives, but the costs must be separated from the other items in the proposal.

- In the Detailed Requirements section, item #8 (Accurate Parcel Identifications), is the City requesting a review of legal descriptions for all 13,000+ parcels?

Existing legal descriptions are believed to be correct. We are not expecting a review of all parcels.

- In the Detailed Requirements section, item #9.3, is it the expectation that the appraiser/assessor will take new images of all property in the city, or are existing images acceptable to use?

New photos should be taken as parcels are re-inspected.

- In the Detailed Requirements section, item #10.1 (Looking for further specification on “audit the property records”), what is the number of parcels and depth of information being audited?

We are looking for a computerized audit to identify any problems with our property records that a computer can find. Essentially, this is a quality control item.

- In the Detailed Requirements section, item #10.3, how is this sampling determined? Does “measure the accuracy of all” mean analyzing the accuracy of all property record cards based on what was found on the 10% of properties inspected?

Yes.

- In the Detailed Requirements section, item #11 (Sketch All Buildings), is “all buildings” referring to all main structures (dwellings and primary commercial buildings), or is the City looking to vector detached buildings as well? Is the city open to other alternatives to incorporate existing sketches?

Only the main structures should be initially re-sketched on a time and materials basis. Detached structures should also be sketched but only as properties are re-inspected.