

13. CONSIDERATION OF A CONTRACT FOR GENERAL REASSESSMENT SERVICES

As discussed last month, our evaluation panel, which consisted of Supervisors Felts and Young, Hunter Darden, III and Bruce Phillips representing the Board of Assessors, Amy Carr and me, interviewed all four (4) of the companies that submitted proposals for general reassessment services.

Each firm was evaluated based upon the criteria contained in our RFP, which included professional qualifications, skill and experience, a demonstrated knowledge of local conditions, the ability to meet our schedule, and price. After interviewing all four firms, the committee short-listed two for further discussion and refinement of scope of work and price.

After considering all factors mentioned above, the committee reached unanimous consensus and recommends that the County contract with Wingate Appraisal Service for the work at a total price of \$221,500. You may recall that we budgeted \$180,000 in FY 2011 – whereas the project spans two fiscal years, the balance will need to be included in the FY 2012 annual budget.

Attached for your consideration, please find a proposed agreement. The agreement provides that Wingate Appraisal Service will visit and verify all main structures covered in the last general reassessment and re-measure twenty percent (20%) of them to confirm accuracy. In addition they will measure and sketch all improvements constructed since the last general reassessment.

In lieu of a performance bond, we have agreed to withhold 15% retainage from all monthly billings. Work is expected to begin by September 30 and all appraisals are expected to be completed by October 31, 2011.

MOTION REQUIRED: A motion is required to authorize the County Administrator to execute the attached agreement for general reassessment services.