

**Town of Fenwick Island**  
**FY 2019 General Revaluation Project Specifications**  
**RFP for Appraisal Services**

**The 2019 Property Tax Revaluation (“Revaluation Project” or “Project”) will include:**

1. The Company will reappraise all properties located within the corporate limits of the Town of Fenwick Island, Delaware (the “Town”). At the present time, the estimated total number of tax parcels are 812 of which 788 are improved and 24 are unimproved. Approximately 46 properties are designated as commercial parcels.
2. The Company shall make a personal inspection of each real estate parcel of real estate in the Town (and/or existing Town records of the property), including all improvements, structures, or other elements of value located thereon. The Company will prepare field appraisal cards (pdf files) and other records as are necessary to agree with the certified assessment roll in its final form.
3. The Company shall base the appraisals on a thorough study of recent market sales of comparable properties within the Town and general real estate market, with due consideration given to cost data, when available and applicable. The Company will perform two studies prior to establishing the Fair Market Value for each parcel to be appraised: a Sales Data Study and a Construction Cost Study. At the completion of the Project, this data shall become the property of the Town and a report that outlines the factual findings of the two studies will be made to the Town.
4. The Company shall complete its field work on or before March 31, 2019 with all review hearings and other work necessary to complete the Project pursuant to Town of Fenwick Island Charter Section 24 A-1 (attached). Appeals of revaluation will need to be completed in the month of July per Town Charter. Provide a tentative outline of the time frame for completion of:
  - a. Sales Study
  - b. Field Inspection
  - c. Notice Preparation
  - d. Hearings
  - e. Book Preparation/Signing
5. The Company will provide a qualified representative for consultations with the Town Council sitting as the Board of Revisions and Appeals for the appeals process as provided for in the Town’s Charter and court testimony as needed.
6. The Company will use qualified personnel, and the individual responsible for placing the actual value estimates on the Town’s tax parcels will be a qualified and Delaware Licensed Real Estate Appraiser, fully experienced with the particular type of property being appraised. It is specifically agreed that research assistants and data collectors may be used for measuring and inspecting properties or gathering any other information deemed necessary by the Company. The Company will provide the Town a list of all persons to be employed on the Project. The Town may require the Company to

remove any person from the Project who is guilty of misconduct and any such person so removed shall not be used again on this Revaluation without the Town's written consent.

7. The Company shall carry public liability and workers compensation insurance, to save the Town and its officials harmless from all claims, demands, actions or judgments of any kind brought or recovered against the Town by reason of any act of the Company in the performance of the general reassessment. The Company must submit a copy of the Certification of Insurance to the Town.
8. The Company's Field Appraisers will visit each property in the Town, as necessary, to complete the Town-wide reassessment. On those properties having improvements listed on the existing property card, the appraiser will verify the information previously collected and make the appropriate corrections and adjustments as necessary. On properties with new or previously omitted structures or improvements, a more complete inspection will be made. All interior and exterior information will be obtained and the structure measured and sketched. When no adult person is located at the property, a questionnaire will be mailed to the address on record with the Town requesting the owner to respond with the necessary information by either calling or mailing the questionnaire to the Company. In the event information is refused or withheld by the owners, a notation will be made on the field card and the property will be appraised based on the best information available at the time. On each improved property, the main building will be sketched (not necessary to scale) if the square foot area of the structure is a factor, a notation will be made on the field card, and a lump sum value will be appraised for the building. The Company will confirm the 911 address if it is displayed on the property. The appraiser will digitally photograph all major buildings and structures while visiting the property. Commercial properties shall be handled in the same manner as residential properties. Buildings and structures will be accurately measured with a complete description listed for each. The basic cost data shall be applied to existing construction for the determination of accurate and consistent replacement cost less any physical depreciation or functional or economic obsolescence. In addition, market data will be used where applicable and available to assist in appraising such properties.
9. The Company will work closely with the Town staff to clarify any substantial mapping errors that may be discovered.
10. The Company will provide all clerical support needed to complete the Project.
11. The Company will provide all office supplies (e.g., paper and envelopes) to print and mail the change of assessment notices. The Town will provide postage for the mailing of the change of assessment notices. The Company may request that the Town prepay for the anticipated cost of postage for the change of assessment notices and agrees to provide the Town with a detailed accounting of all postage expense.
12. The Company will submit quarterly invoices for the number of parcels appraised throughout this Project that have not been previously billed to the Town.

13. The Company will create a computer database, which will have data search capabilities and a report writer, and can be exported to an Excel file, which will contain the following information for each tax parcel:
  - a. Fenwick Island tax parcel number (PIDN)
  - b. Sussex County tax parcel number
  - c. Street address
  - d. Owner's name
  - e. Lot dimensions or size
  - f. Improvement dimensions and sketches
  - g. Assessed Value – for land and improvements and a combined total
14. After the completion of the field work, the assessor will meet with property owners for reviews of the assessments. Thereafter, appearance by a representative of the Company will be required at the Annual Tax Appeal Day before Town Officials, or in the event of an appeal of an assessment to the appropriate court. In the event of a court appeal, the Company will furnish competent witnesses and supporting evidence at no additional cost to the Town for three years after the completion of the general reassessment.
15. The Company will furnish the Town copies of all field cards and other data for review and will assist the Town staff with any field or office review necessary for accurate assessment data.
16. The Company shall endeavor to promote good relations with all Town residents, business owners, and staff during the general reassessment. The Company shall furnish speakers to acquaint the public with the reassessment process upon request by the Town until fieldwork is complete.
17. The Company shall provide a list of recently completed general reassessments and the appropriate contact persons as references (minimum of three required).
18. The Company shall not discriminate against any employee because of race, religion, color, sex, disability or national origin. No employee of the Town of Fenwick Island shall share or benefit from any contract between the Company and the Town.

**The Contract for Three Year Annual Assessment Maintenance Services will include the following:**

Annual Process	Completion Date
Assessment List	1 <sup>st</sup> Monday in May of each year
Assessment Update Notice Mailing (for properties with current year updates)	1 <sup>st</sup> Monday in June of each year
Posting of Assessments	1 <sup>st</sup> Monday in June of each year
Appeal Hearings	Month of July of each year
Final Values/Certified Tax Roll to Town	July 21 <sup>st</sup> of each year

1. Updating of the computer database to include the following:
  - a. Updated valuations resulting from the following:
    - improvements that have been made (building permits)
    - new construction (certificate of occupancy)
    - demolitions (building permit)
    - annexations
    - subdivisions
    - combinations (merge lots)
    - property sales/transfers
  - b. Changes in owner's name and mailing address as have been provided by the Town.
2. The Company will provide updated assessment cards via pdf file for each parcel that has been changed since the prior update.
3. The Company will provide summary reports in Excel to the Town needed to update and reconcile its MCSJ Tax Billing system that include, among other things, the following details:
  - a. Fenwick Island tax parcel number (PIDN)
  - b. Sussex County tax parcel number
  - c. Old Assessed Value for land, improvements and total
  - d. New Assessed Value for land, improvements and total
4. The Company will provide an updated listing needed for the annual posting of the assessment list that, in accordance with the Town's Charter, must be made available for inspection by property owners no later than May 31 of each year. This listing must be sorted alphabetically so that a property owner can easily locate the assessed value for his/her property.
5. The Company will provide a qualified representative to meet with the Town's officials for the annual appeals process as provided for in the Town's Charter subsequent to the annual posting of the assessment list.

6. After the completion of the annual hearing(s), a final assessment list/certified tax roll will be provided by the Company by July 21<sup>st</sup> for use in preparing the Town's annual property tax bills for the fiscal year beginning August 1 of each year.

**The Town of Fenwick Island will provide the following:**

1. Copies of existing assessment files and a current property list.
2. Office space for the duration of the Revaluation Project, including phone service.
3. Cost data, building permit information, sales data, or other information that may be helpful to the Company.
4. Monthly information on building permits, certificate of occupancy, property sales/transfers, annexations, subdivisions and combinations for the Company's use in updating the assessment database.

All Proposals must be presented on the official "Town of Fenwick Island Reassessment Project Cost Proposal" form, which is attached to this document.

The Town of Fenwick Island reserves the right to request additional information from bidders and the right to reject all Proposals. Although the selection will be based on the cumulative four criteria consisting of: (1) Qualifications of the Bidder, (2) Technical Proposal Content, (3) Quality of Service, and (4) Price; the Town reserves the right to select the bidder that best meets the needs of the Town.

Please contact Teresa Tieman, Town Manager, at (302) 539-3011, ext. 6, or by e-mail to [townmgr@fenwickisland.org](mailto:townmgr@fenwickisland.org), if you need additional information or have any questions regarding this Proposal.

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October 2018

**TOWN OF FENWICK ISLAND REASSESSMENT PROJECT COST PROPOSAL**

Cost per parcel \$ \_\_\_\_\_  
Total Cost based on 818 parcels \$ \_\_\_\_\_

**THREE YEAR ANNUAL CONTRACT COST PROPOSAL**

Cost per parcel:

New Dwelling \$ \_\_\_\_\_  
Addition \$ \_\_\_\_\_  
Demolition \$ \_\_\_\_\_  
Annexation \$ \_\_\_\_\_  
Land Split \$ \_\_\_\_\_  
Parcels Combined \$ \_\_\_\_\_

Cost per day:

Commercial/Industrial Construction \$ \_\_\_\_\_  
Annual Maintenance of Database per parcel \$ \_\_\_\_\_

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_