



RIDGEWAY

208 Jarvis Street | Suite A | Ridgeway, WI 53582

Iowa County, Wisconsin

REQUEST FOR PROPOSALS TO PROVIDE ASSESSMENT SERVICES

The Village of Ridgeway invites proposals to provide annual assessment services for the period of January 1, 2024 to December 31, 2027. The proposal should also include services to conduct a possible revaluation during the three-year period.

Village information:

The Village of Ridgeway is located in Iowa County with a 2022 estimated population of 644.

The 2023 assessment includes the following:

- | | |
|--|--------------|
| • Residential | 306 |
| • Commercial | 30 |
| • Agricultural | 19 |
| • Personal Property | 19 |
| • Total Parcels | 395 |
| • Total Improved | 318 |
| • Assessed Value (2023) | \$42,003,500 |
| • Assessment Ratio (2022) | 0.73187 |
| • There is currently one (1) active TIF districts. | |

Obligations of the Village:

The Village will perform limited clerical services to assist the assessor including:

- Answer general correspondence concerning assessment related inquiries that Village staff is capable of answering. Provide information as to how to contact the Assessor by mail, fax, e-mail or telephone.
- Provide copies of all building permits and commercial plans, previous assessment rolls and records as requested at no cost.
- Publish public notices at appropriate times during the assessment and revaluation process.
- Provide adequate work space for assessment personnel for office hours, if necessary.
- Provide the name, address of the owner and the block and lot number, size or other identifying description of each parcel to be appraised.
- Maintain current Village map including lot sizes, parcel numbers, and addresses.
- Provide access to the office during normal Village Municipal hours: 8:00 a.m. to 4:30 p.m. Monday through Thursday and 8:00 am to 12:00 pm Friday.

Scope of Work – Assessment Services



RIDGEWAY

208 Jarvis Street | Suite A | Ridgeway, WI 53582

1. Assessor will perform all of the work required to properly and professionally assess the real and personal property of the Village in accordance with applicable Wisconsin State Statutes.
2. Assessor will review and assess all properties that were under partial construction as of January 1st of the previous year.
3. Assessor will review and assess new construction as of January 1st of the current year.
4. Assessor will mail out state approved forms to all holders of personal property in the Village, audit the returned forms and place the new values in the assessment roll.
5. Assessor will account for all buildings moved, destroyed or demolished.
6. Assessor will create new property record cards for all parcels created from parcel splits and new plats. All property record cards shall be updated as needed.
7. Assessor will correct legal descriptions as needed.
8. Assessor will record assessment data, prepare appointment mailers, stuff envelopes and mail notices and schedule and reschedule appointments as necessary.
9. Assessor will mail the notices of changed/increased assessments.
10. Assessor will be responsible for completing the real estate and personal property assessment rolls.
11. Assessor will stay informed about zoning changes, conditional use permits, and other municipal decisions that impact value. Assessor will also stay informed about court decisions, Department of Revenue advisories, and other governmental decisions that impact value.
12. All data and programs will become the property of the municipality.
13. Assessor will have office hours as mutually agreed to between Assessor and the Village, if necessary.
14. All office supplies, postage and other supplies necessary to perform the duties of the contract shall be provided by the Assessor.
15. Assessor will conduct Open Book sessions in accordance with Wisconsin State Statutes. Property owners will be given sufficient notice of changes in assessment and will be provided the opportunity to meet with the Assessor to discuss changes. The assessment roll will be available for public inspection prior to the Open Book session.
16. The Board of Review will be conducted prior to June 30th except for the year of the revaluation, or as approved by the Village Clerk.
17. Assessor will attend the Board of Review meetings and testify under oath while defending the Assessor's valuation and work products. In the event of an appeal to the courts, it is agreed that the Assessor will be available to furnish expert testimony in defense of any of the assessed values.
18. Assessor will be responsible for providing the Wisconsin Department of Revenue with final reports and TIF report per DOR regulations – the Assessor shall provide the Village a draft copy of final reports and TIF reports to be reviewed prior to their submittal to the DOR.
19. Assessor will provide a phone number for Village officials and residents to contact Assessor during regular business hours, Monday through Friday, and shall return calls within twenty-four (24) hours.
20. The assessment records are public records, which are subject to the provisions of the Wisconsin public records law and are the property of the Village. Assessor will maintain the assessment records in a format accessible by the public and will promptly and without delay comply with proper open records requests under the Wisconsin Public Records Law. The Village's data is currently maintained using Market Drive. The choice of assessment software is up to the assessor, subject to acceptance and approval by the Village. (Computer records should be updated within fourteen (14) days of the final adjournment of the Board of Review.)
21. Assessor will place the computer property assessment records on its own website with a link provided to it from the Village's website within six months of commencing the contract.



RIDGEWAY

208 Jarvis Street | Suite A | Ridgeway, WI 53582

22. Assessor will be available by phone to provide information to Village staff as needed and return phone calls within twenty-four (24) hours.
23. Assessor will also perform all other duties incidental to the normal duties of Assessor.
24. The assessor shall communicate openly and in a timely fashion with the proper Village personnel and the public in the handling of all appeals to ensure the Board of Review has all available information to render its decisions. The assessor is expected to present a positive professional image in both dress and conduct while interfacing with Village staff and the public, especially during the appeals process. All assessor personnel shall carry proper photo identification to assure the public of their identity and purpose of gaining access to private property.
25. The assessor shall update market values on Village owned land and public buildings. Said information obtained shall be used for insurance purposes, depreciation and to establish lease values.
26. Assessor, as the Contract Assessor, shall be responsible to fulfill the duties of the statutory Assessor and all other duties incidental to the normal duties of Assessor.

Scope of Work – Revaluation Services:

The Revaluation, if determined necessary by the Village Board, is to be completed at a mutually agreed upon time with the Village. The Assessor, having familiarized himself/herself with the local conditions affecting the cost of the work to be done, and the Standard Specifications for the Revaluation of all Real and Personal Property in the State of Wisconsin pursuant to Chapter 70, Wisconsin State Statutes, will perform everything required to be performed, and to complete in a professional manner, all the work required to be completed, to revalue all Real and Personal Property within the Village in accordance with all the applicable Wisconsin State Statutes.

1. The Assessor will complete all revaluation work in a timely and professional manner in compliance with Wisconsin State Statutes and with Volume 1 of the Wisconsin Property Assessment Manual. The Assessor will complete a market update in line with current sales for all properties in the Village.
2. For the valuation of personal property, the Assessor will follow the procedures outlined in Volume 1 of the Wisconsin Property Assessment Manual.
3. The Assessor will reconcile existing property record card data with data maintained in the Assessor's mass appraisal software program.
4. The Assessor will review all recent property sales, perform an outside inspection to verify property attributes, and take digital color photographs of all current sales.
5. The Assessor will perform sales analysis to determine value trends and help to build a valuation model specifically for the Village.
6. The Assessor will apply new valuation model to existing property record information to arrive at a new assessed value for all property in the Village.
7. The Assessor will individually review each property to insure a fair and equitable assessment.
8. The Assessor will mail new notices of assessment along with a letter explanation to all property owners.
9. Prior to the Open Book hearing period, a time for public inspection of the proposed roll will be allowed. The Open Book period should be scheduled to comply with appropriate Statutes and ensure notice to affected properties.
10. The Assessor will hold a sufficient number of "Open Book" meetings with taxpayers allowing enough time for those taxpayers wishing to ask questions or provide evidence supporting a different value.



RIDGEWAY

208 Jarvis Street | Suite A | Ridgeway, WI 53582

11. The Board of Review for the revaluation period will be scheduled at the mutual convenience of the Assessor, Board of Review, and the Village Clerk.
12. The Assessor will attend “Board of Review” to provide testimony supporting the assessment.
13. The Assessor will defend assessed values should a taxpayer challenge their assessment after the board of review at no additional cost to the Village.

General Quotation Requirements

1. Proposals must include no more than twenty (20) pages, 8 ½ inches by 11 inches.
2. All quotations must identify the firm name, address and specific assessment services experience in Wisconsin. The proposals should also include the names, educational background and municipal assessment experience of the person or persons to be assigned as the Village’s point of contact for the work to be performed.
3. Assessor is to provide a list of municipal references for which the Assessor has provided assessment services and revaluation services. An explanation of how the Assessor would deliver the services requested and inclusion of a timetable for delivery and completion of the revaluation shall also be submitted.
4. A detailed resume of the person or persons to be assigned as the Village’s primary contact for work to be performed should be submitted.
5. All work shall be accomplished in accordance with the provisions of the State of Wisconsin and in full compliance with the rules and regulations promulgated by the Wisconsin Department of Revenue.
6. The proposals should also identify any and all contractual requirements that the bidder has.
7. All personnel providing assessment services shall be currently certified in compliance with Wisconsin State Statutes and Administrative Rules of the Department of Revenue for the type of properties in the Village of Ridgeway.
8. Bidders are advised to carefully inspect the community, the entire records and facilities of the Village of Ridgeway and examine the above referenced specifications for the proposed work and judge for themselves the circumstances affecting the cost of the work or the time requirement for its completion. Failure to do so will not relieve the successful bidder of the obligation to furnish and perform the work, to carry out the provisions of the contract and to complete the contemplated work for consideration set forth in this RFP.
9. The successful bidder is not permitted to assign, subcontract or transfer the work of providing assessment services, without the prior written approval of the Village.
10. Assessor shall maintain insurance coverage to protect against claims, demands, actions and causes of action, arising from any act or omission of the Assessor, his/her agents and employees in the execution of the work. Certificates of insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the municipality. The Village of Ridgeway shall be named as an additional insured.
11. The proposals will be reviewed and awarded to the Assessor whose quote is the most responsive to the solicitation and is the most advantageous to the Village of Ridgeway, considering experience, knowledge, demonstration of a high level of accuracy in assessment work for municipal clients, high level of customer service to property owners as well as municipal clients and other factors. The conditions enumerated in this request for proposal will form the basis for the agreement which the Village will enter into. The final agreement will be modified upon selection and will be subject to review and approval by the Village Board.
12. Submit any additional information that is pertinent to the RFP.

Inquiries

Inquiries about this RFP should be directed to:

www.ridgewaywi.gov | Phone: (608) 924 – 5881 | info@ridgewaywi.gov

THE VILLAGE OF



RIDGEWAY

208 Jarvis Street | Suite A | Ridgeway, WI 53582

Hailey Roessler, Clerk/Treasurer
Village of Ridgeway
208 Jarvis Street
Suite A
Ridgeway, WI 53582

Phone: 608-924-5881

E-mail: clerk@ridgewaywi.gov

Submission Instructions

The Village reserves the right to request additional written or oral information to supplement all written statements of qualifications or proposals. Interviews and presentations are anticipated and will be on an invitation basis.

Submit an original and an electronic copy by **August 1, 2023**.

Right to Reject

The Village of Ridgeway reserves the right to reject any and all proposals and statements of qualifications and accepts no responsibility for the cost of proposal preparation.