



**CITY OF SPRING LAKE PARK, MINNESOTA
REQUEST FOR PROPOSALS (RFP)
CITY ASSESSOR SERVICES**

The City of Spring Lake Park is requesting proposals from qualified professional assessors to provide contracted local valuation and assessment services. The City expects to select an assessor/company who will enter into a three year contract for services. Detailed information concerning the city's needs is outlined below. The City of Spring Lake Park will select the assessor or firm that best meets the needs of the city.

Community Background

The City of Spring Lake Park, incorporated in 1953, is located in Anoka and Ramsey Counties. The City encompasses approximately 2.2 square miles with a population of approximately 7,430. The City is bordered to the south and west by Fridley, the north by Blaine and the east by Mounds View. Transportation corridors serving the City include State Trunk Highway 47 (University Avenue), State Trunk Highway 65 (Central Avenue) and Anoka CSAH 10. The City is primarily residential, though it does have a number of small commercial/industrial enterprises. While the City is nearly fully developed, there is one vacant commercial parcel remaining. The City also anticipates future redevelopment projects to occur over the next five to ten years.

As of January 2, 2022, there were 2,445 real property parcel/accounts in the Anoka County portion of the city, including:

- 2035 residential parcels
- 91 non-taxable parcels
- 153 commercial and industrial parcels
- 158 apartment/nursing home/manufactured housing parcels
- 8 personal property accounts (billboards/cell towers)
- 4 split parcels.

Ramsey County handles the assessment for the parcels in the City within its jurisdiction.

The City's current assessor, Ken Tolzmann, has announced his intention to retire at the end of the current 3-year assessment agreement, ending December 31, 2024.

Service Description (Assessing Services)

The minimum designation from the Minnesota Board of Assessors required for the position is Senior Accredited Minnesota Assessor.

The selected assessor will perform the following duties:

- A. Appraise and classify all real and personal property located within the Anoka County portion of the community.
- A. Assign or change classifications based on actual use of properties.
- B. Physically inspect all properties within the city at least once every 5 years and update property data as necessary.
- C. Inspect and review properties for which permits were issued in the current year and any partial assessments from previous years and update property data as necessary.
- D. Process all Certificate of Real Estate Value documents (eCRV's). This includes check for accuracy, make corrections when necessary, analyze sales data and make determination if sale is included in or excluded from annual sales study.
- E. Analyze local sales data and determine the effect on the estimated market values. Increase or decrease values according to state guidelines.
- F. Determine initial and continuing eligibility for special programs such as the Disabled Veteran Homestead Valuation Exclusion.
- G. Provide value and ownership information to residents, developers, real estate professionals, title companies and other interested parties.
- H. Coordinate and participate in tax assessment litigation. Serve as a witness in court cases when required.
- I. Attend Open Book Meetings either in person or virtually. Make all necessary review appraisals. Provide a packet to the City Council which will contain a brief analysis of the real estate market for the current assessment year for said district. Attend a City Council meeting once per year to present on and answer questions about the provided packet.
- J. Coordinate and integrate the local assessment function with Anoka County.
- K. Perform other responsibilities as required by the City.

Proposal Contents

Please provide the following:

- A. The identity of each person who will be supplying services to the city and a description of his/her experience and the assessor licenses he/she holds.
- B. A brief history of the firm, including, but not limited to size, specialty areas, and a description of the firm's experience working with municipal clients.

- C. Name and telephone number of three client references.
- D. A description of any conflicts or potential or perceived conflicts of interest that would arise from providing services to the City.
- E. A detailed description of any and all fees, costs, expenses and other charges being proposed. The City is interested in either a fixed price contract or a contract based on the parcels assessed annually.
- F. Documentation of current insurance coverage and limits, including professional liability insurance.
- G. Any other information that would be helpful to the City to better understand the proposal or the firm.

Proposal Evaluation Criteria

The City will evaluate proposals based on the needs of the City. The following criteria will be used in evaluating each proposal:

- A. Compliance with specifications.
- B. Ability to provide strong administrative support to City and all relevant stakeholders.
- C. Cost.
- D. Experience and Qualifications.

Additional Information.

- A. Responses must provide complete information as described in this request. Response shall be submitted by **4:00pm on Monday, April 15, 2024** to the following email address: city@slpmn.org. The proper representatives of the firm must sign the proposal. All proposals shall become the property of the City. The City may, at its option, request an oral presentation prior to selection. Notification will be given if such meetings are required. The tentative date for City Council review is Monday, May 6, 2024.
- B. The City reserves the right to request clarification on the information submitted and to request additional information on one or more applicants.
- C. The selected assessor shall not subcontract or assign any interest in the agreement, nor shall transfer any interest in the same without the City's consent.
- D. All costs associated with the preparation of a proposal in response to this RFP shall be the responsibility of the assessor or firm submitting the proposal.

- E. This is a request for proposal and the City reserves the right to negotiate with any party and on any matter and to select an assessor based on any combination of criteria deemed appropriate by the City. The City is not obligated to award the contract based on cost alone.
- F. The proposal should not contain non-applicable promotional materials and should include only that information that is intended to address the information requested in the RFP.
- G. The selected assessor or firm will be required to enter into an appropriate written agreement with the City regarding the services to be provided.

Please direct all inquiries regarding this RFP to Daniel Buchholtz, Administrator, Clerk/Treasurer at 763-784-6491 or at city@slpmn.org.