

**City of Lake Elmo**  
**Request for Proposals to Provide Assessing Services**  
**For the City of Lake Elmo, Minnesota**

**Section 1. Introduction and Term of Contract**

The City of Lake Elmo is requesting proposals for a contractual assessor for a term of 3 years beginning January 1<sup>st</sup>, 2014 and ending December 31<sup>st</sup>, 2016, with an option to renew for an additional 3 year period based on satisfactory annual reviews. The assessor will be responsible for performing fair and equitable assessments of real property within the City. Contracts may be renewed at the discretion of the City Council. Currently the City of Lake Elmo has a total of 3246 parcels comprised as follows:

- Residential - 2,530
- Agriculture/RVL - 105
- Commercial/Industrial - 352
- Exempt - 21
- Vacant – 238

Per the City of Lake Elmo 2014 budget, it is anticipated that the total number of parcels will increase by 150 in 2014 and 250 per year thereafter.

**Section 2. Functions and Knowledge of the Service to be Performed**

Below is a listing of the functions to be performed by the assessor. This is not an exhaustive list and other duties shall be performed as requested and necessary for the satisfactory completion of service.

Functions to be Performed

- Must be licensed, at a minimum, as a Certified Specialist and Income Qualified by the Minnesota Board of Assessors.
- Maintain accurate records, provide reports, and prepare requested analyses for City staff.
- Develop and maintain positive public relations with City of Lake Elmo Council members, City employees, Washington County, and the public.
- Attend the Board of Appeal and Equalization meeting and assist the Board in every way possible to enable it to perform its duties. This includes furnishing the Board with all necessary charts, tables, comparisons, and data which it may require in its deliberations and performing investigations that the Board may desire to arrive at a fair market value.
- Develop and adjust assessment policies and methodologies when necessary to ensure compliance with legislative changes, legal requirements and administrative direction.
- Provide projections on the future impact of legislative changes, tax base changes, etc.
- Analyze valuation data of commercial, industrial, and apartment property.

- Analyze property sales through the use of best practices in the field of assessment.
- Review and report on the validity of tax petitions.
- Coordinate and participate in tax assessment litigations.
- Serve as a technical resource for City staff and the public.
- Serve as a witness in court cases when required.
- Prepare an annual assessment report prior to the assessment valuation notices updating City staff on changes in the last market year.
- Must provide own vehicle – mileage reimbursement to be included in RFP proposal.

#### Desired Knowledge

- Considerable ability to communicate complex information tactfully and effectively both orally and in writing with state regulatory agencies, county regulatory agencies, elected officials, City staff, and the general public.
- In-depth knowledge of accepted principles, methods, and techniques of property appraisal.
- In-depth knowledge of all laws and regulations pertinent to local tax assessments.
- In-depth knowledge of appraisal terminology and practices.
- Considerable knowledge of building construction and remodeling costs.
- In-depth knowledge of real estate property values and land economics.
- Considerable ability to perform mathematical calculations, analyze data, and prepare meaningful reports.
- Considerable knowledge of the assessment system of Washington County.
- Knowledge of Lake Elmo is a plus.

### **Section 3. Independent Contractor Status**

The assessor shall be considered an independent contractor. The assessor will be housed off-site and will be responsible for arranging a data connection with Washington County and providing other normal office furnishings such as computers, telephones, file cabinets, etc. All records created with regard to this contract, e.g., cards, photos, reports, etc. become the property of the City. Access to these records must be provided when requested by City officials. As in independent contractor, the assessor will be responsible for carrying their own insurance and providing a copy of the certificate of insurance each year to the City of Lake Elmo.

### **Section 4. Submission Deadline**

All submissions must be postmarked by December 13, 2013. Submissions shall be mailed to:

Cathy Bendel, Finance Director  
City of Lake Elmo

3800 Laverne Avenue N  
Lake Elmo, MN 55042

### **Section 5. Proposal Submission**

Two copies of a written proposal should outline the qualifications, experience, areas of expertise, and professional references in the practice of assessing services and all individuals proposed to perform such services for the City.

All proposals must include proposed compensation on a lump sum per year basis for such services to be provided to the City. Payment for services shall be split into equal parts and paid monthly.

### **Section 6. Selection Process**

The Finance Director and the City of Lake Elmo Finance Committee will receive and review all proposals. The proposals will be brought to the City Council for final review and selection at the December 17<sup>th</sup>, 2013 Council meeting. The City Administrator or City Council may elect to interview candidates as they see fit.

### **Section 7. Right to Waive or Refuse**

The City of Lake Elmo reserves the right to delete any portion of the request for proposal, or reject any or all proposals and to waive any informality for any reason.