

# REQUEST FOR PROPOSAL (RFP)

Issue Date: April 7, 2022

RFP #12010-22-01

Title: General Reassessment of Real Property

Issuing Agency: **County of Augusta**  
Finance Office  
Elana Sorrell, VCO  
18 Government Center Lane  
P.O. Box 590  
Verona, VA 24482



Location/Where Work Will Be Performed: County of Augusta, Virginia.

Sealed Proposals Will Be Received Until **Friday, April 22 2022, at 2:00 P.M.** for Furnishing The Goods/Services Described Herein.

All inquiries for information must be in writing and directed to:  
Elana Sorrell, VCO, Senior Purchasing Assistant  
[esorrell@co.augusta.va.us](mailto:esorrell@co.augusta.va.us).

All questions or inquiries for information must be received 6 days prior to bid due date.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, THEN DELIVER TO: County of Augusta, Finance Office, Elana Sorrell, VCO, 18 Government Center Lane, Verona, VA.

The face of the envelope or shipping container shall be clearly marked in the lower left hand corner as follows:  
**PROPOSAL: GENERAL REASSESSMENT OF REAL PROPERTY**  
**RFP #12010-22-01**

PROPOSALS DUE: Friday, April 22, 2022, 2:00 P.M.

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

Name and Address of Firm:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Zip Code: \_\_\_\_\_

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

By: \_\_\_\_\_  
(Signature in Ink)

Name: \_\_\_\_\_  
(Please Print)

Title: \_\_\_\_\_

FEI/FIN NO. \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

**Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**

# Augusta County, Virginia

## Proposed Schedule of Events

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### Schedule of Events:

1. Advertise Project: April 7, 2022
2. Proposal Due Date: April 22, 2022
3. Review Proposals/Conduct Interviews: April 25 – May 4, 2022
4. Board of Supervisor Approval May 11, 2022
5. Intent to Award May 12, 2022
6. Signing of Contract May 23, 2022
7. Field Work Begins July 1, 2022
8. Assessment Book Certified December 31, 2023

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**I. PURPOSE:** The purpose of this Request for Proposal (RFP) is to solicit sealed proposals for the general reassessment of real property in the County of Augusta, Virginia, excluding public service properties, in accordance with Section 58.1-3252 of the Code of Virginia, 1950, as amended.

**II. BACKGROUND:** Augusta County is centrally located in the Shenandoah Valley of Virginia nestled between the Blue Ridge and Alleghany Mountains. It spans 967 square miles with over 77,000 residents and is the second largest county by land area in the state.

**III. STATEMENT OF NEEDS:** General Reassessment of Real Property in the County of Augusta, Virginia.

**PROPERTIES INCLUDED/EXCLUDED:** The appraisal firm shall make a complete General Reassessment for all real property within the County, excluding public service corporation properties and including all non-taxable properties and the classification of all real property in accordance with state requirements.

**VALUES:** All estimated and stated values shall be developed using accepted mass appraisal methodology and be on a basis of 100% of "fair market value" and be uniformly applied as required and defined by the Constitution of Virginia, applicable statutes, and recent case law.

**CONTRACTOR:** The Contractor shall:

- A. Assist the Board of Assessors in establishing the fair market value of all real property located within the County.
- B. Understand that in all cases uniformity and equality are required under the laws of the Commonwealth of Virginia with respect to classes of property, and ensure that all aspects of the reassessment program are conducted in accordance with the laws of the Commonwealth of Virginia.
- C. Review all assessments with the Board of Assessors.
- D. Furnish assessment records and updated pertinent data regarding these transactions shall be recorded in a format mutually agreed to by the Contractor and the County.
- E. Provide ongoing staff support to the Board of Assessors and Equalization, expert witness testimony, and supporting evidence, as necessary.
- F. Provide detailed scope of work for development of assessments.
- G. Perform all normal and necessary duties, whether or not expressed or implied in these proposal documents, but nevertheless consistent with the successful completion of this project.
- H. All work must be reviewed by a licensed Virginia Certified General Real Estate Appraiser.

**FIELD LISTING AND ASSESSMENT:** The Contractor shall provide the County with a listing manual, establishing guidelines for standardized assessments. This manual shall include pictures to be used as examples to aid in the proper classification of dwellings. The same pictures and information shall be included in the rate book provided to the County at completion of the reassessment.

- A. **RESIDENTIAL PROPERTIES:** The Contractor shall make a complete exterior inspection of all improvements following guidelines set forth in the above mentioned listing manual.

1. All structures located in Augusta County shall be visited, verified for accuracy, and photographed.
    - a. All factors that influence value should be verified and corrected if necessary based on the established guidelines outlined in the above mentioned listing manual.
    - b. Every dwelling/main property improvement shall be sketched and entered on the CAMA system.
    - c. If any information on the card has been omitted or is incorrect, changes shall be made to the card. This includes any real property. Above ground pools, hot tubs, and satellite dishes shall be considered personal property and not assessed.
    - d. Farm dwellings shall be visited and inspected in the same manner as other residential dwellings. All other farm buildings shall be verified and listed according to their use, type of construction, size, age, and condition. These improvements shall be assessed at their fair market value.
    - e. All improvements with a value greater than \$10,000 shall have a digital photo.
  2. All main structures not currently sketched shall be measured, sketched, and photographed. The details of each structural improvement should be noted, including recordation by component parts, building subsystems, number of rooms, and all other data required for the record card.
- B. SMALL COMMERCIAL AND INDUSTRIAL PROPERTIES: All small commercial and industrial assessments shall be reviewed by a Certified General Appraiser. Review shall be documented by initials or signature. Commercial properties shall be handled in the same complete manner as residential properties. All small commercial and industrial buildings shall be visited, verified for accuracy, photographed, and a complete description shown for each. Exceptions may be made for proprietary dwellings and reviewed by the Commissioner of Revenue and County Staff. Buildings shall be measured and sketched in the CAMA system if not currently shown. "Small" will be defined by the Commissioner of Revenue and County Staff.
1. Income and expense market data shall be used where applicable and available in appraising the properties.
  2. All cell towers are to be listed and those not assessed by the SCC are to be appraised.
- C. MAJOR COMMERCIAL AND INDUSTRIAL PROPERTIES. All major commercial and industrial assessments shall be reviewed by a Certified General Appraiser. Review shall be documented by initials or signature. Buildings shall be measured and sketched in the CAMA system if not currently shown. **A complete, separate report, summarized, typed and bound shall be furnished.**

1. This report shall include a building-by-building component part description of construction and fixed equipment taxable as real estate, showing individual replacement value and depreciation for each.
2. All yard improvements shall be listed individually and shall be valued, numbered, and shown in their proper location and size with the name of the building as known to the industry shown.
3. Prior to valuation, the Contractor shall work with the major commercial and industrial property owners and attempt to obtain from them written agreement to the descriptions, construction techniques, materials, square footage, concrete thicknesses, acquisition costs, and all other data used to develop the fair market value assessment. The objective is to establish a good and solid baseline on which this reassessment can be made and future assessments can be built, a baseline to which the taxpayer is committed.
4. The market and income approach to value shall be developed.

D. **MANUFACTURED HOMES, MODULAR HOMES, AND DOUBLE WIDE MANUFACTURED HOMES.** All manufactured homes, modular homes, and double wide manufactured homes eligible to be classified as real property under the Code of Virginia shall be appraised.

1. The contractor shall measure, list, and photograph all manufactured homes. If not currently assessed as real property, no manufactured home in the County shall be assessed as such without prior verification from the County Commissioner of Revenue's office.

E. **OTHER PROPERTY.** All other property not covered previously and required by law to be appraised by the County shall be visited, verified for accuracy, photographed, and appraised at market value using acceptable appraisal standards.

1. A standardized rate shall be established based on Good, Average, Fair, and Poor quality for all outbuilding codes listed in the rate book provided by the Contractor at completion of the reassessment.

**TIME FRAME:** The following timeline is relative to a 1/1/24 effective valuation date.

- A. **SALES RATIO.** Contractor shall commence work on or before July 1, 2022, and shall submit such current sales ratio to the Board of Assessors and the Board of Supervisors no later than August 8, 2022.
- B. **FIELD WORK.** Contractor shall commence work for Field Analysis and Assessment on or before August 8, 2022. Work shall be complete and submitted to the Board of Assessors and Board of Supervisors no later than August 4, 2023.
- C. **BOARD OF ASSESSORS REVIEW.** Review of field appraisals by the Board of Assessors shall begin no later than August 8, 2022. Such review shall be continuous and ongoing throughout the field appraisal process.
- D. **ASSESSMENT NOTICE MAILED.** Pending the successful completion of the field appraisal process, assessment notices shall be mailed during the month of September 2023.

- E. BOARD OF ASSESSORS HEARING. Public hearings by the Board of Assessors shall commence no later than October 2023, and shall be conducted for a period as necessary. The hearing schedule shall be determined based upon caseload. All corrections shall be mailed upon completion of the hearing process.
- F. ASSESSMENT BOOK CERTIFIED: December 2023.
- G. BOARD OF EQUALIZATION HEARINGS. Public hearings by the Board of Equalization shall commence in January 2024 and shall be conducted as needed until December 2024. The hearing schedule shall be determined based upon caseload. All corrections shall be mailed upon completion of the hearing process.

**WORK TO BEGIN:** July 1, 2022 (Sales Ratio)  
August 8, 2022 (Field Analysis)

**WORK TO COMPLETE:** August 8, 2022 (Sales Ratio)  
August 4, 2023 (Field Analysis)

**PUBLIC RELATIONS:** The Contractor shall endeavor to promote good public relations with all taxpayers and the general public.

- A. REPRESENTATIVE. At the County’s request, throughout the contract period, the Contractor shall furnish a well-informed representative to speak with and make presentations to local civic organizations and/or concerned citizens who may have questions relating to the reassessment process. Presentations may include, but are not limited to, films, literature, and/or computer demonstrations.
- B. GUIDELINES. All employees and/or agents of the Contractor having contact with the taxpayers and the general public shall comply with the following guidelines during the contract period:
  1. Be courteous and pleasant in all personal and/or phone contact. Always speak clearly and professionally. With the exception of formalities (i.e., greetings), conversations shall be limited to discussion of the business at hand. Do not discuss taxes or property values, argue about any issue or joke or tease with anyone during the course of performing duties.
  2. Dress neatly and appropriately. Wear a prominently displayed, County approved, picture identification badge. When approaching the property owner or occupant, identify yourself immediately giving personal name, company name, and reason for visit.
  3. Cars are to be clean and in good repair. Obey all traffic laws and park only in appropriate places. Do not park near school areas or playgrounds.
  4. Use walkways and driveways as often as possible when walking up to or around houses.
  5. Do not enter a home. Do not gather information from children or enter a home where children are alone. (In all cases - USE DISCRETION.) Do not linger in or around a dwelling. Complete the data verification and move on.

6. Smoking shall not be permitted in County buildings or in the presence of taxpayers or the general public when conducting business on behalf of the County.
  7. All employees and/or agents of the Contractor are advised to avoid situations which knowingly place them in physical danger. If uncomfortable in approaching a particular property or owner alone, employees/agents are advised to have a supervisor accompany them in such cases. For more difficult situations, at the request of the Contractor, the County may provide an armed deputy to accompany the appraiser and supervisor.
- C. **CONDUCT AND ATTITUDES.** Augusta County reserves the right to require the removal from this project of any person(s) who, in its judgment, consistently fails to meet the above standards of conduct. Sexual advances and/or harassment in any form towards a taxpayer or member of the general public shall be grounds for immediate removal from the project. Persistent problems with the overall conduct and/or attitudes of the Contractor's employees or agents may result in the Contractor being declared in default.
- D. **PUBLICITY.** Press releases and/or other publicity proposed by the Contractor shall be submitted to the Board of Supervisors for written clearance prior to release. The Contractor and/or its employees or agents shall not release any proposed values, reassessments, data, or any other information relating to this project whether acquired by or in the possession of the Contractor, employee, or agent to any third party without advance written approval of the Board of Supervisors.

**CONTRACTOR'S SUPERVISOR:** The Contractor shall provide, at all times during the performance of the work, a competent supervisor satisfactory to the County. Such supervisor shall have the authority to make decisions on behalf of the Contractor regarding work specified in these documents. Augusta County reserves the right to require a new supervisor at any time during the term of the Contract for any reason.

- A. **NOTICE.** Any directions or notices given to such supervisor by the County shall be deemed served to the Contractor.
- B. **ACCESSIBILITY.** The supervisor, or other individual(s) with the authority to make decisions on behalf of the Contractor regarding the specified work, at no additional cost to Augusta County, shall be accessible at all times during the contract period through reasonably convenient means acceptable to the County.

**USE OF COUNTY'S RECORDS AND MAPS:** GIS access of the County's most current GIS property tax maps with zoning, flood plain, dwellings, and driveways shall be made available to the Contractor. Tax records, data and information in possession of the County pertaining to properties covered by these specifications shall be made available to the Contractor at the discretion of the Commissioner of Revenue.

**RECORD CARDS/DISK:** Suitable records shall be designed jointly by the Contractor and the County to meet the requirements of the County.

- A. The records shall be designed to show all items of information in connection with the construction, age, size, condition, depreciation, outline sketch of all major building improvements, and pricing data for each building together with the owner's name, address, legal description, map number, etc.
  1. Additionally, this record shall show all criteria used in determining land value and classification, plus an area for recording total land and building values, etc.



2. On acreage parcels where residences are located, each house or mobile home site shall be set out and valued separately. If multiple home sites differ in value, all sites shall be labeled as to which site refers to which improvement.
  3. Assessment should be based on the highest and best use of the property.
- B. The firm shall furnish appraisal records that shall be processed by computer. The County uses Vision CAMA software and it includes Marshall & Swift updates.
  - C. The County shall make available to the firm the County's computer filing listing with pertinent information such as existing name of owner, mailing address, property description, existing map number and an indication as to whether improvements are presently assessed to the property.
  - D. At the end of the reassessment program, the firm shall provide the County with updated data with all pertinent reassessment information as required by the County and in a digital format compatible with the County's reassessment software for Real Estate files in order to produce the Real Estate Land Book. Physical data shall be provided to the County also.

**BUILDING PERMITS:** The Contractor shall coordinate its efforts with the County Commissioner of the Revenue's office in the appraising of new construction and additions during the term of this contract. Red tags, transfers and zoning changes shall be updated until July 3, 2023.

**NOTIFICATION OF VISIT:** Each property shall be visited by a qualified, experienced assessor. This requirement must not be circumvented. If the property owner cannot be located a call-in or mail-in notification card shall be left as notification that his/her property has been visited and is being appraised. These notification cards shall be supplied by the Contractor and addressed to the Contractor. Notification cards, including their contents, shall be subject to advance approval by the County.

**HEARINGS & APPEALS:** Prior to the hearings of the Board of Assessors, reassessment notices shall be prepared and mailed by the County to all real property owners in accordance with guidelines of the Commonwealth of Virginia. The hearings shall be conducted by the Board of Assessors at a mutually agreed upon time and location designated and furnished by the County for an approximate period of four (4) weeks. The County shall give public notice of the hearings.

- A. **STAFF SUPPORT TO BOARD OF ASSESSORS.** The Contractor shall provide, at no additional cost, qualified well-informed personnel, satisfactory to the County, to be assigned as staff support to explain, discuss, and hear all inquiries concerning values established. The Contractor shall assist the Board of Assessors in substantiating the assessed value in question and the method employed in the reassessment as a whole, including, but not limited to, attendance at all meetings and field review of all properties of disputed value, as required by the Board of Assessors. Additionally, the Contractor shall furnish recommendations for the disposition of any such inquiries.
- B. **CLERICAL SUPPORT TO THE BOARD OF ASSESSORS.** The Contractor shall provide, at no additional cost, at least one (1) clerical support personnel as needed, satisfactory to the County, to be assigned to the Board of Assessors.
- C. **CLERICAL SUPPORT FOR SCHEDULING OF HEARINGS.** The Contractor shall also provide, at no additional cost, clerical support personnel to assist in the scheduling of assessment hearings (at least three (3) during the peak scheduling period).

- D. STAFF SUPPORT TO THE BOARD OF EQUALIZATION. The Contractor shall provide assistance with the Board of Equalization, as needed or requested, in review of appraisals and property.
- E. HEARINGS AND BOARD OF EQUALIZATION. The Contractor shall provide such competent witness or witnesses, and supporting evidence as may be required by the County, to defend the valuations of the properties in question. It is specifically understood that the firm shall furnish said witness or witnesses and evidence for all hearings and Board of Equalization appeals filed regarding the reassessment
- E. COURT APPEALS. In the event of an appeal to the Courts, the Contractor shall furnish such competent witness or witnesses, and supporting evidence as may be required by the County, to defend the valuations of the properties in question. It is specifically understood that the firm shall furnish said witness or witnesses and evidence for all Court appeals filed regarding the reassessment. Work for court cases will be negotiated at a per hour price, if needed.

**PERSONNEL:** The firm shall use only qualified, experienced appraisers of good character and shall use an adequate number in order to expeditiously perform work in the time allotted in a quality manner. Unless approved by the County, the same employees shall be assigned to the County throughout the term of the contract. Other employees shall have sufficient education, skill and experience to properly perform the work assigned to them. The County of Augusta reserves the right to require the removal from this project of any person(s) who in its judgment does not meet acceptable standards of performance and/or experience.

- A. ASSESSOR EXPERIENCE. Upon request, any employee or agent of the Contractor shall provide, through the Contractor, satisfactory proof in affidavit form as to his/her assessor experience in his/her particular field.
- B. METHODOLOGY & PROCEDURES. The Contractor shall make available qualified, well-informed personnel, satisfactory to the County, to advise and inform the County and staff in the methods and procedures used during the course of the reassessment program.
- C. IMMEDIATE FAMILY RESTRICTION. The Contractor agrees that it shall not appraise, assess, or reassess any real property of any partner's or employee's or agents immediate family during the course of this contract. Outside appraisers shall be obtained at the expense of the Contractor to make the aforementioned appraisal(s), assessment(s), or reassessment(s). Immediate family is defined as spouse, child, mother, father, brother, sister, son or daughter in law, mother or father in law, brother or sister in law, or anyone in the same household as a partner or employee.
- D. IDENTIFICATION. The Contractor shall furnish picture identification cards to all field workers and assessor. At a minimum, the cards shall include the firm name, and the employee's picture, name, title, and signature. The form and substance of the card shall be subject to approval by the County.
  - 1. DISPLAY OF PICTURE ID. The picture ID shall be prominently displayed by the Contractor's employees or agents at all times while in the field.
  - 2. RETURN OF IDENTIFICATION. It shall be the Contractor's responsibility to ensure the proper return and disposal of all field identification cards by all its employees and/or agents upon the completion of their responsibilities for this

project or the conclusion of the reassessment process, whichever comes first. The Contractor shall maintain, on file, the names of all voluntarily or involuntarily terminated employees or agents who fail to return their identification cards.

**OFFICE & EQUIPMENT:** The Contractor shall provide its own local office space and all clerical and support staff and equipment for the reassessment. The County shall furnish one (1) telephone extension to the Contractor's local office for reassessment-related calls only. The County shall provide interview and clerical office space for the Contractor's employees assisting the Board of Assessors during the scheduling and hearing process.

**PRINTING & POSTAGE:** The County shall provide printing and postage for reassessment notices. The Contractor shall supply all necessary notification cards.

**CONTRACTOR REQUESTED RESTRICTIONS, DISRUPTIONS, OR SPECIAL NEEDS:** The Contractor shall obtain written approval from the Augusta County Representative, prior to acceptance of the proposal, for any restrictions, disruptions, or special needs the Contractor may request as necessary for the performance of the specified work. All such requests shall be submitted with the proposal on a separate sheet of paper. The Contractor shall be required to provide justification for such requests, should they be selected for further negotiation.

**NONAPPOINTMENT OF BOARD OF ASSESSORS:** In all instances in this Request for Proposal where the words "Board of Assessors" are used, the County reserves the right not to appoint this board and all duties and responsibilities delegated to this board shall revert to the Contractor.

**NO EXTRA CHARGE:** Failure to include a project, site restriction(s), or condition in the proposal documents and resultant contract, shall not release the Contractor from responsibility to perform and complete the specified work at the contracted price. Extra charges shall not be allowed.

**LIQUIDATED DAMAGES:** If the project is not completed within the time frame agreed upon in the contract, the Contractor shall pay not as a penalty, but as liquidated damages, an amount equal to five percent (5%) of the total contract. Each party hereby waives any claim or defense as to the validity of any liquidated damages stated herein as they may appear on the grounds that such liquidated damages are void as penalties or are not reasonably related to actual damage.

#### **IV. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:**

##### **A. GENERAL INSTRUCTIONS:**

1. **RFP Response:** In order to be considered for selection, offerors must submit a complete response to this RFP. One (1) original and five (5) copies of each proposal must be submitted to the County as indicated on page 1 of this RFP. It shall be the sole responsibility of the offeror under all circumstances to assure that its proposal is received by the date, time, and location specified herein. Offeror's name and address shall be clearly marked on the outside of the sealed proposal envelope. Proposals delivered in an outside envelope or container shall be clearly marked "PROPOSAL – RFP#12010-22-01 – GENERAL REASSESSMENT OF REAL PROPERTY" so as to avoid premature opening of documents and to clearly identify the contents of the package. Proposals received after the date and time specified in this RFP and those not clearly marked as stated will not be considered.

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agent requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents which cross-references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- d. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary.
- e. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an offeror to satisfy a "must" or "shall" requirement does not automatically remove that offeror from consideration; however, it may seriously affect the overall rating of the offerors' proposal.
- f. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- g. Ownership of all data, materials, and documentation originated and prepared for the County pursuant to the RFP shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of § 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the County. This provides an opportunity for the offeror to clarify or elaborate on the proposal and provide a sample of the products offered in the offerors proposal. This is a fact finding and explanation session only and does not include negotiation. The County will schedule the time and location of these presentations. Oral presentations are an option of the County and may or may not be conducted.

B. SPECIFIC PROPOSAL INSTRUCTIONS:

Proposals shall address the items included in the Purpose, Scope of Services and the Evaluation Criteria. One (1) original and five (5) copies of the proposal must be submitted. Offerors must include a digital version in a USB or jump drive format. One hard copy and one electronic copy must be a redacted version, excluding any proprietary or confidential information. Proposals should be as thorough and detailed as possible so that the County may properly evaluate the offerors capabilities to provide the required goods/services. Offerors are required to submit the following items as a complete proposal:

Section 1- Return the RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required.

Section 2- Company Experience and Capacity: The Offeror will describe its company history and history of performing work as described herein. Include and special qualifications, experience, awards, etc. Names, qualifications and experience of personnel assigned to the project should also be included. Please note which personnel are licensed Virginia Certified General Real Estate Appraisers.

Section 3- Written Plan of Work and Timeline: Each Offeror must provide a written narrative that demonstrates an understanding of the services sought through this RFP. Narrative should convey the strategy and approach which will be used to address the project, including how the data processing will be completed and reviewed. Technological aspects of the project should be defined, including on-site support required from the County. Include an anticipated, non-binding general timeline for the study and deliverables tied to progress payments during the duration of the project.

Section 4- Confirmation of Compliance with the Purpose and Scope of Work: The Offeror shall describe how the proposal meets the Purpose and Scope of Work described in this RFP. If any portion cannot be met, the Offeror must identify the discrepancy in detail and describe an alternative solution.

Section 5- Offerors are to submit a list of clients to whom you have supplied the goods or services required with addresses, phone numbers, and a contact person [Attachment C]. We reserve the right to contact owners of the product or service.

Section 6- Proposed Pricing for the Scope of Work provided. [Attachment B].

**V. EVALUATION AND AWARD CRITERIA:**

A. EVALUATION CRITERIA: Proposals shall be evaluated by the evaluation committee using the following criteria:

FOR GOODS AND SERVICES		POINT VALUE
1	Overall professional skill and experience of the firm, including specific plan or methodology proposed for this project	35
2	Professional qualifications of management and staff to be assigned to the project	25
3	Demonstrated knowledge of local conditions	20
4	Price	20
<b>TOTAL</b>		<hr/> <b>100</b>

B. METHOD OF PAYMENT:

PAYMENT TERMS: Invoices shall be submitted to the County monthly for work satisfactorily completed. The County will make payment each month based on the number of parcels reported, less ten percent (10%) to be held by the County until the reassessment is satisfactorily completed.

1. INVOICES. Invoices for services provided and/or work performed shall be submitted by the Contractor directly to the designated Augusta County Representative. All invoices shall be in a form designated by Augusta County and shall include at minimum, the purchase order/contract number, number of parcels completed to date and per current billing, and all necessary documentation as required by the County. A current W-9 will be required before the first payment is made.
2. PAY REQUESTS. All requests for payment must be received by the designated Augusta County Representative no later than the tenth (10th) of each month for expected payment within that month.
  - a. Pay requests and documentation shall be approved and/or corrected by the Augusta County Representative prior to being processed for payment.
  - b. The Augusta County Representative shall notify the Contractor, in writing, of any disputed portions of the request, the amount of payments the County intends to withhold, the reason.
    1. The Contractor shall in writing, within thirty (30) days of receipt of such notice, provide all additional documentation and pertinent records the County deems necessary to satisfy itself that the disputed portions of the pay request are valid. The County shall render its decision regarding the validity of the disputed portions of the pay request within thirty (30) days of receipt of such documentation and records from the Contractor.

If the requested documentation and records are not received within the period indicated above, the initial decision of the County regarding disputed amounts shall become final.

2. The County shall not pay interest on disputed amounts withheld, even if the request is eventually found to be legitimate.

c. Payments for undisputed portions of the pay request shall not be withheld while the dispute is being resolved, unless the Augusta County Representative determines such action is necessary to protect the interests of the County.

3. **CONTRACTOR'S OBLIGATION:** The Contractor awarded a contract under this solicitation is hereby obligated:

a. To pay all Subcontractors within seven (7) days of the Contractor's receipt of payment from Augusta County for the proportionate share of the payment received for work performed or materials supplied by the Subcontractor(s) under the contract and to provide written certification to Augusta County that such obligations have been met; or

b. To notify Augusta County and the Subcontractor(s), in writing, of the Contractor's intention to withhold payments and the reason.

c. The Contractor is obligated to pay the Subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from Augusta County, except disputed amounts as stated above. These provisions apply to each sub-tier Contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a subcontractor shall not be construed to be an obligation of Augusta County. Failure to comply however, may affect the Contractor's qualification for future proposals.

4. **LIENS:** If at any time there should be evidence of any lien or claim for which the County might become liable, which is chargeable to the Contractor, the County shall have the right to retain out of any payments then due or thereafter to become due the Contractor, an amount sufficient to completely indemnify the County against such lien or claim, and if such lien or claim be valid, the County may pay and discharge the same, and deduct the amount so paid from any moneys which may be or may become due and payable to the Contractor.

#### **VI. AWARD OF CONTRACT:**

1. The contract will be awarded to the offeror whose proposal conforming to the RFP documents, is most advantageous to the County, considering price and other evaluation criteria set forth in the proposal documents. Award will be made to only one vendor for this project. A contract shall not be assignable by the Contractor in whole or in part without the written consent of the County.
2. Ten (10) days prior to actual award of the contract, the County will issue a NOTICE OF INTENT TO AWARD.

#### **VII. PREPROPOSAL CONFERENCE:** A pre-proposal conference will not be held.

**VIII. GENERAL TERMS AND CONDITIONS:** The General Terms and Conditions which follow apply to all purchases and become a definite part of each formal solicitation and resulting contract award issued by the County, unless otherwise specified. Offerors or their authorized representatives are expected to inform themselves fully as to the conditions, requirements, and specifications before submitting proposals; failure to do so will be at the offerors' own risk and relief cannot be secured on the plea of error.

Subject to all state and local laws, policies, resolutions, and regulations and all accepted rules, regulations, and limitations imposed by legislation of the federal government, proposals on all solicitations issued by the County will bind offerors to applicable conditions and requirements herein set forth unless otherwise specified in the solicitation.

**A. DEFINITIONS:**

**AGENCY:** Any department, agency, authority, commission, board or other unit in the administrative service of the County of Augusta.

**BOARD:** The Board of Supervisors of the County of Augusta, Virginia.

**COUNTY:** County of Augusta, VA.

**CONTRACTOR:** Any person, persons, firm or corporation having a contract with the County or an using agency thereof.

**GOODS:** All material, equipment, supplies, printing and automated data processing hardware and software.

**INFORMALITY:** A minor defect or variation of a bid or proposal from the exact requirements of the invitation to bid or request for proposal which does not affect the price, quality, quantity or delivery schedule for the goods, services or construction being procured.

**PURCHASING AGENT:** The County's principal public purchasing official responsible for the purchasing of all goods, services, insurance and construction needed by the County. In the discharge of these responsibilities, the Purchasing Agent may be assisted by assigned Purchasing Assistants.

**SERVICES:** Any work performed by an independent contractor wherein the service rendered does not consist primarily of acquisition of equipment or materials, or the rental of equipment, materials and supplies.

**STATE:** Commonwealth of Virginia.

**SUBCONTRACTOR:** Any person, persons, firm or corporation having a direct contract with the Contractor.

**B. TESTING/INSPECTION:**

1. The County reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to the specification.

a. Upon inspections, Augusta County shall have the authority to stop work whenever such stoppage may be necessary to ensure the proper execution of the contract. The County shall also have the authority to reject any and all work which does not conform to the contract, to direct the application of forces to any portion of the work as in its judgment is required, and to decide questions which arise in the execution of the work.



1. The contractor shall, at no additional charge to the County, promptly correct all work not accepted by the County.
  2. All corrections shall be to the satisfaction of the County prior to payment for that portion of the work.
- b. The Board of Supervisors, its authorized representatives and/or agents, and all other federal, state, and local agencies having an interest in the project, shall have access to the work throughout the term of the contract.

**C. FORM OF CONTRACT:**

The successful offeror shall be required to execute a contract in a form approved by the County Attorney.

**D. CANCELLATION OF OFFERS:**

The County reserves the right to cancel the RFP, and to reject any or all proposals in whole or in part whenever the Purchasing Agent or designee determines that such action is in the best interest of the County. The reasons for cancellation or rejection shall be made part of the contract file. The County may also waive any minor informalities or irregularities in any proposal where such action serves the County's best interest.

**E. NON-APPROPRIATION:**

Contracts are made subject to the appropriation of funds by the Board of Supervisors of the County and are null and void in the event of non-appropriation. Non-appropriation shall be deemed a cancellation and shall terminate this contract without recourse and with no liability on the part of the County.

**F. CONTRACT EXTENSIONS:**

The County reserves the right to offer contract extensions to the successful contractor with no increase in price or with pricing as specified within the RFP package.

**G. CANCELLATION OF CONTRACT:**

The County reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the contractor.

**H. INSURANCE COVERAGE:**

Prior to the execution of the contract, the Contractor shall furnish the County with a Statement of Insurance coverage from his agent indicating effective dates and limits of coverage for Liability, Workers Compensation and Automobile.

**I. LAWS AND REGULATIONS:**

1. This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.

2. References to the Code of Virginia, Title 2.2, Chapter 43 – Virginia Public Procurement Act.

**J. PRECEDENCE OF TERMS:**

In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

**K. ANTI-DISCRIMINATION:**

It is the policy of the County not to discriminate on the basis of race, religion, color, sex, national origin, age or disability in employment or the provision of goods and services. By submitting their proposals, all offerors certify to the County that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 2.2-4311 of the Virginia Public Procurement Act and that during the performance of this contract, the offeror agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by the state law relating to discrimination in employment, except when there is bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. Notices, advertisements and solicitations placed by or on behalf of the contractor will state that such contractor is an equal opportunity employer.
3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
4. The contractor will include the provisions of the foregoing paragraphs 1, 2 and 3 in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**L. ANTI-DISCRIMINATION FAITH BASED ORGANIZATION:**

It is the policy of the County not to ( i ) discriminate against a faith-based organization on the basis of the organization's religious character or (ii) impose conditions that (a) restrict the religious character of the faith-based organization, except for sectarian worship, instruction, or proselytizing; however, this prohibition shall not apply to expenditures pursuant to contracts, if any, for the service of chaplains, or (b) impair, diminish, or discourage the exercise of religious freedom by the recipients of such goods, services, or disbursement.

**M. DRUG-FREE WORKPLACE:**

During the performance of this contract, the contractor agrees to ( i ) provide a drug-free workplace for the contractor's employees; ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation,

possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Virginia Public Procurement Act, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

#### **N. SMALL, WOMEN-OWNED AND MINORITY-OWNED BUSINESSES:**

As provided in the policy adopted by the Augusta County Board of Supervisors on May 25, 2005, entitled "County of Augusta, Virginia Equal Opportunity and Small, Women-Owned and Minority-Owned Business Participation," it is the County's policy to contribute to the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities, and to encourage their participation in County procurement activities. This policy does not supersede the Virginia Public Procurement Act, to the extent that the act requires the County to award contracts to the lowest responsible and responsive bidder. Accordingly, the Contractor agrees:

1. Where a bidder or offeror determines to subcontract for the provision of goods, services, insurance or construction to the County, the County encourages such bidder or offeror to subcontract with small, minority-owned and woman-owned businesses to satisfy the requirements of the solicitation.
2. As used in this contract, the term "small business" means a business that (i) employs 250 or fewer people and (ii) is a small business concern as defined in the federal Small Business Act (15 U.S.C. § 631 et seq.) as amended, and sometimes also known as a "small business enterprise."
3. As used in this contract, the term "woman-owned business" means a business or other entity that is at least fifty-one (51) percent owned and controlled by one or more women, and sometimes also known as a "women's business enterprise." For purposes of this definition, the term "control" shall mean exercising the power to make policy decisions and being actively involved in day-to-day management.
4. As used in this contract, "minority owned business" shall mean a business or other entity that is at least fifty-one (51) percent owned and controlled by one or more socially and economically disadvantaged person(s), and sometimes also known as a "minority business enterprise." For purposes of this definition, the term "control" shall mean exercising the power to make policy decisions and being actively involved in day-to-day management. Such disadvantage may arise from cultural, racial, chronic economic circumstance or background or other similar cause. Such persons include, but are not limited to, Black Americans, Hispanic Americans, Asian Americans, American Indians, Eskimos, and Aleuts.
5. Contractors may rely on oral or written representations by subcontractors regarding their status as small, women-owned or minority-owned businesses in lieu of independent investigation.

6. Where Federal grants or monies are involved it is the policy of Augusta County, through its agents and employees, to comply with the requirements set forth in the U.S. Office of Management and Budget Circular No. A-102, uniform administrative requirements for Grants and Cooperative Agreements with State and Local Governments, as they pertain to small and minority business utilization.

**O. ETHICS IN PUBLIC CONTRACTING:**

By submitting their proposals, all offerors certify that their proposal is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

**P. USE OF CONTRACT BY OTHER POLITICAL JURISDICTIONS:**

The offeror is advised that the resultant contract will be extended to other jurisdictions and political subdivisions of the Commonwealth of Virginia to permit their ordering of services at the prices and terms of the resultant contract. If any other jurisdiction or political subdivision decides to use the resultant contract, the offeror must deal directly with such jurisdiction or political subdivision concerning the placement of orders, issuance of purchase orders, contractual disputes, invoicing and payment. The County acts only as the "Contracting Agent" for these jurisdictions and political subdivisions. Failure to extend a contract to any jurisdiction or political subdivision will have no effect on consideration of a proposal. It is the awarded offerors responsibility to notify other jurisdictions and political subdivisions of the availability of the contract(s).

Each participating jurisdiction and political subdivision has the option of executing a separate contract with the successful offeror. Contracts entered into with them may contain general terms and conditions unique to those jurisdictions and political subdivisions covering minority participation, non-discrimination, etc. If, when preparing such a contract, the general terms and conditions of a jurisdiction or political subdivision are unacceptable to the successful offeror, the successful offeror may withdraw its extension of the award to that jurisdiction or political subdivision.

The County **shall not** be held liable for any costs or damages incurred by another jurisdiction or political subdivision as a result of any award extended to that jurisdiction or political subdivision by the successful offeror.

**IX. SPECIAL TERMS AND CONDITIONS:** In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

**A. AWARD:**

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have

been conducted with each offeror so selected, the County shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The County may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia, § 2.2-4359D*). Should the County determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

**B. BEST AND FINAL OFFER (BAFO):**

At the conclusion of negotiations, the offeror(s) may be asked to submit in writing, a Best and Final Offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the offeror(s). The offeror's proposal will be re-scored to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.

**C. COSTS OF PROPOSAL PREPARATION:**

Any costs incurred by the offerors in preparing or submitting proposals are the offerors' responsibility. The County will not reimburse any offeror for any costs incurred as a result of a response to this Request for Proposal.

**D. PUBLIC INSPECTION OF PROCUREMENT RECORDS:**

Proposals submitted shall be subject to public inspection only in accordance with Virginia Code § 2.2-4342.

**E. PROPOSAL FORM, PROPOSAL DOCUMENTS AND SPECIFICATIONS:**

The proposal form and all proposal documents shall be part of the Contract.

**F. AVAILABILITY OF FUNDS:**

It is understood and agreed between the parties herein that the County of Augusta shall be bound hereunder only to the extent of the funds appropriated or which may hereafter be appropriated for the purpose of this contract.

**G. INSURANCE:**

By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, (a) it shall have the following insurance coverage in place at the time the work commences, (b) it shall maintain such coverage during the entire term of the contract, (c) all insurance coverage shall be provided by insurance companies authorized to sell insurance in the Commonwealth of Virginia by the Virginia State Corporation Commission.

1. Insurance Coverage and Limits Required:
  - a. WORKER'S COMPENSATION - Statutory requirements.

- b. EMPLOYER'S LIABILITY - Statutory requirements.
  - c. GENERAL LIABILITY - \$1,000,000.00 combined single limit. Augusta County is to be named as an additional insured with respect to the services being procured. This coverage is to include Premises/Operations Liability, Products and Complete Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
  - d. AUTOMOBILE LIABILITY - \$500,000.00
  - e. SPECIAL HAZARDS. In the event of the possibility of special hazards existing in the work contemplated, such hazards shall be covered by a rider to the policy or policies required in 1.c. above, in amounts not less than those stipulated in 1.c. If any special hazard is encountered during the performance of this contract, the Contractor shall, prior to performing any work involving the special hazard, immediately proceed with the procuring of such insurance.
2. The work performed under this Contract in every respect shall be at the sole risk of the Contractor, except damage or injury caused directly by representatives or employees of the County.
  3. Nothing in this Document shall be construed to relieve the Contractor of maintaining any other insurance which they may be legally obligated to maintain.
  4. A certificate showing Offeror's minimal coverage shall be included with the proposal.

**H. INDEMNIFICATION:**

The Contractor agrees to indemnify, defend and save harmless the County, its officers, agents, and employees, from and against any and all demands, actions, causes of action, damages (whether direct, indirect, incidental or consequential costs, losses, claims, and expenses (including attorney's fees)) of any and every kind arising out of any and all acts, errors, or omissions of the Company, its subcontractors, agents, or employees, in performing services under this Contract.

**I. OBLIGATION OF THE OFFEROR:**

By submitting a proposal, the Offeror certifies that it has inspected the proposal documents, is aware of the work to be performed, and familiar with the sites and the conditions under which the work must be accomplished. The obligation is fully understood by the Offeror and they shall not make any claim for, nor have a right to cancellation or relief from the contract because of, any misunderstanding or lack of information.

1. The Offeror understands that it is the intent of these documents that the work be completely performed in every respect, and that no additional compensation shall be allowed for minor tasks necessary to completely perform the work.
2. Should any work or materials be required which are not detailed in the Statement of Needs, either directly or indirectly, but which are nevertheless necessary for the proper carrying out of the County's intent thereof, the Contractor is to understand the same to be implied and required, and shall perform all such work

and furnish any such materials as fully as if they were particularly delineated and described.

**J. SUBCONTRACTS:**

In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the County the names, qualifications, and experience of its subcontractors, and any other information requested by Augusta County. The Contractor shall remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure full compliance with all requirements of the Contract. Any and all subcontractors should be stated on the proposal forms. Subcontractors will require final written consent of Augusta County.

**K. PRIME CONTRACTOR RESPONSIBILITIES:**

The Contractor shall be responsible for completely supervising and directing the work under this Contract of its forces and all subcontractors utilized, using the best skill and attention possible. The Contractor agrees that they are fully responsible for the acts and omissions of its own employees and the acts and omissions of all subcontractors and persons employed by them.

**L. PROPERTY DAMAGES:**

Any damage to property of the County, the property of its employees or the general public resulting from the performance of this contract shall be repaired immediately and to the satisfaction of Augusta County at the Contractor's expense.

**M. USE OF PREMISES:**

The Contractor expressly undertakes, either directly, or through its subcontractors to perform this work in such a manner as not to interrupt or interfere with the operation of any existing activity on the premises or at the location of the work and agrees to comply with all federal, state, and local laws and regulations relating to the activities. The Contractor shall take all necessary safety precautions, so as not to endanger its employees, County personnel, or the general public during the performance of the specified work.

**N. CANCELLATION OF CONTRACT:**

The purchasing agent reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

**O. BONDS:**

1. RFP DEPOSIT. Proposals shall be accompanied by a deposit in the amount of two percent (2%) of the estimated total amount of the proposal. Such deposit, made payable to the County of Augusta, Virginia, may be in the form of a cashier's check or certified check issued by or drawn on a bank or trust company authorized to conduct business in the state, or a bidder's bond insured by a surety or other guaranty authorized to conduct business in the Commonwealth of Virginia.

2. PERFORMANCE AND PAYMENT BONDS. Upon award of the contract the successful Offeror shall be required to furnish surety bonds, or an acceptable letter of credit, payable to the County of Augusta, Virginia, in the amount of one hundred percent (100%) of the estimated total contract amount, guaranteeing the performance of the contract, and the payment of all persons having direct contracts with them for labor and materials, for a minimum period of six (6) months after cancellation of the contract upon default or the end of the contract period or any extension thereof, whichever occurs first. By submitting a proposal, all Offerors certify that they have received advance agreement for issuance of the necessary bonds and letters of credit from a surety and/or other financial institution, acceptable to the County Attorney, should they be awarded the Contract for the work specified herein. The Offerors further understand that failure to provide the required bonds and/or letters of credit at the time of award of the Contract may result in their immediate disqualification without recourse. The form of bond or letter of credit shall be approved by the County Attorney.

a. The performance and payment bonds shall take effect upon commencement of the Contract and shall continue for a minimum period ending six months after cancellation of the contract due to default or the end of the contract period or any extension thereof, whichever occurs first.

b. For letters of credit issued for periods less than the minimum period indicated for performance and payment bonds in 2.a. above, coverage shall not lapse prior to six months after cancellation of the contract due to default or the end of the contract period or any extension thereof, whichever occurs first. The renewed letters of credit shall be received by the County no less than sixty (60) business days prior to the expiration of the existing letter of credit.

c. Upon request of the Contractor, the Board of Supervisors may reduce the surety when one-half of the project is completed.

**X. PRICING SCHEDULE:** Please see Attachments B.

**XI. ATTACHMENTS:**

Attachment A: Proposal Form  
Attachment B: Pricing Schedule  
Attachment C: Contractor and Subcontractor Data Sheets



# ATTACHMENT A

## PROPOSAL FORM - COUNTY OF AUGUSTA, VIRGINIA

### GENERAL REASSESSMENT OF REAL PROPERTY, RFP #12010-22-01

*(All Information to be typewritten or in ink)*

In compliance with this request for proposals and all the conditions imposed herein, the undersigned offers and agrees to furnish all labor, equipment, materials, and insurance necessary to perform and complete work described in the proposal documents, including addenda, at the following LUMP SUM Price, as enumerated in the attached pricing schedule:

PROPOSAL AMOUNT: \$ \_\_\_\_\_

*(Estimated parcels: 71,920 total parcels (includes 1299 commercial and industrial & 826 non-taxable))*

NUMBER OF ADDENDA RECEIVED AND INCLUDED IN THE LUMP SUM PRICE: \_\_\_\_\_

### ATTACHMENTS

PRICING SCHEDULE ATTACHED: \_\_\_\_\_

RFP DEPOSIT ATTACHED: \_\_\_\_\_

CERTIFICATE SHOWING INSURANCE COVERAGES ATTACHED: \_\_\_\_\_

DESCRIPTION OF SPECIFIC PLAN OR METHODOLOGY ATTACHED: \_\_\_\_\_

CONTRACTOR(S) DATA SHEET(S) ATTACHED: \_\_\_\_\_

SUBCONTRACTOR DATA SHEET(S) ATTACHED: \_\_\_\_\_

It is understood that the County has the right to reject any and/or all Proposals and to waive any informalities in the Proposal Process.

Name and Address of Firm:

Authorized Representative:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*(Printed or Typed)*

Title: \_\_\_\_\_

FEIN: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Type Firm: Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Joint Venture \_\_\_\_\_ Other \_\_\_\_\_

# ATTACHMENT B

## PRICING SCHEDULE

*(All information provided to be in ink or typewritten)*

### GENERAL REASSESSMENT OF REAL PROPERTY, RFP #12010-22-01

For furnishing all labor, equipment, materials, and insurance to perform work described in the Proposal Documents and in accordance with all terms and conditions described therein:

To perform a General Reassessment of Real Property in the County of Augusta, Virginia, excluding public service properties, in accordance with Section 58.1-3252 of the Code of Virginia, 1950, as amended.

PRICE PER PARCEL \$ \_\_\_\_\_

\*Spell out amount in writing: \$ \_\_\_\_\_

Estimated Grand Total *(base total proposal on 41,920 total parcels)* \$ \_\_\_\_\_

\*Spell out amount in writing: \$ \_\_\_\_\_

**IMPORTANT:** Final payment shall be based on the total number of parcels *(taxable & non-taxable)* listed on the Real Property Land Book as certified to the Clerk of the Circuit Court.

**\* In the event of discrepancy in the numerical figures, the amount spelled out in writing shall have precedence.**

**ATTACHMENT C (2 PAGES)**

**CONTRACTOR DATA SHEET - COUNTY OF AUGUSTA, VIRGINIA**

*(To be completed by Contractor and submitted with Proposal)*

**GENERAL REASSESSMENT OF REAL PROPERTY, RFP #12010-22-01**

Name and Address of Firm:

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*(Attach additional sheets if necessary for information requested below)*

1. Number of years this firm has been in business: \_\_\_\_\_
2. Describe services provided by this firm, its past and present activities, and the method or program proposed for this project:
3. List the years of experience in the type of work specified for this project for the firm's principal officers and those individuals to be primarily involved in the supervision, and/or performance of the specified project. Also include certifications and licenses, if any, of each:
4. List at least three (3) recent references for which the firm has completed projects similar to that specified in the proposal documents. The County of Augusta has permission to contact the references listed.

<b><u>CLIENT</u></b>	<b><u>APROX. \$ VALUE</u></b>	<b><u>PROJECT DATES</u></b>	<b><u>CONTACT PERSON &amp; PHONE #</u></b>
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The undersigned authorized representative certifies that the above information is accurate and honest to the best of the undersigned's knowledge.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**SUBCONTRACTOR DATA SHEET - COUNTY OF AUGUSTA, VIRGINIA**

*(To be completed by Contractor and submitted with Proposal)*

**GENERAL REASSESSMENT OF REAL PROPERTY, RFP #12010-22-01**

Name and Address of Firm:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Attach additional sheets if necessary for information requested below)*

1. Number of years this firm has been in business: \_\_\_\_\_
2. Describe services provided by this firm, its past and present activities, and the method or program proposed for this project:
3. List the years of experience in the type of work specified for this project for the firm’s principal officers and those individuals to be primarily involved in the supervision, and/or performance of the specified project. Also include certifications and licenses, if any, of each:
4. List at least three (3) recent references for which the firm has completed projects similar to that specified in the proposal documents. The County of Augusta has permission to contact the references listed.

<u>CLIENT</u>	<u>APROX. \$ VALUE</u>	<u>PROJECT DATES</u>	<u>CONTACT PERSON &amp; PHONE #</u>
_____			
_____			
_____			

The undersigned authorized representative certifies that the above information is accurate and honest to the best of the undersigned’s knowledge.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_