



**ST JAMES TOWNSHIP, CHARLEVOIX COUNTY  
REQUEST FOR PROPOSAL FROM A QUALIFIED ASSESSOR  
POSTED DATE: SEPTEMBER 12, 2022**

**REQUESTED SERVICES BY ST JAMES TOWNSHIP**

St James Township (township), located on Beaver Island, in Charlevoix County is seeking to contract with an assessor (as an individual or a firm) who meets the qualifications of a Michigan certified assessing officer and has five years of combined experience in performing this work at the MCAO or greater level. Interested assessors with a greater qualification are also welcomed to be considered for this contract, especially if the interested assessor is responsible for more than one unit of government and, therefore, the certification level is greater due to the combined State Equalized Value of all the units. The township's current SEV total is \$51,691,033.

Additional service expectations:

1. The contract length will coincide with the terms of the majority of the current township board (until November 2024) with renewable contracts for multiple four-year periods thereafter, subject to acceptable performance as determined by the township supervisor.
2. The activities related to assessing property in St James Township includes a recent (since 2020) surge in residential township parcels being sold. Minimal commercial properties are being sold. A large number of new homes have been and are being constructed.
3. In-person attendance on the Island is required every four months (or three times a year). A full day of in-person township-based work is expected to be held at St James Township Hall during each of these visits which is focused on meeting interested property owners and realtors.
4. In-person attendance is also required during a half day session scheduled as part of the annual Board of Review meeting in March. Note that St James Township typically hosts two half days of BOR meeting. The first half day is to listen to cases and the second half day is to rule on cases, though some cases are brought during the second day due to scheduling conflicts.
5. Availability for phone consultations is required during the various Board of Reviews sessions, when the assessor is not present, and in response to official questions.
6. The township supervisor services as the point of contact for this contract. This person is authorized to direct or request services.

Note that this is a qualification-based contracting process. The township will award the contract without regard to the applicant's race, creed, color, religion, sex, national origin or disability.

The township reserves the right to reject any and all proposals.

## **RFP RESPONSE REQUIREMENTS**

For the township to receive comparable and informative proposals, an interested and qualified assessor must prepare a letter of interest, that describes the following:

1. The individual or firm's municipal and township assessor experience.
2. Specific experience with assessor duties.
3. The names, credentials, and references of the specific individuals who will be assigned to work with the township.
4. Specific certification(s).
5. Potential conflicts of interest, such as township property owned, interest owned in a business located in the township, or other clients who may have interests that are potentially averse to the township.
6. The expected retainer amount as well as services to be billed above the retainer amount, including the amount charged per hour, with a maximum amount for specific types of services such as additional meetings not covered under the retainer or whether the meetings are to be billed on a per diem or hourly basis.
7. The individual or firm's policy regarding reimbursement for travel time, phone calls, mileage, copying, postage, and other incidental expenses. Note that the township will directly reimburse the flight service for flights between Charlevoix and the Island and provide transportation on the Island, likely via a rented vehicle.
8. Sanctions Act, MCL 129.311, et seq., which requires a person submitting a bid on a request for proposal to certify that it is not an Iran-linked business. There are penalty provisions in this act for those who submit false certification.

This letter of interest must arrive in the below office by **October 7, 2022**:

**Roberta Welke, Supervisor  
St James Township  
PO Box 85  
Beaver Island, MI 49782**

Or e-mail Ms. Welke by October 7, 2022 at: **[supervisor.stjamestwp.bi@gmail.com](mailto:supervisor.stjamestwp.bi@gmail.com)**