

RFP Amendments

Old

Vendors desiring to provide reassessment services according to this RFP must deliver **4 (four)** sealed copies of their proposal to **Lackawanna County Chief of Staff, 123 Wyoming Avenue 6th Floor, Scranton, PA 18503 no later than September 23, 2021, 11:00AM. Vendors must also submit one electronic proposal to hartet@lackawannacounty.org no later than September 23,2021, 11:00AM.** Proposals shall be marked with Project Name, RFP #, and Company Name. Proposals received after this specified time will not be considered by the County.

New

Vendors desiring to provide reassessment services according to this RFP must deliver **4 (four)** sealed copies of their proposal to **Lackawanna County Chief of Staff, 123 Wyoming Avenue 6th Floor, Scranton, PA 18503 no later than September 23, 2021, 11:00AM. Vendors must also submit one thumb drive with an electronic copy of the proposal.** Proposals shall be marked with Project Name, RFP #, and Company Name. Proposals received after this specified time will not be considered by the County.

Old

3.6 Space and Equipment

Prior to the award of a contract the Vendor and the County shall agree on the location of designated office space. The location will include: (1) storage space; (2) training areas; (3) site(s) for informal reviews; and (4) adequate furnishings, at no charge to the Vendor, for all required activities throughout the life of the project. At a minimum, access to this space is available between the hours of **8am to 5PM, 5 days a week.** This availability is subject to mutually agreed change. Parking fees for vendor employees shall not be the responsibility of Lackawanna County.

New

3.6 Space and Equipment

Prior to the award of a contract the Vendor and the County shall agree on the location of designated office space. The location will include: (1) storage space; (2) training areas; (3) site(s) for informal reviews; and (4) adequate furnishings, at no charge to the Vendor, for all required activities throughout the life of the project. At a minimum, access to this space is available between the hours of **8am to 5PM, 5 days a week. After contract award and determination of office location, access will be arranged as required by the Vendor.** Parking fees for vendor employees shall not be the responsibility of Lackawanna County.

Old

3.8 Property Record Cards

The County will provide existing property record cards, whether the cards are hard copy or electronic; if electronic, access will be made available. Any duplication or printing of existing property record card is at the expense of the Vendor. If required, the County shall supply the property record cards, it shall ensure via quality control that existing property record descriptions, i.e., property characteristics and sketch are not simply duplicated to the new property card being used for reassessment purposes. Each building shall be physically inspected and measured if the project is less than full measure and list.

RFP Amendments

New

3.8 Property Record Cards

The County will provide existing property record cards, whether the cards are hard copy or electronic; if electronic, access will be made available. Any duplication or printing of existing property record card is at the expense of the Vendor. If required, the County shall supply the property record cards, it shall ensure via quality control that existing property record descriptions, i.e., property characteristics and sketch are not simply duplicated to the new property card being used for reassessment purposes. **The Vendor is responsible for gathering or verifying an accurate physical description of all improvements. The method shall be proposed by the Vendor and acceptable to the County.**

Old

4.1 The Vendor shall do and perform the following work.

- Appraise the land, sites, and buildings, including mobile homes, of all residential and agricultural properties in the County.
- Appraise the land, sites, buildings, and improvements of all commercial properties in the County.
- Appraise the land, sites, buildings, and improvement of all industrial properties in the County.
- Appraise the land, sites, buildings, and improvements of all public utility properties in the County.
- Determine a market value and a use value for all parcels enrolled in Clean and Green and potentially eligible for Clean and Green (noncommercial properties ten (10) or more acres in size). The use value shall be calculated in accordance with Act 319, *Pennsylvania Farmland and Forest Land Assessment Act of 1974*. Clean and Green values are subject to change upon application and approval.
- Appraise the land, sites, and buildings of all tax exempt and immune from taxation properties in the County.
- Appraise severed mineral rights in the County.
- Provide digitized property images of parcels. **Pictures of the front, rear, and garages. In addition, any other outside building greater than 100sf shall also be photographed.**
- Integrate parcel images with the Computer Automated Mass Appraisal (CAMA) system.
- Provide CAMA systems software and associated licenses, installation, and training, if applicable.
- Provide a tax administration system and associated consultation, through the combined efforts of the Vendor and the County's assessment and information technology staff, if applicable.

This list may be decreased or expanded by the County

In connection with the appraisal of the properties outline above, the Vendor shall perform such services hereinafter described in the manner and under the terms and conditions set forth below.

New

4.1 The Vendor shall do and perform the following work.

- Appraise the land, sites, and buildings, including mobile homes, of all residential and agricultural properties in the County.
- Appraise the land, sites, buildings, and improvements of all commercial properties in the County.
- Appraise the land, sites, buildings, and improvement of all industrial properties in the County.
- Appraise the land, sites, buildings, and improvements of all public utility properties in the County.
- Determine a market value and a use value for all parcels enrolled in Clean and Green and potentially eligible for Clean and Green (noncommercial properties ten (10) or more acres in size). The use value shall be calculated in accordance with Act 319, *Pennsylvania Farmland and Forest Land Assessment Act of 1974*. Clean and Green values are subject to change upon application and approval.
- Appraise the land, sites, and buildings of all tax exempt and immune from taxation properties in the County.
- Appraise severed mineral rights in the County.
- Provide digitized property images of parcels. **Pictures of the front, rear, and garages. In addition, any other outside building greater than 100sf shall also be photographed. Photographs of vacant land shall not be required.**
- Integrate parcel images with the Computer Automated Mass Appraisal (CAMA) system.
- Provide CAMA systems software and associated licenses, installation, and training, if applicable.
- Provide a tax administration system and associated consultation, through the combined efforts of the Vendor and the County's assessment and information technology staff, if applicable.

This list may be decreased or expanded by the County

In connection with the appraisal of the properties outline above, the Vendor shall perform such services hereinafter described in the manner and under the terms and conditions set forth below.

Reassessment Timeline

Reassessment Project Thirty-six month for data and valuation *	Date
Data Collection for neighborhood analysis, valuation, and review.	2022 - 2024
Preliminary values mailed to property owners. Informal reviews begin	3/1/2025
Official values mailed to property owners. Appeals start	7/1/2025
New values certified by the county	11/25/2025
New values used for Spring and School tax bills	2026
* All dates are tentative and are subject to change.	

E. COST AND PRICE

Maximum Points: 150

Proposal Price

--

Additional services

Description of additional services

Total for additional services

Deductions for eliminated services

Description of eliminated service

Total for Deduction for eliminated services

Lackawanna County reserves the right to select additions and deductions to adjust proposal price.

Subtotal: Cost and Price

150 _____

Delete Appendix E from Original RFP.

