



COLEMAN COUNTY APPRAISAL DISTRICT

**REQUEST FOR PROPOSALS
FOR APPRAISAL SERVICES**

AUGUST 5, 2024

**REQUEST FOR COMPETITIVE SEALED PROPOSALS FOR
APPRAISAL SERVICES FOR
THE COLEMAN COUNTY APPRAISAL DISTRICT**

GENERAL INFORMATION

The Board of Directors of the Coleman County Appraisal District (“Coleman CAD” or the “District”) is seeking competitive sealed proposals from companies to provide for the service of Residential, Land, and Commercial appraisals for ad valorem tax purposes. Coleman CAD is a political subdivision of the State of Texas and a special district created under Texas state law for the primary purpose of establishing fair market values for use by various taxing jurisdictions (i.e., cities, school districts, county governments, etc. located in Coleman County) in imposing property taxes. Those same taxing jurisdictions fund the District’s operations through a statutory established formula.

Coleman County has a total area of 1,281 square miles. There are approximately 11,755 parcels under property classifications of “A”, “B”, “C1”, “D1”, “D2”, “E”, “F1”, and “M1”.

Coleman CAD uses Pritchard and Abbot’s “Paragon” for their CAMA software.

The Coleman County Appraisal District Board of Directors is seeking a three-year contract for the 2025-2026-2027 appraisal years.

SCOPE OF WORK

- Appraise the real estate property located within the boundaries of the Coleman County Appraisal District for ad valorem tax purposes following the District’s Reappraisal Plan.
- Gather and compile as of January 1st of each of the said years all information and data reasonably needed and reasonably available to the Appraisal District for the purpose of equalizing valuations of such contract.
- Prepare and provide to the Appraisal District current cost schedules for each year.
- Provide to the Appraisal District copies of all appraisals, together with supporting data, in the format in which they are maintained by the Appraisal Firm or requested by the Appraisal District, and such records shall be considered public information unless otherwise specifically exempt from public disclosure pursuant to law.
- To expedite the data entry process, the appraisal firm will provide at their own expense, an iPad or other electronic field device for data collection while appraising in the field that is compatible with the district’s software.
- The work described for ad valorem tax purposes will be completed before April 1 of each respective year to allow value notices to be timely mailed in accordance with applicable law.

- The appraisal firm will provide adequate staff to meet with taxpayers who respond to the Notices of Appraised Value and review with them the appraisal of their property(ies).
- The appraiser(s) of the firm will meet with the Appraisal Review Boards when necessary to present testimony and evidence as to the value of any property being protested and will generally assist the Appraisal District in the equalization of values of property subject to this contract as the Appraisal District may see fit until final action is taken reconciling and equalizing the values for taxation for the term.
- The Appraisal Firm will meet all suggested dates set out in the Property Tax Code for preparation of Notices of Appraised Value and Appraisal Rolls.
- The Appraisal Firm will follow Section 23.01 of the Texas Property Tax Code related to the Uniform Standards of Professional Appraisal Practice (USPAP) as it applies to the properties within the Coleman CAD.
- The Appraisal Firm will provide prompt report production in response to Property Value Studies, the State Comptroller’s MAP reviews, and Taxable Value Audits requested.
- The Appraisal Firm will provide assistance to Coleman CAD for any appeals filed by taxpayers after the Appraisal Review Board process.
- The Appraisal Firm will provide the Appraisal District appraiser(s) who have obtained their Registered Professional Appraiser (RPA) License or at a minimum have obtained their Level 4 status with the Texas Department of Licensing and Regulation. The Appraisal Firm will also ensure that the appraiser(s) license stays current by meeting the annual continuing education requirements.
- The Appraisal Firm will maintain general liability insurance, automobile liability insurance, and worker’s compensation insurance.

COLEMAN CAD APPRAISAL INFORMATION

The Coleman County Appraisal District has the following taxing jurisdictions within their boundaries:

- Coleman County General
- Coleman County Road
- Coleman Hospital District
- City of Coleman
- City of Novice
- City of Santa Anna
- Coleman ISD
- Panther Creek CISD
- Santa Anna ISD
- Bangs ISD – Shared
- Cross Plains ISD - Shared

The following is an outline of the jurisdictions to be appraised in the District's Reappraisal Plan:

2025: Coleman ISD rural; Cross Plains ISD; North part of City of Coleman

2026: Santa Anna ISD; Bangs ISD; Southeast part of City of Coleman

2027: Panther Creek CISD; Southwest part of City of Coleman

MINIMUM REQUIREMENTS OF PROPOSAL

Proposals should include the following:

1. Name of the person (s) who will provide the Appraisal Services.
2. Fee structure including time frame needed to accomplish the task.
3. Previous experience in recalculation of property value schedules and number of years in the business.
4. Relevant firm or personal resumes.
5. List of clients in which the firm currently provides appraisal services.
6. The proposer must certify any financial interest of any member of the Coleman CAD Board of Directors in vendor's corporation, parent corporation, or subsidiary corporation, or partnership, or other business entity.
7. The name, mailing address, telephone number, and email address of the person representing the appraisal firm regarding the appraisal services proposal.
8. A sample contract.
9. Any and all other relevant information the Board of Directors should consider.

CRITERIA FOR SELECTION OF VENDOR

The District's Board of Directors will select the vendor who provides the appraisal services at the best value for the district. In determining the best value for the district, the district may consider:

1. The contract amount.
2. The reputation of the proposer and of the proposer's goods and services.
3. The quality of the proposer's goods or services.
4. The extent to which the goods or services meet the district's needs.
5. The proposer's past relationship with the district.
6. The impact on the ability of the district to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities.
7. The total long-term cost to the district to acquire the proposer's services.
8. Any relevant criteria which are specifically listed in the request for proposals.

The Coleman County Appraisal District Board of Directors reserves the right to reject any and all proposals.

FORMAT OF PROPOSALS

Proposals may be in any format offered by the vendor. The proposal shall be signed by a representative of the company submitting the proposal. Proposals should be submitted to Eva Bush, Chief Appraiser, in a sealed envelope at the address indicated.

PROPOSAL DEADLINE

Proposals must be received no later than 4:00 p.m. on September 6, 2024 at:

Coleman County Appraisal District
Attention: Eva Bush
105 S. Commercial Avenue
PO Box 914
Coleman, TX 76834

Envelopes should be sealed and marked “**Appraisal Services Proposal**”

PROPOSAL NOTICE REQUIREMENT

The following notice will be published in the *Coleman Chronicle & DV* on **August 8, 2024 and August 15, 2024:**

The Board of Directors of the Coleman County Appraisal District is accepting competitive sealed proposals for appraisal services for ad valorem tax purposes. Properties to be appraised are categories “A”, “B”, “C1”, “D1”, “D2”, “E”, “F1”, and “M1”. The contract for appraisal services will be for three years; 2025, 2026, and 2027. Responses to this request for proposal must be received by 4:00 p.m. on September 6, 2024, to be considered. The requested information is to be mailed or hand delivered to:

**Coleman County Appraisal District
ATTN: Eva Bush
105 S. Commercial Avenue
PO Box 914
Coleman, TX 76834**

Timely submitted proposals will be publicly opened, read aloud, and presented at the District’s Board of Directors meeting scheduled for Wednesday, September 11, 2024, at 8:00 a.m. for award to the successful proposer. **The Board of Directors reserves the right to reject any and all proposals and accept any proposal deemed in the best interest of the district at such meeting.**

Questions pertaining to this request for proposal should be directed to Eva Bush, Chief Appraiser, who can be reached by telephone number 325-625-4155 Extension 106 or by email at ebush@colemancad.net during normal business hours. The Appraisal Service Proposal details can be found on the Coleman County Appraisal District’s website: <https://colemancad.net>.

PROPOSAL FOR APPRAISAL SERVICE

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