



October 3, 2024

**Addendum #1
RP044-24
Provision of Commercial and Industrial Valuations and Corresponding Assessment
Administration Functions on a Multi-Year Contract**

Attachments:

- Pre-Proposal Conference Sign-in Sheet

Please see the below summation of questions and answers for the above solicitation.

Questions:

- Q1. Is it acceptable for our company to hire and train additional staff to undertake the work?
A1. Yes; the County expects to have a staff that has been trained to perform the duties described in the Request for Proposal.
- Q2. Is the entire Inventory inspected and appraised annually, or is a sampling of properties utilized to inform how the entirety should be treated?
A2. The entire Inventory of commercial properties is appraised annually; field inspections are performed when it is deemed appropriate to effectively perform appraisals.
- Q3. Are there certain functions/titles where the County explicitly requires employees to be either a trainee, registered, or certified general appraiser with the Georgia Real Estate Appraisers Board?
A3. No, but the County expects the service provider to demonstrate that their staff has sufficient expertise and formal training to effectively perform the duties described in the Request for Proposal.
- Q4. Are there certain functions/titles where the County explicitly requires employees to be an Member Appraisal Institute (MAI)-designated member of the Appraisal Institute?
A4. No.
- Q5. Regarding *RP044-24 Inv*, Page 5, Section 3.3: it notes that all transactions will be analyzed within 30 days of discovery. Can the County describe the process by which Georgia Superior Court Clerks' Cooperative Authority (GSCCCA)/Deed data is delivered, the frequency with which it is delivered, and if the County has pre-formatted validation forms that must be filled out as part of the reporting requirements?
A5. The County extracts sales data from GSCCCA weekly. Sales are then available to the appraisers for review. The County does not utilize a pre-formatted validation form, however requires a thorough review of all sales.

This addendum should be signed in the space provided below and returned with your proposal. Failure to do so may result in your proposal being deemed non-responsive.

Thank you,



Casey Beauston
Purchasing Associate II

Company Name _____

Authorized Representative _____

PRE-PROPOSAL CONFERENCE

RP044-24 Provision of Commercial & Industrial Valuations & Corresponding Assessment Administration Functions on a Multi-Year Contract

	<u>Representative Name</u>	<u>Company Name</u>	<u>Phone #</u>	<u>E-Mail Address</u>
1.	Andy Sheppard	Pritchett Appraisal		andy@pritchettappraisal.com
2.	Christopher Reed	↓		
3.	Deonte Thomas	↓		
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<u>Department Representative Name</u>	<u>Department</u>	<u>Department Representative Name</u>	<u>Department</u>
Casey Beaufort	DOFS		
Stewart Oliver	DOFS		
Alex Alcock	DOFS		