

## **Cover Letter**

1. Says the RFP is for 2024 reval, 2023 MH, and mentions 2022 and 2023 N/C. I didn't see any spec for the N/C in the RFP. Is it the intention of the County to do this In-House?

**Answer:** At this time Lake County plans to complete new construction in-house during the duration of the terms of the contract

## **RFP**

2. Para. 5.3: Given that Mobile Homes are appraised in current year, we feel that the effective date for their appraisal would be 1/1/2025 with work to be completed by 11/30/24, would this be acceptable to your office? Also, does the 2,103 parcel count for MH's include "Like Real" and Personal Property (Depreciated)?

**Answer:** Yes, it is acceptable to have work completed by 11/30/2024 for an effective date of 1/1/2025 for manufactured homes. Yes, the count does include both "Like Real" and depreciated. There are approximately 240 depreciated manufactured homes in 23 parks and also, there are approximately 1/3 of the total manufactured homes outside of manufactured home parks.

3. Para. 7.3: Calls for background checks. All of our employees had an initial background check prior to hire, is an additional background check required? Would Company provide or is the County providing (sheriff)?

**Answer:** If your company completes backgrounds checks at time of hiring, we will need a signed and notarized letter to indicate that this requirement has been fulfilled at time of hiring at the documentation is on file with your company.

3. Para. 7.8: Car signs: Who provides?

**Answer:** Lake County Auditor's office will provide up to six (6) signs for use in the field.

4. Para 18.1: How many narrative appraisals are required?

**Answer:** It is unknown at time how many would be required, however, in the last sexennial, zero narrative appraisals were requested by Lake County.

Para 21.5: What is "Smartview"?

**Answer:** Cyclomedia (drive-by) street view pictures.

6. Para 22.1: Calls for "100% physical review". Does not specify 100% field review by qualified appraisers as required by DTE. Are we to assume this is the County's intention?

**Answer:** Yes, however, Lake County is open to alternatives as well as provided in the RFP.

7. Para. 23.1: What is the "smartfile" system?

**Answer:** Paperless filing system for DTE-1, Homestead Exemptions, Owner Occupied Credits and Address

8. Para 26.6: Question on project completion. "the project shall be considered complete at the close of the final Board of Revision hearings immediately following delivery of the complete appraisals and records to the auditor". Does the County mean informal hearings? 2024 BOR would not take place until 2025.

**Answer:** Yes, completion would occur after the informal hearings.

9. Para 28: Office space and equipment. How many stations, office furnishings, phone, fax etc.

**Answer:** Up to six (6) computers with phones, desks, furnishings and one (1) fax. Additional equipment may be provided if agreed upon between contractor and Lake County Auditor.

10. Addendum: Question on Aerial flight vs Pictometry. Are these the same? Resolution?

**Answer:** Yes, aerial flight and pictometry are the same. Pictometry is flown with 3 inch resolution.