



Answers to Questions on RFP No. RFP/DRT14-000-01, Request for Proposal for Reappraisal and Revaluation Services.

- 1) Question: On the section labeled "Proposed Process Time Table" on page 5, the Receipt of Sealed Proposals date is listed as January 20, 2014 from 9:00am to 4:00p./ Given that this date is an observed Government of Guam holiday (Martin Luther King Jr. Day), will the DRT office be open to accept offerors' proposals?

Answer: *See Amendment No. 1 and 2.*

- 2) Question: In the section labeled "N. Appraisal of Residential improvements and Structures" on page 29, item number 2 states that the contractor shall physically inspect any real property in which needs verification." The Glossary of Terms defines "Physically Inspecting" as "at a minimum, observing each property *from the right of way* in order to ascertain that the physical characteristics necessary for reappraising are complete and accurate."

Is the intent of this scope of work to require the contractor to physically visit each and every residential improvement in person or will the contractor be allowed to utilize DRT's Pictometry data to perform this inspection for those improvements that are sufficiently unobstructed in the imagery?

Answer: *The Contractor shall make the determination whether or not the data, not limited to Pictometry, contained at/provided by DRT is sufficient to conduct the required services for inspection and physical validation.*

- 3) Question: In the section labeled "N. Appraisal of Residential Improvements and Structures" on page 29, item number 4 states that Field Review: "All properties shall be reviewed by the contractor for accurate classification, correct listing and final value." The Glossary of Terms defines "Field Review" as "the process of identifying market value through the review through the review of appropriate valuation documentation *from the public right of way.*"

- a) Is the intent of this scope of work to require the contractor to physically visit each and every residential improvements in person or will the contractor be allowed to utilize DRT's Pictometry data to perform this review for those improvements that are sufficiently unobstructed in the imagery?

Answer: *The Contractor shall make the determination whether or not the data, not limited to Pictometry, contained at/provided by DRT is sufficient to conduct the required services for inspection and physical validation.*

- b) In the interest of time and cost, will the Government accept an alternative plan for conducting the field review that utilizes a targeted approach, statistical sampling, or a hybrid of the two rather than reviewing the entire population of residential improvements?

Answer: *Government may consider an alternate plan that is permissible by law and/or industry standards, as long as required services are delivered.*

- 4) Question: In the section labeled “H. Type of Contract and Contract Term” on page 15 the RFP states, “Although this is a fixed price contract. . . the nature of the professional services being performed are such that there is an anticipated period near the end of the performance where contractor shall continue to defend its work at no additional cost to DRT.” This is reiterated on pages 27 and 28 under the sections entitled “J. Board of Equalization Appeals” and K. Litigation”.

- a) Does the Government have an estimated quantity for the number of appeals and court cases it anticipates may arise once the reappraised values are implemented?

Answer: *No, DRT does not have an estimated quantity for the number of appeals and court cases it anticipates may arise once the reappraised values are implemented.*

- b) If not, will the Government consider stipulating a not-to-exceed limit on the number of appeals and court cases the contractor will be responsible for?

Answer: *No, DRT will not consider structuring a not-to exceed limit on the number of appeals and court cases the contractor will be responsible for.*

- c) Alternatively, will the Government consider structuring this portion of work as an indefinite delivery/indefinite quantity (IDIQ) contract rather than having the contractor provision for an undetermined quantity of work in its fixed price?

Answer: *DRT will provide the parcel listings and the current assessment roll as the basis to conduct the required services. The contract should not be limited to that but the contractor should make every effort to include changes, deletions, additions, subdivisions as necessary. No need to make distinction in contract as “indefinite/undetermined quantity”*

- 5) Question: On page 23, section B, the scope of work requires the contractor to “value all real property, taxable and exempted as included in these categories: land, improvements, residential (single and multi-family), commercial, industrial, agricultural, non-agricultural, any special use type properties, constructed or unconstructed improvements.

- a) Please clarify whether government and federal properties are to be included in this scope of work.

Answer: *See Amendment No.3*

- b) If government and federal properties are to be included, does the DRT have a complete inventory of parcels and improvements for these categories of real property or is the contractor expected to research and provide this data?

Answer: *No, DRT does not have a complete inventory of all Government and Federal Properties for land and improvements. However, DRT will provide the current assessment roll in its possession. But contractor still should do due diligence in retrieving the data for valuation purposes.*

c) Do the estimated parcel counts on page 24 include government and federal property?

Answer: *No, the estimated parcel count on page 24 does not include all Government and Federal properties.*

- 6) Question: Page 29, item 3 of section M continued from the previous page states, "Contractor will make necessary adjustments in value to compensate for topographical irregularities, such as steep slopes, swamps, irregular shapes, and anything else which may detract from the usefulness of the land. Non-conforming uses and zoning variances shall be considered in establishing values."

Is the intent of this requirement for the contractor to physically inspect and make an individualized assessment of each parcel in person or does DRT have GIS or other map data to enable the identification of these features automatically on a mass scale?

Answer: *Yes, contractor will need to revalue all properties in all areas that are necessary to adjustments in value to compensate for topographical irregularities, such as steep slopes, swamps, irregular shapes and non-conforming uses and zoning variances. The contractor must decide whether physical inspection or and an alternate is acceptable for delivery services.*

- 7) Question: Page 27, section H states, "On or before September 1st, 2014 contractor shall provide assessment notices to all property owners setting forth the valuation that has been placed upon the property...". Does this mean that the Government anticipates the completion of all reappraisal and revaluation of property and improvements on Guam by August 31, 2014?

Answer: *Yes, contractor shall update all value to assure the preliminary roll be readily available by September 1, 2014. However, the contractor may request for an extension. This will be the negotiation between the contractor and the Director of DRT.*

- 8) Questions: Page 6, item 4 the definition of CAMA seems to suggest a preferred approach for producing values. Is there a specific or preferred approach for determining land and improvement values that DRT desires or is there a specific approach required by DRT's CAMA system?

Answer: *DRT will not determine any specific approach. The contractor must present and explain what methodology they will utilize in determining the values for the revaluation and reappraisal. However, what type of software the contractor will utilize must be compatible to the GPAS/CAMA software or must work directly with DRT MIS to update the new data values on GPAS/CAMA software.*

- 9) Page 22: VI. Scope of Work: A. Scope of Revaluation/Reappraisal. Contractor is responsible to update property tax assessment records and value for all taxable, government, federal properties (may be

subject to restrictions), exempted properties, vacant land, constructed or unconstructed improvements, residential, public utility, commercial, industrial, and special use properties on Guam.

a) Is the contractor responsible for valuing construction projects that are in-progress?

Answer: *Due to the amendment 3, we deleted unconstructed improvements.*

b) Is the contractor responsible for valuing unconstructed properties where the construction has halted?

Answer: *No, the contractor is not responsible for valuing unconstructed properties where the construction has halted. However, the contractor shall provide DRT a list of all unconstructed improvements by the end of the project.*

10) Question: Page 23" VI. Scope of Work: A. (5) Interested contractors must demonstrate that they willing and able to work within the scope of the software.

In the event the data necessary to perform the reappraisal and revaluation or in the event that the methodology for the reappraisal and revaluation is not compatible with DRT's current CAMA configuration, will the contractor be responsible for the cost of modifying, reconfiguring, or reprogramming the Government's system?

Answer: *We are soliciting for revaluation/reappraisal services not programming. It is stated on the RFP page 23. VI. Scope of Work, Section B Subsection 4.*

11) Questions: Page 25: VI. Scope of Work: F. (4) Assessor Records. Contractor shall use the property tax systems (GPAS/CAMA) for the revaluation/reappraisal project.

Will DRT allow the contractor to remotely access DRT's servers from its own offices to utilize GPAS/CAMA TaxMap or other applications and data available?

Answer: *Remote access, if granted, must insure any personal information under privacy act must be protected. Contractor must assume costs mentioned in 10 if needed and any information, new or current, remains property of GovGuam and DRT. Contractor may not keep any information, data bases, etc., upon completion.*

12) Question: Will DRT be able to request from the Department of Land Management any survey plans and recorded documents necessary for the reappraisal and revaluation on a timely manner and provide them to the contractor at no cost?

Answer: *Yes, However, the contractor will have access to the TAXMAP software in which will provide image views of approved mappings and recorded documents.*

13) Question: Will DRT be willing to request for access to other Government agency databases necessary for the reappraisal and revaluation and provide that access to the contractor at no cost?

Answer: *Yes, DRT will request access to other Government agency databases necessary for the revaluation and reappraisal.*

14) Question: Page 27: VI. Scope of Work: H. Assessment Notices

Are these notices to be generated via the GPAS/CAMA software or is the contractor responsible for generating these independently?

Answer: *The Assessment Notices can be generated via the GPAS/CAMA software. However, the contractor may generate the notices independently.*

15) Question: Page 29: VI. Scope of Work: N. Appraisal of Residential Improvements and Structures

a) Can the Pictometry software be utilized for the appraisal of the improvements?

Answer: *Yes, The Pictometry software can be utilized for the appraisal of the improvements. The Pictometry can only measure the dimensions of the improvements.*

b) Are measurements of structures collected via ESRI and the DRT pictometry data source an acceptable means of measuring the dimensions of a property?

Answer: *Yes, Pictometry is a data source that is an acceptable means of measuring the dimensions of a property.*

16) Question: Page 33: VII. Contractual Condition A.8: System Code and Documentation Ownership

a) Please define system code?

Answer: *System code is programmer's Source Code, generally proprietary or owned by Contractor.*

b) If system code is to include software, then does the government want the contractor to utilize only open source code? What about changes to GPAS/CAMA software which is a propriety system?

Answer: *We should not be too concerned because we are not seeking programming but reappraisal/revaluation services. Again, the contractor will utilize the GPAS/CAMA software. However, on basis of new values the contractor will work directly with DRT MIS to update the file on the GPAS/CAMA software.*

17) Question: In section B of the Scope of Work on page 23, under item 4, how many licenses for the GPAS and CAMA software will the government make available to the contractor? If the contractor requires more work stations and licenses than are currently available, will the Government be responsible for procuring the additional temporary licenses and provide them to the contractor at no cost?

Answer: *DRT will allow the contractor to utilize the vacant computers located at the Motor Vehicle area.*

18) Given that between the anticipated contract award date of February 14, 2014 and the deadline for Assessment Notices to be sent out on or before September 1, 2014 (as stated in section H on page 27) there are only 198 calendar days or approximately 6 - ½ months, will the Government consider amending the RFP to provide a phased approach to the completion of a full reappraisal and revaluation? Our concern is that the compressed time/frame may be cost prohibitive.

Answer: No, the Government will not consider amending the contract award date and the deadline for the Assessment Notices date.

19) Since both the technical and price proposals will be affected by the Government's response to the submitted questions, does the Government anticipate providing its official responses via RFP amendments by Friday, January 17, 2014? If not, will the Government consider an extension to the deadline for receipt of proposals to Friday, January 24, 2014?

Answer: No, the deadline for the receipts of the proposal will be January 22, 2014 by 4:00 pm.

Signed by: John P. Camacho
JOHN P. CAMACHO, Director

Date: 1/24/14