

FAUQUIER COUNTY, a political subdivision of the Commonwealth of Virginia
Contract # 38-12smc, County Reassessment

This Agreement is made and entered into this 17th day of April 2012, by Fauquier County, a political subdivision of the Commonwealth of Virginia hereinafter referred to as "Owner" and, **Wampler-Eanes Appraisal Group, Ltd., 120 Amsterdam Road/PO Box 685, Daleville, VA**, hereinafter referred to as "Contractor".

WITNESSETH that the Contractor and the Owner, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF SERVICES: The Contractor shall provide County Reassessment Services, and new construction appraisals, to the Owner as set forth in the Contract Documents.

COMPENSATION: The Owner will pay and the Contractor will accept in full consideration for services rendered during the contract term, 2014 mass reassessment for Seven hundred thirty-three thousand six hundred thirty-four dollars and eighty-five cents (\$733,634.85), and new building permits at twenty-one dollars and ninety-five cents (\$ 21.95) each starting September 15, 2012 forward, per the attached Proposed Fee Schedule.

CONTRACT PERIOD: April 17, 2012 through December 31, 2017 with one five-year renewal term option pending conditions and approvals noted in 6.1, Contract Period, of RFP# 38-12sm and the attached e-mail exchange dated April 2, 2012.

The contract documents shall consist of and are listed in order of priority:

- (1) This signed form;
- (2) RFP# 38-12sm dated February 1, 2012, and Addendum #1 dated February 17, 2012;
- (3) Contractor's proposal dated February 27, 2012, and attached two-page e-mailed clarification dated April 2 and March 20, 2012 in response to Owner's related e-mailed requests, and one-page Proposal Fee Schedule received March 20, 2012.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Wampler-Eanes Appraisal Group, Ltd.

By: Steven I. Wampler
Steven I. Wampler

Title: President

Date: 4-22-2012

County of Fauquier, a political subdivision of
the Commonwealth of Virginia

By: Susan R. Monaco
Susan R. Monaco, CPPO, CPPB

Title: Procurement Manager

Date: 4-23-2012

From: Wampler-Eanes [mailto:wamplereanes@rbnet.com] **Sent:** Monday, April 02, 2012 12:19 PM
To: Monaco, Susan **Subject:** RE: One last quick question re: Reassessment contract

Ms. Monaco: That would be fine with us to change that wording. Thanks for your help!

Zachary Falls, Office Manager Wampler-Eanes Appraisal Group, Ltd. (540) 992-2323, Ext. 300

From: Monaco, Susan [mailto:susan.monaco@fauquiercounty.gov] **Sent:** Friday, March 30, 2012 4:03 PM
To: wamplereanes@rbnet.com **Subject:** One last quick question re: Reassessment contract

Good Afternoon, Mr. Wampler, I hope this e-mail finds you doing well. In setting up the draft contract for the upcoming official award of RFP#38-12sm, we realized that the original contract term of "four years from date of award" is not entirely correct and accurate; it really should have read, "approximately five years from date of award or, through December 31, 2017". Per Ross D'Urso's clarifications and explanation to me via e-mail, the awarded contractor of course conducts the full general reassessment and all related duties for the 2014 tax year, but then conducts the new construction/pro-rations for the 2015, 2016 AND 2017 tax years.

Since you have the per-parcel rate for new construction/pro-rations already set as part of the proposal and award process, do you have any objection to the correction of the contract term as April 2012 through December 31, 2017? Additionally, we'll adjust the potential "renewal" term, should we choose to use that option, to be five years.

Please advise if this is acceptable so I can finish this draft contract in anticipation of Board of Supervisor approval. Thank you and have a great weekend!

From: Wampler-Eanes [mailto:wamplereanes@rbnet.com] **Sent:** Tuesday, March 20, 2012 1:21 PM **To:** Monaco, Susan
Subject: RE: Follow-up Questions, RFP#38-12sm, please read & respond (one other request added 3/19/12)

Ms. Monaco: Please find below the answers to the questions that the evaluation committee has for Wampler-Eanes Appraisal Group, Ltd. regarding our proposal for reassessment services for the Fauquier County 2014 General Reassessment.

RFP# 38-12sm, Section 4.2.6:

Please see the attached document that outlines the deliverables expected and the dates and fees associated with each. Also included is the breakdown of price per parcel along with our fixed fee per parcel for new construction assessments.

RFP# 38-12sm, Section 3.15.5:

Wampler-Eanes Appraisal Group, Ltd. will comply with this requirement of Fauquier County's RFP# 38-12sm to provide a qualified staff member who will assist the County Board of Equalization. Our staff member will be present at every Board of Equalization meeting to resolve any appeals until the end of the statutory period and will be provided to Fauquier County at no additional cost for these services.

RFP# 38-12sm, Section 3.15.4:

Wampler-Eanes Appraisal Group, Ltd. will have a qualified staff member on-site for 4 weeks following the final mailing of hearing results notifications to address any questions regarding those notifications. This staff member will be provided at no additional cost to Fauquier County.

RFP# 38-12sm, Section 3.14.3.1:

Wampler-Eanes Appraisal Group, Ltd. will assign Mr. Michael Colavecchio as the Reassessment Supervisor for the 2014 General Reassessment of Real Property for Fauquier County.

Thank you for your time and consideration.

Steven I Wampler, CRA, President, Wampler-Eanes Appraisal Group, Ltd. (540) 992-2323

From: Monaco, Susan [mailto:susan.monaco@fauquiercounty.gov] **Sent:** Monday, March 19, 2012 2:30 PM **To:** 'wamplerneanes@rbnet.com' **Subject:** RE: Follow-up Questions, RFP#38-12sm, please read & respond (one other request added 3/19/12)

Good Monday Afternoon, Mr. Wampler, after meeting with the committee again this morning, they have one other request relative to your proposal response and that is to have Mr. Michael Colavecchio named as our Reassessment Supervisor, should a contract be awarded to Wampler-Eanes. Please indicate, in your written response to the three inquiries below and this latest one, if this is acceptable and possible – thank you!

Susan R. Monaco, CPPO, CPPB, Procurement Manager

Fauquier County Govt. & Public Schools, 320 Hospital Drive, Suite 23, Warrenton, VA 20186

From: Monaco, Susan **Sent:** Friday, March 16, 2012 3:48 PM **To:** wamplerneanes@rbnet.com

Subject: Follow-up Questions, RFP#38-12sm, please read & respond

Good Afternoon, Mr. Wampler, the evaluation committee has the following questions for you and would appreciate your written response no later than Tuesday, 3/20/12, close of business. Thank you!

RFP# 38-12sm Section 4.2.6 Fee Proposal notes the following:

Offeror shall identify a fee proposal for reassessment based on the deliverables expected and outlined herein and in conjunction with the Key Dates noted on Attachment C. The County expects Offerors fee proposals to include a small initial payment upon execution of the contract; a percentage of the remaining contract to be paid upon receipt of deliverables; and a monthly stipend to assist the Contractor in performing all the tasks outlined in the RFP. Offerors shall also provide a fixed fee per parcel for new construction assessments. All fees shall be in the form of firm, fixed prices to remain in effect throughout the period of the contract.

Your fee proposal is attached and did not meet the level of detail requested in the RFP. Please respond to this e-mail request with a hard copy attachment of your fee broken down as requested and linked to the deliverables outlined in the RFP. An example of this is also attached as this was subsequent to contract award in order to comply with the agreed-upon requirements of the RFP.

Section 3.15.5 of the original RFP notes the following BOE Support requirement:

The Contractor shall furnish a qualified staff member (Contractor employee) to assist the County Board of Equalization applicable to the requirements of Section 58.1-3331, 3379 and 3984 of the Code of Virginia as amended. Said employee shall be present at each and every Board of Equalization meeting and until appeals from said Board or to the Courts, arising within the statutory period, have been heard and resolved. This service shall be provided at no additional cost to the County.

Your proposal response does not clearly address this requirement. Please confirm, in your written reply to this request, that WE will comply with this requirement and provide the qualified staff member for all requirements within this section, at no additional cost to the County.

Section 3.15.4, last paragraph within the Revisions and Notifications requirements, notes: For at least a 4 week period following the final mailing of hearing results notifications, the Contractor shall provide a qualified employee to answer questions pertaining to hearing result notifications.

Your proposal response references having a staff member available to address questions, but the County is requiring a qualified employee present on-site to address questions as they come in. Please confirm, in your written reply to this request, that WE intends to provide the required qualified staff member on-site for four weeks as noted

Thank you again for your proposal response and your past service to Fauquier County.

Susan R. Monaco, CPPO, CPPB, Procurement Manager

Fauquier County Govt. & Public Schools, 320 Hospital Drive, Suite 23, Warrenton, VA 20186



Fauquier County 2014 General Reassessment

**Proposed Fee Schedule
RFP# 38-12sm, Section 4.2.6**

Deliverables:

Initial Sales Study =	\$ 14,000.00	Due: 10/15/12
Draft Assessors Manual =	\$ 2,500.00	Due: 1/9/13
Sales Ratio Study – Update 1 =	\$ 2,500.00	Due: 1/9/13
Draft Assessors Manual – Update 1 =	\$ 2,500.00	Due: 4/9/13
Sales Ratio Study – Update 2 =	\$ 2,500.00	Due: 4/9/13
Draft Assessors Manual – Update 2 =	\$ 2,500.00	Due: 9/9/13
Sales Ratio Study – Update 3 =	\$ 2,500.00	Due: 9/9/13
Final Sales Ratio Study =	\$ 2,500.00	Due: 12/9/13
Final Assessors Manual =	\$ 2,500.00	Due: 12/9/13
Assessors Manual Training =	\$ 13,000.00	No Later Than: 1/29/14
Total of Deliverables =	\$ 47,000.00	
Due upon Execution of Contract =	\$ 1,129.12	
Total of Deliverables with Contract Payment =	\$ 48,129.12	

New Construction Assessments = \$21.95 per Permit/Split

Breakdown of Price per Parcel:

Not to Exceed Contract Price = \$ 733,634.85
 Less Deliverables Cost = - \$ 48,129.12
\$ 685,505.73

\$685,505.73 divided by 33,423 (2013 projected parcels + 425 mobile homes) = \$ 20.51 per parcel

Price per Parcel will be used for the monthly stipend due to Wampler-Eanes. Wampler-Eanes will bill Fauquier County monthly based on the number of parcels worked.