Request for Proposals

Professional Services for General Reassessment of All Taxable Real Property

RFP # 2026-11-001

Issue Date: 11/19/2026

Proposal Due Date: 12/17/2026

Issuing Department:

Commissioner of the Revenue

ATTN: Ashton Beverley

2039 Sycamore Avenue

Buena Vista, VA 24416

1. PURPOSE

This Request for Proposals (RFP) is issued by the City of Buena Vista ("City") pursuant to the Virginia Public Procurement Act, §2.2-4300 et seq., Code of Virginia, for the procurement of professional reassessment services. The City seeks proposals from qualified firms to perform a General Reassessment of all taxable real property within the City of Buena Vista, Virginia. The procurement shall be conducted utilizing the Competitive Negotiation method for Professional Services. The award shall be made to the offeror determined to be fully qualified and best suited among those submitting proposals, on the basis of the factors identified in this solicitation, including negotiation of a fair and reasonable price.

2. BACKGROUND

The City of Buena Vista, located in the Shenandoah Valley of Virginia, is home to over 6,600 residents. Situated along U.S. Route 60 and Interstate 81, Buena Vista offers convenient access to major markets while maintaining a high quality of life and strong community identity. Pursuant to § 58.1-3252 of the Code of Virginia, localities are required to periodically reassess real property to ensure assessments reflect fair market value and maintain uniformity and equity among taxpayers.

3. STATEMENT OF NEEDS

The City requires comprehensive real estate reassessment services to establish fair market values for all taxable parcels in accordance with applicable provisions of the Code of Virginia and guidance issued by the Virginia Department of Taxation. The reassessment shall include inspection, verification, valuation, analysis, reporting, public communication support, appeal support, and delivery of final assessment records necessary for certification of the land book.

4. SCOPE OF SERVICES

The selected contractor shall provide all labor, supervision, technical expertise, software, equipment, reports, and support services necessary to complete the reassessment. Services shall include, at a minimum:

4.1. Review and verification of existing assessment records.
4.2. Physical inspection and field review of taxable real property.
4.3. Collection and maintenance of digital property photographs.
4.4. Sales verification and market analysis.
4.5. Neighborhood delineation and market area analysis.
4.6. Development and calibration of valuation models.
4.7. Land valuation analysis and updates.
4.8. Residential, commercial, industrial, multi-family, exempt, and special-purpose property review.
4.9. Quality assurance reviews and statistical testing.
4.10. Preparation of preliminary assessment values.
4.11. Informal taxpayer review conferences.
4.12. Preparation of final assessment values.
4.13. Board of Equalization support.
4.14. Litigation support and expert witness services if requested by the City.
4.15. Preparation of final land book and electronic assessment files.

5. MINIMUM QUALIFICATIONS

5.1. Offerors shall possess demonstrated qualifications and experience in conducting mass appraisal and reassessment projects for Virginia local governments. At a minimum, offerors shall:

5.1.1. Have successfully completed at least three (3) reassessment projects for Virginia localities within the previous five (5) years

5.1.2. Employ personnel who possess appropriate appraisal and assessment certifications applicable to reassessment work.

5.1.3. Demonstrate the ability to conduct reassessments in compliance with Virginia law, generally accepted mass appraisal standards, and applicable guidance of the Virginia Department of Taxation.

5.1.4. Demonstrate experience supporting administrative appeals, Boards of Equalization, and judicial review proceedings.

5.1.5. Possess sufficient staffing and technical resources to complete the project within the required schedule.

6. PUBLIC INFORMATION PROGRAM

The Contractor shall aid with public communication activities throughout the reassessment process.

6.1. Services shall include:

6.1.1. Public informational materials.

6.1.2. Public meetings, as requested by the City.

6.1.3. Assistance with public notices.

6.1.4. Dedicated telephone and electronic communication channels for taxpayer inquiries.

6.1.5. Timely response to property owner inquiries.

6.1.6. Assistance with taxpayer education regarding reassessment methodology and appeal rights.

7. PROJECT DELIVERABLES

The contractor shall furnish the following deliverables:

7.1. Project Management Plan.

7.2. Detailed Project Schedule.

7.3. Market Analysis Report.

7.4. Sales Ratio Studies.

7.5. Land Valuation Schedules.

7.6. Valuation Methodology Documentation.

7.7. Updated Parcel Database.

7.8. Digital Property Photographs.

7.9. Preliminary Assessment Roll.

7.10. Final Assessment Roll.

7.11. Property Owner Notification Files.

7.12. Appeal and Board of Equalization Support Materials.

7.13. Final Reassessment Report.

7.14. Transfer of all electronic data and work products to the City.

8. TECHNOLOGY REQUIREMENTS

The contractor shall demonstrate compatibility with the City's assessment administration systems and geographic information systems. All electronic deliverables shall be provided in formats acceptable to the Commissioner of the Revenue. The contractor shall transfer all databases, digital photographs, schedules, reports, and supporting documentation to the City at project completion.

9. SUBMISSION INSTRUCTIONS & PROPOSAL CONTENT REQUIREMENTS

9.1. Proposals must be submitted digitally. **Email the proposal no later than 2:00 PM on the submittal deadline of Thursday, December 17, 2026.** Email should be addressed to Commissioner of the Revenue Ashton Beverley, at procurement@buenavistava.gov and include the RFP number in the subject line. A read receipt is encouraged but not required. Staff will file proposals received early but will not begin reviewing until after the deadline. Proposals emailed after the stated deadline will not be accepted.

9.2. Proposals may be submitted in physical digital form as a USB flash drive. Paper copies of digitally submitted proposals may be sent as well. All physical or paper items must be received no later than the submittal deadline stated above. All items must be clearly marked with the RFP number. Items should be sent to City of Buena Vista, ATTN: Ashton Beverley, 2039 Sycamore Ave, Buena Vista VA 24416.

9.3. Each proposal shall include at a minimum the items listed below. Only proposals received in accordance with the RFP requirements will be given consideration. The City will not accept any liability or cost that may arise out of either the preparation of a proposal or the acceptance or rejection of a proposal.

9.3.1. Cover Letter.

9.3.2. Firm Background and Organization.

9.3.3. Evidence of Qualifications.

9.3.4. Description of Similar Projects Completed by Offeror.

9.3.5. Key Personnel and Resumes, include applicable Virginia licensing and/or certification information.

9.3.6. Proposed Project Schedule.

9.3.7. Reassessment Methodology.

9.3.8. Quality Control Procedures.

9.3.9. Public Information Program.

9.3.10. Reporting Process and Frequency to the City.

9.3.11. At Least Three References.

9.3.12. Statement of Exceptions, if any.

9.3.13. Attachment A: Acknowledgement, Certifications, and Authorized Signature

10. EVALUATION OF PROPOSALS

Submitted proposals will be evaluated by a City evaluation team utilizing the criteria listed below. The City reserves the right to conduct interviews, request clarifications, establish a competitive range, and negotiate with one or more offerors as permitted by the Virginia Public Procurement Act. For further information on this project or the service requirements, please contact Commissioner of the Revenue Ashton Beverley at ashton.beverley@buenavistava.gov or 540-261-8611. **All in inquiries must be received 10 calendar days before proposal due date.**

Experience Performing Virginia Reassessments	30 Points
Qualifications of Key Personnel	20 Points
Project Approach and Methodology	15 Points
Experience with Comparable Localities	15 Points
Public Information and Appeal Support Plan	10 Points
References and Past Performance	10 Points
Total	100 points

11. CONTRACT ADMINISTRATION

The Contractor shall designate a Project Manager who shall serve as the primary point of contact throughout the contract term. The proposal shall identify:

10.1. The Project Manager assigned to the project.
10.2. The office location from which services will be provided.
10.3. The anticipated percentage of time dedicated to the project.
10.4. The Project Manager's reassessment experience and qualifications.

12. PAYMENT TERMS

Payments shall be made based upon satisfactory completion of negotiated project milestones.

11.1. Negotiated project milestones may include:

11.1.1. Contract Execution
11.1.2. Completion of Field Review
11.1.3. Completion of Preliminary Valuations
11.1.4. Mailing of Notices
11.1.5. Completion of Informal Reviews
11.1.6. Completion of Board of Equalization Support
11.1.7. Final Acceptance

13. GENERAL TERMS AND CONDITIONS

The terms and conditions herein are negotiable. Offerors may submit requested changes to these terms and conditions in their proposal. The City will consider changes that address specific concerns to gain an agreement that is fair and reasonable to interested parties.

13.1. ***Applicable Laws and Courts:*** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions, and any litigation with respect thereto shall be brought in the circuit courts of the City. The City and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the Commonwealth of Virginia Vendors Manual. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

13.2. ***Anti-Discrimination:*** By submitting their proposals, offerors certify to the City that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender sexual orientation, gender identity, or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E). In every contract over $10,000 the provisions in (i) and (ii) below apply:

13.2.1. During the performance of this contract, the contractor agrees as follows:

13.2.1.1. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

13.2.1.2. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

13.2.1.3. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

13.2.1.4. If the contractor employs more than five employees, the contractor shall post the contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the contractor owns or leases for business purposes and (b) the contractor's employee handbook.

13.2.1.5. The requirements of these provisions 1. and 2. are a material part of the contract. If the Contractor violates one of these provisions, the City

may terminate the affected part of this contract for breach, or at its option, the whole contract. Violation of one of these provisions may also result in debarment from City contracting regardless of whether the specific contract is terminated.

13.2.1.6. In accordance with Executive Order 61 (2017), a prohibition on discrimination by the contractor, in its employment practices, subcontracting practices, and delivery of goods or services, on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status, is hereby incorporated in this contract.

13.2.2. The contractor will include the provisions of 6.2.1 above in every subcontract or purchase order over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

13.3. ***Ethics in Public Contracting:*** By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

13.4. ***Immigration Reform and Control Act of 1986:*** Applicable for all contracts over $10,000: By entering into a written contract with the City, the contractor certifies that the contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth of Virginia, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

13.5. ***Debarment Status:*** By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia or the City from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia or the City. If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.

13.6. ***Mandatory Use of City Form and Terms and Conditions for RFPs:*** If a form is provided, failure to submit a proposal on the official City form may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the City reserves the right to decide, on a case-by-case basis, in its sole discretion, whether to reject such a proposal.

13.7. ***Clarification of Terms:*** If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the City representative whose name appears on the face of the solicitation no later than seven working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the City.

13.8. ***Precedence of Terms:*** The following General Terms and Conditions APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF CITY FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

13.9. ***Qualifications of Offerors:*** The City may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and

the offeror shall furnish to the City all such information and data for this purpose as may be requested. The City reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The City further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the City that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

13.10. ***Assignment of Contract*:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the City.

13.11. ***Changes to the Contract*:** Changes can be made to the contract in any of the following ways:

13.11.1. The parties may agree in writing to modify the terms, conditions, or scope of the contract. Any additional goods or services to be provided shall be of a sort that is ancillary to the contract goods or services, or within the same broad product or service categories as were included in the contract award. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

13.11.2. The City may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed,. The contractor shall comply with the notice upon receipt, unless the contractor intends to claim an adjustment to compensation, schedule, or other contractual impact that would be caused by complying with such notice, in which case the contractor shall, in writing, promptly notify the City of the adjustment to be sought, and before proceeding to comply with the notice, shall await the City's written decision affirming, modifying, or revoking the prior written notice. If the City decides to issue a notice that requires an adjustment to compensation, the contractor shall be compensated for any additional costs incurred as the result of such order and shall give the City a credit for any savings. Said compensation shall be determined by one of the following methods:

13.11.2.1. By mutual agreement between the parties in writing; or

13.12. ***Default:*** In case of failure to deliver services in accordance with the contract terms and conditions, the City may immediately terminate this agreement after written notice without penalty. For the purpose of this paragraph written notice shall include but not be limited to a letter, fax, hand delivered writing, an email, or a text. Upon termination the City may procure the services contracted for from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the City may have.

13.13. ***Insurance:*** By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all coverages will be provided by companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

13.13.1. *Minimum insurance coverages and limits:*

13.13.1.1. Workers' Compensation – Coverage must be statutory and in compliance with the laws of the Commonwealth. Employer's liability insurance with a limit of at least $100,000 for bodily injury by accident/$500,000 bodily injury by

disease/$100,000 bodily injury by disease for each employee. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the City of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.

13.13.1.2. Employer's Liability - $100,000.

13.13.1.3. Professional Liability (Errors and Omissions) Insurance shall be maintained in an amount not less than $1,000,000 per claim and $1,000,000 aggregate. Coverage shall remain in force for the duration of the contract and for a minimum of two (2) years following completion of the reassessment project

13.13.1.4. Commercial General Liability - $1,000,000 per occurrence and $2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The City shall be added as an additional insured to the policy by an endorsement.

13.13.1.5. Automobile Liability - $1,000,000 combined single limit. (Required only if a motor vehicle not owned by the City is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third-party owner of such motor vehicle).

13.14. ***Cyber Liability Insurance:*** The Contractor shall maintain Cyber Liability Insurance with limits of not less than $1,000,000 per occurrence covering liability arising from unauthorized access, data breach, privacy violations, cyber extortion, network security failures, and loss of electronic data. Coverage shall remain in effect throughout the term of the contract.

13.15. ***Announcement of Award:*** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the Finance Department will publicly post such notice in a public location at City Hall (2039 Sycamore Avenue, Buena Vista, VA 24416) or on eVA (eva.virginia.gov) for a minimum of 10 days.

13.16. ***Drug-free Workplace:*** Applicable for all contracts over $10,000:

13.16.1. During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

13.16.2. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

13.17. ***Nondiscrimination of Contractors:*** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, faith-based organizational status, any

other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

13.18. ***Bid Price Currency:*** Unless stated otherwise in the solicitation, bidders/offerors shall state bid/offer prices in US dollars.

13.19. ***Authorization To Conduct Business In The Commonwealth:*** A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the Virginia Public Procurement Act shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

13.20. ***Civility In City Workplaces:*** The contractor shall take all reasonable steps to ensure that its employees , while performing work on behalf of the contractor or any subcontractor in connection, shall not engage in 1) harassment (including sexual harassment), bullying, cyber-bullying, or threatening or violent conduct, or 2) discriminatory behavior on the basis of race, sex, color, national origin, religious belief, sexual orientation, gender identity or expression, age, political affiliation, veteran status, or disability.

13.21. ***Contract Extensions:*** In the event that the original term and all renewals of this contract expire prior to the award for a new contract for similar goods and/or services, the City may, with written consent of the contractor, extend this contract for such a period as may be necessary to afford the City continuous supply of the identified goods and/or services.

13.22. ***State Corporation Commission Compliance:*** Pursuant to §2.2-4311.2 of the Code of Virginia, offerors shall provide their SCC identification number or indicate that such registration is not required.

14. SPECIAL TERMS AND CONDITIONS

14.1. ***Audit:*** The contractor shall maintain all assessment records, valuation models, sales files, field inspection documentation, electronic data, photographs, correspondence, appeal documentation, supporting calculations and related work papers for five (5) years following final acceptance or until all litigation, audits, claims and appeals have been resolved, whichever is later.

14.2. ***Award:*** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the RFP, including price, if so stated in the RFP. Negotiations shall be conducted with the offerors so selected. The offeror shall state any exception to any contractual terms or conditions, including any liability provisions contained in the RFP in writing at the time of responding to such RFP if so requested by the City. Such exceptions shall be considered during negotiation but shall not be used as a basis for scoring or evaluating which offerors are selected for negotiations. Price shall be considered,

but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The City may cancel this RFP or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the City determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

14.3. ***Cancellation of Contract:*** The City reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation. The contractor shall be compensated for all authorized work satisfactorily completed through the effective date of cancellation.

14.4. ***Renewal of Contract:*** This contract is project-based and tied to a specific effective reassessment date.

14.5. ***Indemnification:*** Contractor agrees to indemnify the City, its officers, agents, and employees for any loss, liability, cost, or reasonable settlement cost incurred as a result of any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor/any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the gross negligence or willful misconduct of the City or its employees.

14.6. ***Project Structure:*** The resulting contract shall be for a citywide general reassessment project. Services shall be performed in accordance with the Contractor's approved work plan, schedule, and scope of services. No guarantee is made regarding additional future reassessment services beyond the scope of the awarded contract.

14.7. ***Conflict of Interest Clause:*** The contractor shall disclose any actual or potential conflict of interest that could impair its objectivity in performing reassessment services. If this situation exists, the contractor shall not perform appraisal, consulting, brokerage, tax appeal, or assessment reduction services for City taxpayers during the term of the reassessment project without prior written approval of the City.

14.8. ***Respondent Party:*** As used herein the party responding to this Request for Proposal shall be referred to herein as bidder, offeror, vendor, and/or contractor.

14.9. ***Ownership of Work Product:*** All reports, databases, photographs, valuation schedules, GIS data enhancements, property record information, sales verification data, assessment records, valuation models, electronic files, and work products developed under this contract shall become the sole property of the City of Buena Vista. Upon completion or termination of the contract, the contractor shall transfer such records to the City in a mutually agreed electronic format without additional charge.

14.10. ***Confidential and Data Security:*** The contractor shall implement reasonable administrative, technical and physical safeguards to protect City information from unauthorized disclosure, access, alteration, or destruction. The contractor shall immediately notify the City of any actual or suspected breach involving City information.

14.11. ***Board of Equalization Support:*** The contractor shall provide sufficient qualified staff to assist the City during informal reviews and Board of Equalization proceedings. Such support shall include

preparation of valuation documentation, attendance at hearings, and explanation of reassessment methodology.

14.12. ***Litigation Support:*** The contractor shall provide expert witness services and litigation support related to assessment appeals arising from the reassessment. The proposal shall identify hourly rates for such services.

14.13. ***Trade Secrets and Proprietary Information:*** Offerors shall identify any proprietary information submitted in accordance with §2.2-4342 of the Code of Virginia. The City shall not be responsible for protecting information not properly identified by the offeror.

ATTACHMENT A

ACKNOWLEDGMENT, CERTIFICATIONS, AND AUTHORIZED SIGNATURE (3 PAGES)

RFP No. 2026-11-001

The undersigned Offeror submits this proposal to the City of Buena Vista in response to the referenced RFP and agrees, if selected, to furnish all services in accordance with the requirements, terms, conditions, and specifications contained therein.

The Offeror certifies and acknowledges the following:

1. Authority to Bind

The individual signing this proposal is authorized to execute this proposal and legally bind the offeror to the obligations contained herein and in any resulting contract.

2. Accuracy of Proposal

The information contained in this proposal is true, accurate, and complete to the best of the offeror's knowledge and belief. The City may rely upon the information provided in evaluating this proposal.

3. Professional Qualifications Certification

The offeror certifies that all personnel assigned to perform services under any resulting contract possess the licenses, certifications, qualifications, and experience required by applicable federal, state, and local laws, regulations, professional standards, and the requirements of this solicitation.

4. Independent Price Determination and Ethics Certification

The offeror certifies that:

- The proposal has been independently developed without collusion, consultation, communication, or agreement with any other offeror concerning pricing, methods, factors, or the intent to submit a proposal.
- No employee, official, or agent of the City has a financial or other interest in the offeror's business.
- No gratuities, gifts, favors, payments, loans, or anything of value have been offered or given to any City employee or official for the purpose of influencing any procurement decision.

5. Debarment Certification

The offeror certifies that it is not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in public contracting by the Commonwealth of Virginia, the federal government, or any political subdivision thereof.

6. Immigration Reform and Control Act Certification

The offeror certifies that it does not and shall not knowingly employ an unauthorized alien during the performance of any resulting contract in violation of the Immigration Reform and Control Act of 1986.

7. Drug-Free Workplace Certification

The offeror certifies that it maintains a drug-free workplace and shall comply with the requirements of § 2.2-4312 of the Code of Virginia during the performance of any resulting contract.

8. State Corporation Commission Compliance

The offeror certifies that it is authorized to transact business in the Commonwealth of Virginia as required by applicable law and shall maintain such authorization throughout the contract term.

SCC Identification Number: _____

OR

☐ The Offeror is not required to be registered with the Virginia State Corporation Commission.

9. Addenda Acknowledgment

The Offeror acknowledges receipt of the following addenda, as applicable:

Addendum Number	Date Received
_____	_____
_____	_____
_____	_____
_____	_____

Failure to acknowledge all addenda may result in the proposal being determined non-responsive.

10. Exceptions to Solicitation

☐ The Offeror takes no exceptions to the requirements, terms, and conditions of this solicitation.

OR

☐ The Offeror takes exceptions to the solicitation, which are specifically identified and explained within the proposal.

11. Virginia Freedom of Information Act and Proprietary Information

Ownership and disclosure of proposal materials shall be governed by applicable provisions of the Virginia Public Procurement Act and the Virginia Freedom of Information Act. The offeror understands that proposal documents submitted in response to this solicitation may be subject to public disclosure except for information properly identified and protected as proprietary pursuant to applicable provisions of the Code of Virginia.

OFFEROR INFORMATION

Legal Name of Firm: _____

Business Address: _____

Telephone Number: _____

Email Address: _____

Federal Tax Identification Number (EIN): _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____