

REQUEST FOR PROPOSALS (“RFP”)

Property Tax Assessment Appeal Hearings Management Services

Purpose

The Council of the City of New Orleans (“Council”) sits as the Board Of Review (“Board”) for property tax appeals for Orleans Parish. Due to the volume of appeals for the upcoming assessment year, the Board desires to engage a private firm to administer the hearing process on its behalf. This solicitation is being made under Exception 3 to Rule 45 of the Council’s rules regarding competitive selections for professional services contracts, and is subject to ratification by a majority vote of the City Council.

It is anticipated that duties of consultant will manage all phases of the Board of Review appeal process, including:

1. Review all appeals submitted to the Board of Review. It is estimated that up to five thousand (5,000) appeals may be received.
2. Secure hearing examiners, real estate consultants, and/or appraisers as necessary, and other professional staff as may be required in order to conduct the appeal hearings in an efficient manner so as not to place an undue burden on appellants.
3. Begin appeal hearings no later than September 17, 2007, and conclude hearings no later than October 12, 2007.
4. Arrange venue for all appeal hearings, in a location that is accessible by public transportation and is accessible to handicapped persons.
5. Perform data entry; schedule appeal hearings; notify appellants in writing of date, time, and location of hearings; and provide schedule in electronic format for posting on Council’s website.
6. Provide written summaries of appeal hearings and provide written recommendations to the Board on each appeal.
7. Appear as necessary before the Board to present findings.
8. Prepare resolutions for the Board to consider in disposition of appeals (format will be provided).
9. Notify appellants in writing of the Board’s action, and provide notice of subsequent rights of appeal if necessary.

10. Provide telephone contact (“help desk”) for appellants throughout appeal process.
11. Draft communication and education plan to inform the public of the hearing process.
12. Notify the Board of Assessors of the hearing schedule and location.

Qualifications Statement Contents

Concise responses are strongly encouraged. All responses are to include:

1. A description of the firm, its form of ownership, and its areas of practice and specialties.
2. Name, title, address, phone and fax numbers, and e-mail address of the firm’s principal contact person and proposed principal consultant.
3. Narrative statement of relevant experience which would enable the proposer to accomplish the purpose outlined above, including, for example, class action case management, demographic research and analysis, and other applicable experience or background.
4. Narrative statement of the number of staff that could be committed to the project.

Schedule of Costs and Expenses

Proposals are to include a schedule of estimated costs and expenses, including:

1. Hourly rate for each level of staff anticipated, or an alternative flat rate for total work to be performed.
2. Estimated expenses, including rental of venue if applicable, retention of other consultants and support staff, mailing, advertising, etc.

Conflict of Interest

Any firm or individual providing a response to the RFP shall provide a clear and unambiguous indication of any potential or real conflicts of interest it may have with respect to performing work on behalf of the Board of Review. In particular, any prior or existing representation or consultation with any other governmental entities or potential sub-grantees performed within the last 2 years should be disclosed.

For any such work performed, the respondent shall indicate the scope of the engagement, the time frame, the amount of compensation received and why the respondent deems such work to be or not to be in conflict with the interests of advising or representing the Board. The Board shall make the final decision as to whether any conflict of interest exists.

Questions and Due Date

All questions relating to this RFP shall be in writing and delivered by U.S. Mail, email, or via facsimile and must be sent to the attention of Ronald J. Pursell, Council Chief of Staff, City Hall, Room 1E06, 1300 Perdido Street, New Orleans, LA 70112 (email rjpursell@cityofno.com, fax 504-658-1089).

Responses to this request for proposals are to be submitted no later than 4:00 p.m., on Tuesday, August 28, 2007. All responses will be provided in writing, but may be delivered via email or fax.

During this selection process, no written or oral communications from potential respondents regarding this RFP shall be made to any Councilmember or City employee other than as provided for herein.

Evaluation Criteria

Upon receipt by the due date of responses to this RFP by qualified firms, the Council's staff Selection Review Committee will evaluate all responses received based upon the criteria listed hereinbelow and in Council Rule 45, a copy of which is attached. Particular emphasis will be placed on the following criteria:

1. Appropriate qualifications and relevant experience of professionals to be assigned to the project;
2. Ability to provide sufficient qualified staff to provide adequate coverage;
3. Quality of written documents submitted;
4. Billing rate.

Additional Information

The City of New Orleans is not liable for any costs incurred prior to entering into a formal written contract. Any costs incurred in the preparation of the statement of qualifications, interview, or other pre-contract activity are the responsibility of the

respondent. All submissions become the property of the City and, as such, are public information.

The Board of Review reserves the right to accept or reject any and all responses submitted, to amend the requirements of this R.F.P., upon timely notice of not less than five (5) days prior to the due date, and to cancel the R.F.P., in whole or in part, for any reason, in its sole judgment.

Professional staff may be substituted for those listed in the Statement of Qualifications only with the approval of the President of the Council and only if the replacement staff provide qualifications and experience at least equal to those staff members being replaced.