



### **ADDENDUM #3**

**RFP NUMBER: 2015041-IT-P**

### **Computer-Assisted Mass Appraisal System (CAMA) RFP**

DATE: April 6, 2015

TO: All Potential Proposers

City of Harrisonburg's RFP for Computer-Assisted Mass Appraisal System (CAMA) is clarified and modified as follows:

1. Question: Are there any other required interfaces in addition to the interfaces with the MUNIS Revenue Management system and ESRI's ArcGIS system? If so, are the interfaces bi-directional or one-way, real-time or batch? Can the City provide file layouts for these systems and explain what data must be exported or imported to/from these systems? (RFP Section 2.4, Pages 5 & 6)

Answer: All required interfaces are included in the RFP. The MUNIS interface would be a one-way interface to the MUNIS system. Data required to generate bills would be interfaced. A file layout for the CAMA interface is included with this addendum. The City does not currently maintain an interface between the existing CAMA and ArcGIS systems. Any integration would be a welcome advancement but the City does not have a concrete vision for such an interface. The City is interested in understanding: How can the proposed CAMA solution be interfaced? How has it has been done previously? What is the current standard way of doing it? Is integration between CAMA and ArcGIS atypical?

2. Question: Will the selected vendor be expected to convert or create paths to any existing documents and images relative to parcels or owners? If so, how many such documents and images exist and in what format are they currently stored? (RFP Section 2.4, Pages 5 & 6)

Answer: The current CAMA system maintains images associated with parcels. There are approximately 22,000 images (jpg format). The images are stored via a file system and not within the database. The root path is configured within the SMDA system and references are stored in the database.

3. Question: Does the City expect all the historical data since 1998 in the SMDA CAMA system to be converted into the new system, or just summary data (i.e., assessment history, sales transfer history, etc.) for previous years (e.g., all data for three (3) years and summary data for the remaining years)? (RFP Section 2.9, Page 8)

Answer: If realistic, the City would desire to have all information converted.

4. Question: Is the City able to provide all expected conversion data in electronic format that is fully explained with field names and definitions and will not require the purchase of additional database software? (RFP Section 2.9, Page 8)

Answer: The City can provide conversion data in a number of formats including:., mysql data dumps, csv files and pipe-delimited files. Other formats could possibly be generated if needed including Microsoft SQL Server backups.

5. Question: How many individual building sketches for how many years will need to be converted? Please include all individual and total building sketch counts for parcels that have multiple buildings. Have all these sketches been drawn using the sketch tool in the SMDA CAMA system? Can the City provide the sketch data in a non-proprietary traverse format which shows “pen” movements for each sketch shape, and also links each shape to its associated sketch label? (RFP Section 2.9, Page 8).

Answer: There are approximately 12,000 sketches currently in the system. They are all drawn within the SMDA system and are saved both as .dxf files and jpegs. The dxf files would be available as needed.

6. Question: Does the above building sketch counts include non taxable exempt properties? If, not please provide this count as well.

Answer: The above count includes all properties with sketches. Not all properties contain sketches.

7. Question: Please provide a list (and samples) of reports (other than those mandated by the State) that the selected vendor will be expected to provide. (RFP Section 2.4, Pages 5 & 6)

Answer: Required reports are included in the RFP (Attachment B - Functional and Technical Requirements Worksheet – Tab Reporting|Queries)

8. Question: To the City’s knowledge, are there any permits, licenses and/or fees that the selected vendor must obtain in order to fulfill the contract resulting from this procurement? (RFP General Terms and Conditions, Page 28)

Answer: To the City’s knowledge at this time, there are none. The Commissioner of the Revenue’s Office has confirmed that no City business license will be needed.

9. Question: Does the City expect the selected vendor to include the services necessary to establish new CAMA tables and models to generate values within certain percentages of existing values? (RFP Section 2.9, Page 8)

Answer: Yes, 1%

10. Question: Will the City also consider counties in Virginia as qualifiable references? (RFP Section 4.13)

Answer: Yes

11. Question: For clarification, please define what you mean by “decentralized” and “centralized”? (RFP Section 4.15, Question 16)

Answer: Disregard question RFP Section 4.15, Question 16

12. Question: Regarding submittal response format, will the City consider proposal responses in a tabbed, bound book format as opposed to a three ring binder?

Answer: Yes.

13. Question: Under RFP section 4.8, is “Microsoft Project” the only acceptable tool for developing and maintaining a project schedule?

Answer: Microsoft Project is the preferred tool however other capable tools would be acceptable. The City currently uses Microsoft Project therefore using another tool might require licensing costs for the City.

14. Question: In RFP section 4.7, without our having any knowledge of the capabilities of the City’s staff who will be assigned to this project, how much basis and weight is being given to what the vendors will have to guess at, concerning the number of hours that the City’s staff will apply to the tasks of the implementation for which they will need to be responsible? Without this understanding or basis, these estimates will vary widely, not just because of differences in approaches, or in the systems being proposed. Please comment.

Answer: The City has capable Real Estate and Technical staffs with abilities to conduct a wide-array of tasks. The City presumes that the proposer, through past experience, has a solid basis for understanding the work needed on both the City and proposer sides. The proposer should respond with the assumption that all activities required of the City are within staff capabilities. Based on the selected proposal and the projected resource hours within, the City will resource the project as appropriate. Any projections based on assumptions should be noted with the corresponding assumptions identified.

All other requirements, terms and conditions of the RFP remain unchanged.

Addendum page must be signed and returned with your proposal to acknowledge receipt of this addendum.

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Authorized Signature

By: Pat Hilliard, CPPB  
Procurement Manager

EXEMPT PROPERTIES LAYOUT/SAMPLE

PARCELID|MAPBLOLOT|OWNER\_CUR|ADDRESS1|ADDRESS2|ADDRESS3|ZIPCODE|ZONE|STATECODE|ST\_NUMBER|ST\_DIR|ST\_NAME|ST\_UNIT|FINVALIMP|FINVALLND|EXP\_15  
P1000266| 4 A 1|CITY OF HARRISONBURG||HARRISONBURG VA|22801|R1|7-4|| |MONUMENT AVE||748800|0|748800.0

P1000801| 8 A 2 99|JOHN SMITH||1748 PLEASANT HILL RD|HARRISONBURG VA|22801|R3|7-6|178| PLEASANT HILL RD||270000|437200|707200.0

P1001153| 10 A 101|VISITORS OF JAMES MADISON UNIVERSITY|REAL PROPERTY ADMINISTRATOR MSC 670|131 W GRACE ST|HARRISONBURG VA|22807|M1|7-2|| |SOUTH AVE||527300|0|527300.0

P1001402| 11 G 14 15|SUNSET CHURCH||1496 S MAIN ST|HARRISONBURG VA|22801|R3|7-6|1486| |S MAIN ST||125400|0|125400.0

P1001463| 12 H 1-208|CITY OF HBURG PURCELL PA||HARRISONBURG VA|22801|R1|7-4|| |MONUMENT AVE||434600|63100|497700.0

P1001513| 11 M 9AA|CITY OF HBURG PURCELL PA||HARRISONBURG VA|22801|R1|7-4|| |MONUMENT AVE||41300|0|41300.0

REGULAR PROPERTIES LAYOUT/SAMPLE

PARCELID|MAPBLOLOT|OWNER\_CUR|ADDRESS1|ADDRESS2|ADDRESS3|ZIPCODE|ZONE|STATECODE|ST\_NUMBER|ST\_DIR|ST\_NAME|ST\_UNIT|FINVALIMP|FINVALLND|EXP\_15

P1000006| 1 A 16|PROP LLC||2970 S MAIN ST|HARRISONBURG VA|22801|B2|4|2970| |S MAIN ST||2093300|1118600|3211900.0

P1000011| 2 H 90 10|M APARTMENTS L C||265 CHESAPEAKE DR|HARRISONBURG VA|22801|B2|4|21| SOUTH GATE CT||326600|82500|409100.0

P1000014| 3 H 160|SMITH PAUL A JAN||415 BURN AVE SUITE 206|BETHESDA MD|20814|B2|4|3030| |S MAIN ST||169600|365800|535400.0

P1000016| 4 G 181|VALLEY INC||415 AUBURN AVE SUITE 206|BETHESDA MD|20814|B2|4|3050| |S MAIN ST||2100|1387800|1389900.0

P1000030| 5 D 322-201|M APARTMENTS L C||2645 CHESAPEAKE DR|HARRISONBURG VA|22801|B2|4|32| SOUTH GATE CT|201|72900|12000|84900.0

P1000047| 6 A 6-202|J M APARTMENTS L C||2635 CHESAPEAKE DR|HARRISONBURG VA|22801|B2|4|36| SOUTH GATE CT|202|72900|12000|84900.0

SERVICE CHARGE PROPERTIES LAYOUT/SAMPLE

PARCELID|MAPBLOLOT|OWNER\_CUR|ADDRESS1|ADDRESS2|ADDRESS3|ZIPCODE|ZONE|STATECODE|ST\_NUMBER|ST\_DIR|ST\_NAME|ST\_UNIT|FINVALIMP|FINVALLND|EXP\_15

P1004255| 27 D 4|FIFTY MAIN LLC||PO BOX 957|HARRISONBURG VA|22803|B1|7-4|150| |S MAIN ST||2586100|202700|2788800.0

P1004342| 27 K 14 15|TRUSTEES ST JOHN UNIT||PO BOX 109|HARRISONBURG VA|22803|B2|7-6|96| CAMPBELL ST||167400|132000|299400.0

P1004820| 27 T 1|BEN HEIGHTS ||286 KELLEY ST|HARRISONBURG VA|22802|R2|7-4|111| |RESERVOIR ST||0|10000|10000.0

P1004821| 27 A 2|FRANKLIN HEIGHTS LLC||2833 KELLEY ST|HARRISONBURG VA|22802|R2|7-4|115| |RESERVOIR ST||0|20000|20000.0

P1004823| 27 F 4|FRANKLIN HEIGHTS LLC||2823 KELLEY ST|HARRISONBURG VA|22802|R2|7-4|143|  
|RESERVOIR||231600|72500|304100.0

P1004824| 27 C 5|FRANKLIN HEIGHTS LLC||2814 KELLEY ST|HARRISONBURG VA|22802|R2|7-4|202|  
|MYERS AVE||2907800|519300|3427100.0