



**RFP No. 2025-8**  
**ADDENDUM NO. 1**  
ISSUE DATE: September 5, 2024

**County of Bedford, Virginia**

<https://www.bedfordcountyva.gov/government/departments-and-offices-e-n/finance/solicitations>

---

<b>Solicitation Number:</b>	<b>2025-8</b>
<b>Solicitation Name:</b>	<b>Reassessment of Real Estate</b>
<b>Due:</b>	<b>October 4, 2024, by 4:00 PM, local time. (Unchanged)</b>

---

This Addendum supplements or modifies the original Solicitation noted above and is made part of the above-identified solicitation. This Addendum consists of three (3) pages.

Note the following and prepare your submittal accordingly:

**Question: RFP page 4 item #3 *Replicating the valuation history and changes made by the Commissioner of the Revenue.* Is this a reference to maintaining the parallel reassessment profile making sure the parcel activity is synchronous between the Commissioners file and the Reassessment file?**

Answer: This specific requirement is in reference to maintaining the valuation history as that is not automatically replicated when running the Event Interface between the Commissioner's file and the Reassessment file. Replicating the valuation history will have to be manually processed in both the Commissioner's file and the Reassessment file.

**Q: RFP page 4 item #3 *Required usage of Moore Precision tables.* Does the County's valuation software include, as an already acquired feature, Moore cost tables? Would the required usage of these tables include residential and commercial property types? Does the County have a listing of the required data elements necessary to value the various property types subject to these tables?**

A: The County's valuation software does not currently include the Moore cost tables. Usage of the residential types would be required with the option to use commercial types as an integrated module. There is no listing of required data, but the software should be maintained as it has in the past. Commercial requirements differ from residential. There may be some current missing commercial elements to be entered.

**Q: RFP page 5 Cost of Project Include cost per parcel for assistance with new construction and plats following the initial reassessment. Does this mean the Contractor submits a price per parcel for new construction and plats for the period of 01/01/2027 thru 12/31/2030, as referenced on page 4 #1 Purpose where it states, "New construction shall be worked through December 31, 2030"?**

A: Yes, the contractor should submit a price per parcel for new construction and plats for the period of 01/01/2027 through 12/31/2030.

**Q: RFP page 7 item #2 PROPOSAL SUBMISSION a, and page 8 item c-1 Submit one (1) electronic version (preferred) or one (1) original signed paper version (conspicuously marked as "ORIGINAL"). Proposals shall be emailed to [hknight@bedfordcountyva.gov](mailto:hknight@bedfordcountyva.gov). USB Thumb Drives or paper copies shall be delivered to the Finance Department, It is understood that the electronic version of the proposal cannot be protected to disable or restrict content and electronic versions are preferred, but can the offeror submit both an original paper copy along with an electronic copy and should this be emailed or submitted through USB Thumb Drive?**

A: The offeror can submit an original paper copy and an electronic copy so long as the electronic version is an exact duplicate of the paper version. In case of a conflict between the original paper version and the electronic version, the original paper version shall prevail. The electronic copy can either be emailed or submitted through USB Thumb Drive in accordance with Section B in the RFP.

**Q: RFP page 7 item 2.c. List of each governmental unit that the firm has worked for in conducting a general reassessment. Provide the name, address, telephone number, and email address of a contact person with the governmental unit for reference. Our 60 plus years of Company history includes many reassessments. How many years of email addresses would be appropriate for this requirement?**

A: Please provide the requested information for the last five (5) general reassessments your company has completed.

**Q: Are the parcel transfer histories and building permit data updated and current in ProVal since the last reassessment?**

A: Parcel transfer history is always up to date in ProVAL. The Building Permit tracking feature is not currently being utilized but building permits are worked quarterly in which the changes per the Building Permit are entered.

**Q: "Replicating the valuation history and changes made by the Commissioner of the Revenue" Can the County further describe what needs to be replicated? Does this include parcel data and/or tables?**

A: The Commissioner's office will run a process called the 'Event Interface' which will duplicate ownership history (including current owner and mailing address), situs address, parcel class, parcel district, legal description, parcel township, and parcel legal acreage. This specific requirement is in reference to maintaining the valuation history as that is not

automatically replicated when running the Event Interface. Replicating the valuation history will have to be manually processed in both the Commissioner's file and the Reassessment file. Changes in the market acreage and/or sketch due to recorded plats/building permits will also have to be manually changed in both files.

**Q: "Required usage of the Moore Precision tables" Does the County's agreement with Moore Precision Cost tables allow the Reassessment vendor to access this information?**

A: The County does not currently have an agreement with Moore Precision. The County will require all table cost adjustments be made by Moore Precision Cost with the prior approval of the County.

**Q: "Main buildings or other significant structures will be measured and sketched, if necessary." Can the County provide an anticipated parcel count of properties that would need to be measured and sketched?**

A: This requirement has been upheld during previous Reassessments so new construction projects should be the only items requiring a new sketch. The Commissioner's office processes approximately 1,000 building permits a year but not all would require a new/updated sketch. As far as corrections to current sketches, there's no way to determine a count for that currently.

### END OF ADDENDUM CHANGES

**To certify the information contained in this Addendum is incorporated in your submittal, this Addendum should be completed and returned sealed to the issuer in the manner as specified in the original solicitation document.**

Company Name: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This Form Must Be Signed.*

*Prepared By: Heather Knight/Procurement Manager*