

**CITY OF DOUGLAS
NOTICE REQUEST FOR QUALIFICATIONS**

Assessing Services

The City of the Village of Douglas, Michigan is hereby requesting proposals from experienced and qualified firms or individuals to provide contracted assessing services. It is the intent of this Request for Qualification (RFQ) to have the selected contractor enter into a professional services contract with the City to perform property assessment functions in accordance with applicable local, state, and federal laws and regulations. The City's goal is to maintain an accurate and equitable property assessment roll while ensuring compliance with Michigan's General Property Tax Act and State Tax Commission guidelines.

Proposals will be received until 2:00 PM on Thursday, April 17, 2025, at Douglas City Hall. Proposal instructions and specifications may be obtained at City Hall, 86 W Center St., Douglas, MI 49406 or by emailing Jenny Pearson at douglas@douglasmi.gov.

It is the intent of the City of Douglas to enter into a professional services contract with the firm/individual whose proposal is the most conforming to the RFQ and will be most advantageous to the City of Douglas, provided it has been submitted in completion and accordance with the proposal requirements. Proposals may be reviewed by a committee, and the selected proposal will be presented to City Council for consideration. If a proposal is selected, it will be the most advantageous regarding fee structure and other factors which the City of Douglas may consider. The City expressly reserves the right to accept a proposal other than the lowest cost and reserves the right to negotiate any terms prior to a professional services contract. City Council has the sole authority to award a professional services contract at their pleasure.