

RFP 2017-0049 Tax Regulation, Code and Other Document Revision Services

Questions and Answers

1. Section 2, Background, of RFP No. 2017-0049 indicates that the project includes a review and revision of “documents related to the property sales process”. The municipal code chapters cited as the subject of the RFP, however, do not include chapters relevant to property sales. Can you describe the scope of the project as it relates to a review of the property sales process?

Answer: The *primary purpose* of this project is to ensure the legality of as well as revise and rewrite all the City’s self-assessed tax regulations, their associated tax forms, and respective portions of the City’s Code of Ordinances. This includes the Amusement Tax, the Institution and Service Privilege Tax, the Local Services Tax, the Parking Tax, the Payroll Expense Tax, and the Facility Usage Fee. This also includes chapters 241, 247, 252, 253, 258, 271, and any other chapters that apply of the City Code of Ordinances. Please provide a separate, not-to-exceed cost proposal for this portion of the scope of work; the City is seeking a fixed cost proposal for this portion of the project.

The *secondary purpose* of this project is to review and revise documents related to the property sales process. Please note that the City retains the right to opt out of this portion of the project depending on the qualifications of the firm as well as the City’s needs, which may change over time. Firms may also indicate in their proposal if they are not able to meet the requirements of this part of the project scope. Additionally, the scope of this part of the project has intentionally been left open-ended as the City is currently reviewing and improving its property sales process. That said, this portion of the project *may/would likely* include review and revision of forms the City requires customers to submit or which the City sends to customers for notification purposes as part of the property sales process. Please provide a separate, hourly rate proposal for this portion of the scope of work; the City is seeking a time and materials cost proposal for this portion of the project in-line with your proposed defined hourly rate. Please note that payment would occur at *milestones* based upon the defined hourly rate.

2. Are there any City policies applicable to this RFP that prescribe rate structures for providers of legal services on the project (for example, limits or mandatory discounts on hourly rates or overall fees)? If so, please describe.

Answer: For the *primary portion* of this project (which includes ensuring the legality of as well as revising and rewriting all the City’s self-assessed tax regulations, their associated tax forms, and respective portions of the City’s Code of Ordinances), please provide a separate, not-to-exceed cost proposal; the City is seeking a fixed cost proposal for this portion of the scope of work/project.

For the *secondary portion* of this project (which includes reviewing and revising documents related to the property sales process), please provide a separate, hourly rate proposal for this portion of the scope of work; the City is seeking a time and materials cost proposal for this portion of the project in-line with your proposed defined hourly rate. Please note that payment would occur at *milestones* based upon the defined hourly rate.

Additionally, you are welcome to recommend any other cost structures for City review.

3. Is the bid supposed to be a fixed fee with a firm cap on fees or an hourly rate not to exceed a cap? If the actual hours exceed the estimate in the RFP, can the successful bidder seek compensation for those extra hours?

Answer: The *primary purpose* of this project is to ensure the legality of as well as revise and rewrite all the City's self-assessed tax regulations, their associated tax forms, and respective portions of the City's Code of Ordinances. This includes the Amusement Tax, the Institution and Service Privilege Tax, the Local Services Tax, the Parking Tax, the Payroll Expense Tax, and the Facility Usage Fee. This also includes chapters 241, 247, 252, 253, 258, and 271 of the City Code of Ordinances. Please provide a separate, not-to-exceed quote for this portion of the scope of work; the City is seeking a fixed cost proposal for this portion of the project.

The *secondary purpose* of this project is to review and revise documents related to the property sales process. Please note that the City retains the right to opt out of this portion of the project depending on the qualifications of the firm as well as the City's needs, which may change over time. Firms may also indicate in their proposal if they are not able to meet the requirements of this part of the project scope. Additionally, the scope of this part of the project has intentionally been left open-ended as the City is currently reviewing and improving its property sales process. That said, this portion of the project *may/would likely* include review and revision of forms the City requires customers to submit or which the City sends to customers for notification purposes as part of the property sales process. Please provide a separate, hourly rate quote for this portion of the scope of work; the City is seeking a time and materials cost proposal for this portion of the project in-line with your proposed defined hourly rate. Please note that payment would occur at milestones based upon the defined hourly rate.

Additionally, you are welcome to recommend any other cost structures for City review.

4. What is meant by "property sales?" Does that relate to sales of unwanted assets, e.g. disposal of old motor vehicles used by the City, resale of items claimed in forfeiture proceedings, sheriff's sale of foreclosed property, sale of abandoned property, sale of motor vehicles with unpaid parking tickets?

Answer: "Property sales" relates to real estate property owned by the City that is sold to the public or tax delinquent real estate property not owned by the City that a prospective buyer would like to move through the City's treasurer's sale process. Please note that the primary purpose of this project is to ensure the legality of as well as revise and rewrite all the City's self-assessed tax regulations, their associated tax forms, and respective portions of the City's Code of Ordinances. The secondary purpose of this project is to review and revise documents related to the property sales process.

5. Is it likely that there will be future ancillary legal work, such as defending the City against any legal challenges to the updated tax regulations and ordinances? Do we have to quote rates for such ancillary activity?

Answer: The selected firm will not have to defend the City against legal challenges to the updated tax regulations and ordinances. However, there is the potential that there will be other ancillary work, namely to answer questions that the Departments of Finance or Law may have. Please quote a fixed hourly rate for such services.

6. Will a successful bidder have access to City legal personnel and City finance staff to discuss litigation history for the various taxes, desired scope of a particular tax, expand the list of taxable items, or provide support for any potential exposures?

Answer: Yes, the selected firm will have access to City legal and finance staff to discuss litigation history for the various taxes, desired scope of a particular tax, expand the list of taxable items, or provide support for any potential exposures.

7. When our drafting work is complete, how will the City review and revise our work product?

Answer: The City's finance and law staff will review the selected firm's work product and will have to agree on the changes made prior to implementation.

8. Will presentations be required to groups other than City finance staff and City legal personnel?

Answer: Yes, you should be prepared to provide presentations to other groups such as City Council, etc. if necessary.

9. What restrictions will the City impose on the contractor in representing future litigants or businesses in legal matters involving the City that have no relationship to the tax matters in the RFP?

Answer: We do not anticipate any restrictions.