



**Board of Supervisors**  
**EXECUTIVE SUMMARY**

**ACTION ITEM**

|                          |  |                     |     |
|--------------------------|--|---------------------|-----|
| <b>Agenda Title:</b>     | Brightminds Reassessment Services Contract Approval Ratification (Staff Contact: Connie M. Gibson) |                     |     |
| <b>Staff Contact(s):</b> | Connie M. Gibson   |                     |     |
| <b>Agenda Date:</b>      | June 16, 2020  | <b>Item Number:</b> | 7.j |
| <b>Attachment(s):</b>    | Brightminds signed contract  |                     |     |
| <b>Reviewed By:</b>      | <i>VA</i>  |                     |     |

**SUMMARY:**

At its May 19, 2020, Business Meeting, the Board authorized County Staff to commence negotiation with Brightminds, LCC, for the County's Reassessment Services, and execute a contract if said negotiations prove successful. The negotiation with Brightminds, LCC, was successful, and the attached contract, that has been fully vetted and executed, now requires Board ratification.

**FINANCIAL IMPACT AND FUNDING SOURCE:**

None.

**RECOMMENDATION:**

County Staff recommends the Board ratify the attached contract for the County's Reassessment Services to Brighminds, LLC, as presented.

**MOTION:**

"I make a Motion to ratify the attached contract for the County's Reassessment Services to Brighminds, LLC, as presented."



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# PITTSYLVANIA

COUNTY, VIRGINIA  
County of Pittsylvania, VA

Contract Number:

This contract entered into this 20<sup>th</sup> day of May by Brightminds, LLC hereinafter called the "Contractor" and County of Pittsylvania called the "Purchasing Agency."

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF SERVICES: The Contractor shall provide the services to the County of Pittsylvania as set forth in the RFP 2019-12-27 and proposal received.

PERIOD OF PERFORMANCE: **PERIOD OF PERFORMANCE:** From: May 20, 2020 through completion.

The contract documents shall consist of:

- A. This signed form;
- B. The following portions of the Request for Proposals dated 01/15/2020:
  - (1) Scope of services,
  - (2) Pittsylvania County General Terms and Conditions
  - (3) Pittsylvania County Special Terms and Condition
- C. The Provider's Proposal dated 01/15/2020 and;
- D. Attachment A; addendum

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

PURCHASING AGENCY:

By: [Signature]

By: [Signature]

Title: Managing Member

Title: 05/21/20

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Attachment: Brightminds signed contract (2070) : Brightminds Reassessment Services Contract Approval Ratification (Staff Contact: Connie M.

**ATTACHMENT A**

**Amendment**

**OWNER:** Pittsylvania County Board of Supervisors

**CONTRACTOR:** Brightminds, LLC

**SERVICES:** Reassessment and New Construction

**DATE:** May 20, 2020

\*\*\*\*\*

**The Contractor and Owner agree to the negotiated items listed below which shall be incorporated as part of the original Request for Proposals and the Contractor’s response (collectively, the “Contract”):**

The contractor agrees to;

1. Cost per parcel will be \$10.95
2. A picture of every parcel from the front view
3. Provide two (2) weeks of walk in, mail in, or/and video chat for citizen input.
4. Four weeks of hearings as advisors
5. Visit property on the ground as needed
6. Attend Board of Equalization hearings as needed at no additional cost.
7. Accompany Board of Assessors as needed on any necessary field inspections.
8. Contractor shall maintain an organized office with field data being kept on external hard drives, as well as stored in an online database.
9. All locator maps will be in digital format.
10. Blended Approach. UAV Site inspection coupled with physical inspections as needed. Please see presentation for measurement details.
11. Contractor will provide maps with GPS coordinates indicating where photographs were taken to verify property inspections. Also, Contractor will give County option to mail information requests to property owners.
12. Exhibit A and B included in contract.

The Agency will;

1. Will pay for 5 days of training with Keystone.
2. Will not provide any equipment, computers, office space or staff.

Attachment: Brightminds signed contract (2070 : Brightminds Reassessment Services Contact Approval Ratification (Staff Contact: Connie M.

**EXHIBIT  
A.**

Exhibit A.

**COST PROPOSAL**

The following cost proposal is subject to the final parcel count, which will be obtained by Land Book certification on January 1<sup>st</sup>, 2022. The total parcel count in the cost schedule below was obtained from the Request for Proposal issued on December of 2019.

**COST SCHEDULE DURING THE REASSESSMENT PROJECT**

| Type                 | Parcels       | Rate           | Total               |
|----------------------|---------------|----------------|---------------------|
| Commercial           | 1,205         | \$10.95        | \$13,194.75         |
| Residential (1-3)    | 40,725        | \$10.95        | \$445,938.75        |
| Agricultural (5-6)   | 6,575         | \$10.95        | \$71,996.25         |
| Tax Exempt (E70-79)  | 1,700         | \$10.95        | \$18,615            |
| <b>TOTAL PARCELS</b> | <b>50,205</b> | <b>\$10.95</b> | <b>\$549,744.75</b> |
| Mobile Homes         | 5,925         | \$0.00         | \$0.00              |
| Building Permits     | 1,000         | \$0.00         | \$0.00              |
| Digital Deliverables | 10            | \$0.00         | \$0.00              |

**BUILDING PERMITS AFTER THE REASSESSMENT PROJECT**

| Type                    | Parcels      | Rate           | Total           |
|-------------------------|--------------|----------------|-----------------|
| <b>Building Permits</b> | <b>3,000</b> | <b>\$22.95</b> | <b>\$68,850</b> |

**THE TOTAL COST PROPOSAL IS:**

**\$618,594.75**

**SIX HUNDRED EIGHTEEN THOUSAND FIVE HUNDRED NINETY-FOUR DOLLARS AND SEVENTY-FIVE CENTS**

Attachment: Brightminds signed contract (2070 : Brightminds Reassessment Services Contract Approval Ratification (Staff Contact: Connie M.

# EXHIBIT B.

Exhibit B.

## THE COUNTY'S OBLIGATIONS TO THE OFFEROR

### REQUIRED RESPONSE TIME FOR INFORMATION REQUEST(S)

The County will provide the Offeror with a point of contact who will oversee information requests made by the Offeror. The County will adhere to the following time frame for responding to the Offeror's requests as well as providing the requested information:

- 1- The County will respond to the Offeror within two business days acknowledging the request(s).
- 2- The County will provide the Offeror with the requested information within five business days of the initial request with the exception of a reasonable delay.

A reasonable delay includes unusual and unanticipated circumstances in which the County and the Offeror agree that the County is entitled to additional time. The County will immediately notify the Offeror with an updated timeline if a reasonable delay occurs.

### Examples of the specific types of information that will be requested include, but are not limited to:

- The County's point of contact will need a Gmail email account to send and receive data to and from the Offeror
- All County personnel who wishes to send and receive information regarding the reassessment will need a Gmail email account
- Previous Reassessment Manual(s)
- Training Manual for CAMA system
- Creation of a 2022 Reassessment file in CAMA System
- Remote access/ VPN access to the 2022 Reassessment CAMA system database for at least 5 individuals
- Digital copies of all previous reassessment work files to include building locator maps
- Digital copies of all prior information requests and/or commercial, industrial, multifamily, etc. income and expense mailers received by the County/previous Contractor
- Digital copies of all previous sales studies and market surveys
- Digital copies of all real estate appraisals received by the County since January 1<sup>st</sup>, 2018
- Digital copies of all real estate leases such as office, retail, industrial, cell towers, solar farms, etc.
- Digital copies of all building permits from January 1<sup>st</sup>, 2018 to current

**B.**

- Digital copies of all plans and specifications for new construction residential, commercial, and other from January 1<sup>st</sup>, 2018 to current
- PDF copies of all Property Record Cards
- Data export from live tax file to include a breakdown of all Property Record Card components
- An Excel list or CAMA system data export of all transfers (sales transactions) from January 1<sup>st</sup>, 2018 to current
- GIS Shape Files
- All Forms and Templates Required for Project such as Mobile Home Form, New Construction Form, Industrial Complex Report Form, etc.
- Splits, combinations, boundary line adjustments, and transfers to be periodically imported from the live tax file
- List of all properties with mineral rights
- List of all properties classified as low income housing (or those that should be classified as low income housing)

**POSTAGE FOR INFORMATION REQUEST MAILERS AND NOTICES OF ASSESSMENT CHANGE**

The County will cover the cost of postage for all pre-approved information request mailers and notices of assessment change. The Offeror will create the mailers and the notices for approval by the County.

**SPACE FOR PUBLIC HEARINGS FOR ADMINISTRATIVE APPEALS**

The County will provide the Offeror with adequate space to hold public hearings for all administrative appeals.