

REQUEST FOR PROPOSALS
FOR
TOWN-WIDE REAPPRAISAL

ISSUED BY:

TOWN OF RICHMOND
203 Bridge Street
RICHMOND, VT 05477

Date of Issue
05/26/20

Due Date for Proposal
7/21/20

TOWN OF RICHMOND
2023 TOWN-WIDE REAPPRAISAL

TABLE OF CONTENTS

Title Page 1

Table of Contents 2

Request for Proposals 3

Introduction 4

Description of Project 4

Scope of Services 5

Project Schedule and Deliverables 6

Administrative Instructions 6

Additional Requirements 8

Available Information 9

Evaluation 9

Town Contact 9

REQUEST FOR PROPOSALS

FOR

TOWN-WIDE REAPPRAISAL

The Town of Richmond is requesting proposals from qualified, licensed reappraisal contractors to work with the Town of Richmond to complete a town-wide reappraisal. The selected contractor will be responsible for all aspects of the reappraisal leading to the development of computer models for estimating the fair market value of all property in Richmond. No administrative assistance will be available for the appraisal from any Town Offices.

INTRODUCTION

The Town of Richmond is located in Chittenden County in Vermont. Richmond has a mix of land uses including residential, retail, some commercial, agricultural and forest.

The taxable real estate in Richmond involves approximately 1,715 parcels made up of approximately:

Residential	1,282
Mobile Homes-U	156
Mobile Homes-L	51
Seasonal	7
Commercial/Industrial	103
Farm	14
Woodland	32
Miscellaneous	68

The Town currently uses CAMA/NEMRC and will continue to use it.

1. DESCRIPTION OF PROJECT

The reappraisal project shall involve:

- the development of new land schedules and neighborhood delineations to estimate land values for every site in Richmond;
- interior and exterior measurements and inspections of all properties to gather pertinent information;
- detailed analysis of all sales over a three year period to formulate accurate localized cost tables and depreciation schedules for all types of properties;
- multiple digital photos will be taken of each property.

These, and any other applicable methods, shall be incorporated into the appraisal software system and the existing property listing data will be reviewed to assure compliance with the new analyses.

Richmond completed its last town-wide reappraisal effective (2008). Since that time, there have been a significant number of real estate transactions and prices have increased. A modest amount of new construction has occurred since the last reappraisal.

The contractor will work closely with the Richmond Assessors throughout the project. The contractor will be responsible for all aspects of the reappraisal. No administrative assistance of any kind will be available from the Town Offices. Access to the existing appraisal software system and all documentation from the previous (2008) reappraisal will be provided.

Project Purpose and Objectives

The objective of this reappraisal is to generate accurate, defensible estimates of the fair market value for every property in the town of Richmond. In addition, the models shall be integrated into the appraisal software system so that future construction, subdivisions and changes to existing properties may be valued using the same methodologies.

2. SCOPE OF SERVICES

- a. The contractor shall review existing CAMA/NEMRC property descriptions, neighborhood delineations, tax maps, zoning descriptions and other relevant information to understand the current assessment system and will be responsible for interior and exterior inspections of all properties and all data entry.
- b. The contractor shall analyze three years of sales information, verifying the sales information and correcting, as needed, the associated assessment information.
- c. The contractor shall solicit and analyze income and expense and market rental information from applicable commercial and industrial properties.
- d. The contractor shall review and refine neighborhood delineations, analyze vacant and improved property sales and develop land-pricing schedules that result in accurate estimates for land values for every property in the Town. The new land schedules must also produce current Act 68 Homestead and House-site values where applicable.
- e. The contractor shall review existing CAMA/NEMRC property descriptions to assure compliance with new market models for valuation.
- f. The contractor shall produce new models in the appraisal software system for cost and depreciation, sales comparison and any other applicable valuation methods for all types of real property in Richmond.
- g. The contractor shall test the various computer models against the existing sales data to verify the accuracy of the models for estimating fair market values.

- h. The contractor shall produce, review and verify fair market value estimates for every property in Richmond.
- i. The contractor shall produce a Change of Assessment Notice including every assessment change to be mailed to every taxpayer as the official notification.
- j. The contractor shall conduct as many interior inspections as possible, engage with property owners to review and verify property information, provide photos, sketches, produce and verify fair market value estimates for every property in Richmond. Attempts to gain access to properties will be documented.
- k. The contractor shall conduct informal hearings for taxpayers to question the new assessment values. The contractor shall defend values at the Formal Grievances and Civil Board of Authority level. The Town reserves the right to hire the Contractor to defend values at the State Board of Appraisers or Superior Court. Contractor shall provide an hourly rate for defense at State Board and Superior Court.
- l. The contractor shall produce manuals clearly explaining the valuation methods, the data and the processes to aid the Town in defending the new assessments, maintaining the new appraisal software system and valuing new properties, subdivisions and changes to existing properties.
- m. The contractor shall supply a plan of action for inspections, specifically outlining how inspections will be scheduled and how interior inspections shall be scheduled.
- n. The contractor shall complete all of these activities in compliance with accepted appraisal practices and conforming to all applicable state statutes and rules.

3. PROJECT SCHEDULE AND DELIVERABLES

The Proposal should include a work schedule with a final completion date no later than 4/1/2023.

The final deliverables will include:

- a. A final computer generated property record card for each parcel and updated grand list;
- b. the April 1, Change of Assessment Notices,
- c. updates to the Appraisal Software database that reflect the new land schedules and updated cost;
- d. income and market models and the successful completion of any appeals thru the Board of Civil Authority level;
- e. The documentation produced for this project shall include a new land valuation manual that includes neighborhood descriptions, land schedules and descriptions of adjustments, a copy of the sales file and adjustments made to create the land schedule, copies of any other manuals, tables or reference materials developed or used during this project.

All materials related to this project shall become the property of the Town of Richmond.

4. ADMINISTRATIVE INSTRUCTIONS

A timely response to the deadline identified must be received for the SOLICITATION to be considered. Interested parties are required to submit information requests and/or questions in writing either by mail, or email, to Josh Arneson.

Josh Arneson

Town Manager

P.O. Box 285

Richmond, VT 05477

E-Mail: jarneson@richmondvt.gov

802-434-6851

The deadline for submission is July 21, 2020 at 3pm. Submittals received after this deadline will not be considered. Please write on the outside of the sealed envelope or box: "Proposal for Town-wide Reappraisal" and the name of the entity proposing. Six (6) copies of your submittal are required. Proposals will be opened and read aloud at the Richmond Town Center at 3:05pm on July 21, 2020. **Proposals must remain valid for at least 60 days.**

Mailing Address

Town of Richmond

P.O. Box 285

Richmond, VT 05477

Physical Address for Delivery

203 Bridge St.

Richmond, VT 05477

The proposal should include the following:

- (1) Scope of services
- (2) Professional qualifications and names of the principals of the firm
- (3) The qualifications of the project manager and key staff assigned to the project

- (4) Description of the proposed methodologies for assessing values on each class of property
- (5) Description of quality control and testing of results
- (6) The Cost Proposal
- (7) Schedule of work
- (8) List of all municipal reappraisals currently underway or completed within the last three years including client contracts and references.
- (9) Number of Inspectors to be employed.

The work shall not be assigned or sublet without previous consent of the Town of Richmond. The contractor shall not either legally or equitable assign any of the moneys payable under this agreement, unless by and with the consent of the Town of Richmond.

This request for proposal is intended to be explanatory. But should any discrepancy appear or any misunderstanding arise as to the intent of anything contained therewith, the interpretation and decision of the Town of Richmond shall be final and binding. Any corrections of errors or omissions in the Request for Proposal may be made by the Town of Richmond when such correction is necessary for the proper fulfillment of their intention as construed by the Town of Richmond.

Cost of Proposal Preparation

Firms submitting proposals for the project shall bear the full cost of preparing the proposal and negotiating the final contract if selected by the Town of Richmond. There shall be no claims whatsoever for reimbursement from the Town of Richmond for the cost and expenses associated with this process.

5. AVAILABLE INFORMATION

Tax Map and parcel data
Examples of current land schedules
Property descriptions from the current CAMA/NEMRC

6. EVALUATION

The evaluation of the proposals will be based on:

Firm's understanding of the scope
Proposed methodology for completing the work
Qualifications of the firm and personnel dedicated to the project
Work on similar projects
Cost proposal
Work Schedule

The Town of Richmond Rights

The Town of Richmond reserves the right to reject any or all proposals and to modify or issue changes to the original RFP. Any change will be distributed to all those originally issued the RFP. The Town of Richmond also reserves the right to select the consultant that, in the best judgment of the Town of Richmond will perform in a timely manner irrespective of the estimated fee for completing the project. The Town of Richmond may also negotiate with consultants to modify or amend contain portions of their respective proposal.

7. ADDITIONAL REQUIREMENTS

Equal Employment Opportunity

The contractor shall comply with the applicable provisions of Title VI of the Civil Rights Act of 1964 as amended, Executive Order 11246 as amended by Executive Order 11375 and as supplemented by the Department of Labor regulations (41DFR Part 60). The Contractor shall comply with all the requirements of Title 21, V.S.A., Chapter 5, Subchapters 6 and 7, relating to fair employment practices to the extent applicable. A similar provision shall be included in any and all subcontracts.

Insurance

The Contractor shall take out and maintain during the life of this project, such Comprehensive General Bodily Injury Liability Insurance and Property Damage Liability Insurance as shall protect them and any employee for personal injury, including accidental death, as well as, from claims for property damage, which may arise from operations under this project, whether such operations by themselves or by any employee or by anyone directly or indirectly employed by them. The contractor shall have minimum umbrella coverage or \$1,000,000 per occurrence.

Indemnification

The Contractor shall and hereby agree to indemnify, save harmless and defend the Town of Richmond from the payment of any sum of money to any person whomsoever on account of claims of suits growing out of injuries to persons, including death, or damages to property caused by the contractor, the Contractor's employees, agents of subcontractors or in any way attributable to the performance and prosecution of the work herein contracted for, including (but without limiting the generality of the foregoing), all claims for service, labor performed, materials furnished, provisions and supplies, injuries to persons or damage to property, liens, garnishments, attachments, claims, suits, costs, attorneys' fees, costs of investigation and of the defense.

The issuance of this SOLICITATION constitutes only an invitation to present qualifications and responsive materials. The rights reserved by the Town, which shall be exercised in its sole discretion, include without limitation the right to:

1. Require additional information to supplement or clarify a submittal;
2. Conduct investigations with respect to the stated qualifications and experience of a Respondent;
3. Waive any defect or technicality in any Proposal received;
4. Determine which Respondents are qualified to be considered;
5. Eliminate any Respondent with an untimely, incomplete or inadequate submittal;
6. Supplement, amend, or otherwise modify this SOLICITATION;
7. Receive questions concerning this SOLICITATION and to respond;
8. Cancel this SOLICITATION in whole or in part with or without substitution of another SOLICITATION if determined to be in the best interest of the Town;
9. Take any action affecting the SOLICITATION process or the Project that would be in the best interests of the Town;
10. Make public any and all documents associated with the Project.
11. The bid will be awarded subject to availability of funds. The Town of Richmond Selectboard reserves the right to reject any and all bids based on financial constraint or other factors that negatively impact the successful completion of the project.
12. The Town of Richmond reserves the right to accept or reject any or all bids, or parts thereof, or to select the bid to be in the best interest of the Town.

