

**REQUEST FOR PROPOSALS
FOR
2019 TOWN-WIDE REAPPRAISAL**

ISSUED BY:

**TOWN OF WEST RUTLAND
Lister's Office
35 Marble Street
West Rutland, VT 05777**

**Date of Issue
January 2017
Due Date of Proposal
February 27, 2017**

**TOWN OF WEST RUTLAND
2019 TOWN-WIDE REAPPRAISAL**

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**TOWN OF WEST RUTLAND
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FOR
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The Town of West Rutland is requesting proposals from qualified, licensed reappraisal contractors to work with the West Rutland Listers to complete a town-wide reappraisal for the 2019 Grand list.

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 West Rutland

Proposals are due by 4:00 pm February 27th, 2017. Copies of this request for proposals may be obtained by calling the Listers at (802) 438-2263.

INTRODUCTION

The Town of West Rutland is located in West Central Vermont in the County of Rutland. West Rutland has a broad mix of land uses including commercial, industrial, retail, residential and agricultural. Geographically, it is a small town.

The taxable real estate in West Rutland involves roughly 1,010 properties made up of approximately:

Residential I	731	Commercial	61
Residential II	65	Commercial Apts	6
Mobile Homes-U	7	Industrial	6
Mobiles Homes-L	24	Utilities-E	3
Vacation I	3	Woodland	6
Vacation II	6	Miscellaneous	80
Farm	10	Utilities-0	2

1. DESCRIPTION OF PROJECT

The reappraisal project shall involve development of new land schedules and neighborhood delineations to estimate land values for every site in West Rutland: Interior and exterior inspections of all properties; detailed analysis of all sales over a three year period to formulate accurate, localized cost tables and depreciation schedules for all types of properties. These, and any other applicable methods, shall be incorporated into the existing computer software system and the existing property listing data will be reviewed to assure compliance with the new analyses. Access to the existing computer system will be provided.

The contractor(s) will work closely with the WEST RUTLAND Listers throughout the project and permit physical observation of the reappraisal process at the Lister's discretion.

The Contractor will be responsible for all aspects of the reappraisal as well as preliminary review of land schedules and building and depreciation costs.

Project Purpose & Objectives

The objective of this reappraisal is to generate accurate, defensible estimates of the fair market value for every property in the Town of West Rutland as of April 1, 2019. In addition, the models shall be integrated into the software system so that future construction, subdivision and changes to existing properties may be valued using the same methodologies. The complete project shall conform to the State of Vermont requirements.

2. SCOPE OF SERVICES

- a. The contractor shall review existing 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.
- 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 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 #60 Housesite values (≤ 2 acres) where applicable and also Act #68 Homestead values.
- d. The contractor shall review existing property descriptions to assure compliance with new market models for valuation using the software.
- e. The contractor shall produce new models in the software system for cost and depreciation, sales comparison and any other applicable valuation methods for all types of property in West Rutland.
- f. The contractor shall test the various computer models against the existing sales data to verify the reliability and accuracy of the models for estimating fair market values.
- g. The contractor shall produce, review and verify fair market value estimates for every property in West Rutland

- h. The contractor, working with the Town, shall produce a Change of Assessment Notice including every assessment change to be mailed to every taxpayer as the official notification
- i. The contractor shall conduct informal hearings for taxpayers to question the new assessment values and shall assist the Town with the formal Lister’s grievances and Civil Board of Authority appeals.
- j. The contractor shall produce manuals clearly explaining the valuation methods, the data and the process to aid the Town in defending the new assessments, maintaining the new software system and valuing new properties, subdivision and changes to existing properties.
- k. The Contractor shall complete all of these activities in compliance with accepted appraisal practices and conforming to all applicable state statutes and rules.

3. DELIVERABLES

The final work product will be the 2019 Change of Assessment Notices that reflect the new land schedules and updated cost, income and market models and the successful completion of the appeals thru the Board of Civil Authority level. The cost structure for assisting the Town in superior court appeal shall be provided. 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 data collection or review manuals developed for, or used during this project, and copies of any other manuals, tables or reference materials developed or used during this project.

4. PROJECT SCHEDULE

Advertise	January 2017
Proposal Submittal	February 27, 2017
Selection of Firm	March 27, 2017
Work plan established by Contractor	(approved by Town)
Reappraisal Notifications (on or before)	April 1, 2019

Project status meetings will be scheduled on an as needed basis

5. ADMINISTRATIVE INSTRUCTIONS

The proposals must be received by 4:00 pm. February 27, 2017. One (1) original and five (5) copies of the complete proposal shall be submitted in a sealed envelope, clearly marked 2019 WEST RUTLAND REAPPRAISAL and addressed to:

LISTERS
TOWN OF WEST RUTLAND
35 Marble Street
WEST RUTLAND, VT 05777

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 by task
8. List of all municipal reappraisals currently underway or complete within the last three years including client contacts and references.
9. Information describing the proposed software system.

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

This request for proposals 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 West Rutland shall be final and binding. Any corrections of errors or omissions in the Request for Proposal may be made by the Town of West Rutland when such correction is necessary for the proper fulfillment of their intention as construed by the Town of West Rutland.

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 West Rutland. There shall be no claims whatsoever for reimbursement from the Town of West Rutland for the cost and expense associated with this process.

The TOWN of WEST RUTLAND Rights

The TOWN of WEST RUTLAND 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 to RFP. The TOWN of WEST RUTLAND also reserves the right to select the consultant that, in the best judgment of the TOWN of WEST RUTLAND will perform in a timely manner irrespective of the estimated fee for completing the project. The TOWN of WEST RUTLAND may also negotiate with consultants to modify or amend certain portions of their respective proposal.

6. 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 the Executive Order 11375 and as supplemented by the Department of Labor regulations (41CFR 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 B 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 of \$1,000,000 per occurrence. A copy of the insurance certificate shall be provided to the Town.

Indemnification

The Contractor shall and hereby agree to indemnify, save harmless and defend the Town of West Rutland from the payment of any sum of money to any person whomsoever on account of claims or suits growing out of injuries to persons including death, or damages to property caused by the contractor, the Contractor employees, agents of sub-Contractors 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 attorney's fees, costs of investigation and of defense.

Bonding

A performance bond shall be required. The contractor shall deliver to the TOWN an executed bond in the principal sum of the amount to be paid by the TOWN to the Contractor as security for the faithful and satisfactory performance of this contract.

AVAILABLE INFORMATION

- Tax map and parcel data
- Examples of current land schedules
- Current property descriptions
- Copies of completed property Transfer Tax Form

7. 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
- Work on similar projects
- Cost proposal

8. TOWN CONTACT

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