

City of Central Falls
Bid Number 2021 - 0006

REQUEST FOR PROPOSAL

**FULL REAPPRAISAL AND REVALUATION
OF THE
CITY OF CENTRAL FALLS, RHODE ISLAND
EFFECTIVE DECEMBER 31st 2021**

Bids Due: April 9, 2021 by 10:00 a.m.

Published: March 15, 2021

Jahaira Rodriguez, Purchasing Agent

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INVITATION TO BID

FULL REVALUATION

Separate sealed bids will be received by the **CITY OF CENTRAL FALLS, RHODE ISLAND** for **THE FULL REVALUATION OF ALL TAXABLE REAL PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF CENTRAL FALLS, RI, EFFECTIVE DECEMBER 31, 2021** on or before **10:00 a.m. on the 9th of April, 2021**, at the office of the City Clerk 580 Broad Street, Central Falls, RI and at that time the bids will be opened and read in public.

Specifications may be obtained at the City Clerk's office, 580 Broad Street, Central Falls, RI between the hours of 8:30 a.m. and 4:30 p.m. Monday through Thursday and on Friday from 8:30 a.m. to 1:30 p.m. Specifications from the Request for Proposal, as well as the City of Central Falls General Instructions must be met. Questions must be directed via email to Jahaira Rodriguez at JRodriguez@CentralFallsRI.us by 12:00 p.m. on March 26, 2021 and all answers will be publicly posted on the city's website.

All bids must be SEALED and submitted with one original and 2 Copies and clearly marked: **BID PROPOSAL FOR 2021 FULL REAPPRAISAL AND REVALUATION CITY OF CENTRAL FALLS, RI 02863**

Bids must be enclosed in an opaque envelope addressed to "City Clerk, City Hall, 580 Broad Street, Central Falls, Rhode Island 02863" bearing the name and address of the bidder.

No bidder may withdraw a bid within thirty (30) days after the scheduled deadline for submission of bids.

The City of Central Falls reserves the right to reject any/all bids, waive any informalities in the bids received and to accept and award the bid to the lowest qualified bid deemed most favorable to the interest of the CITY of Central Falls.

Individuals requesting interpreter services for the hearing impaired must notify the City Clerk at (401) 727-7400 three business days prior to the bid opening.

Jahaira Rodriguez
City Clerk

Dated: March 15, 2021

CITY OF CENTRAL FALLS, RI

SUMMARY OF PARCELS BY STATE TAX CODE AS OF DECEMBER 31, 2020

DESCRIPTION	CODE	PARCEL COUNT
ONE FAMILY RESIDENCE	01	168
TWO TO SIX FAMILY RESIDENCE	02	1149
APARTMENTS	03	125
COMBINATION	04	50
COMMERCIAL I	05	11
COMMERCIAL II	06	102
INDUSTRIAL	07	53
UTILITY AND RAILROAD	10	5
OTHER IMPROVED LAND	12	17
RESIDENTIAL	13	51
COMMERCIAL AND INDUSTRIAL	14	44
VACANT-OTHER	15	9
ONE FAMILY OWNER OCCUPIED	20	291
CONDOMINIUM	23	75
BUSINESS CONDOMINIUM	24	6
MULTI FAMILY OWNER OCCUPIED	30	623
CEMETERIES	70	1
CHARITABLE	71	5
CHURCH	72	30
EX-CHAPTER	73	16
FEDERAL	74	2
HOSPITAL	75	3
MUNICIPAL	78	47
SCHOOL	79	11
STATE	80	22
NATIONAL RAILROAD	84	8
NUMBER OF ACCOUNTS		2924

CITY OF CENTRAL FALLS, R. I.

BID CONDITIONS AND CONTENT

1. Bids shall be signed by an authorized agent of the bidder. Incomplete bid forms may be cause for disqualification of the bid.
2. Bids that are renumbered or resequenced may be cause for rejection if all information cannot be easily found and identified. Bidders wishing to re-word or reformat the enclosed documents should do so in an addendum identifying the pages or sections to be changed.
3. Bids must be submitted in a sealed envelope clearly marked, so as to guard against opening prior to the appointed time, with the:

**NAME OF BIDDER
ADDRESS OF THE BIDDER
WORDS "BID DOCUMENTS – FULL REVALUATION"
DATE OF THE BID**

4. If mailed, the sealed envelope containing the proposal shall be marked as stated above and shall be enclosed in another envelope properly addressed for mailing.
5. Within a reasonable time after the bid opening, the CITY OF CENTRAL FALLS, R. I., (herein after referred to as the CITY) shall act on the award of a contract for the revaluation project.
6. The CITY shall be the sole judge as to whether any bid complies with these specifications, and such a decision shall be final and conclusive. Bidders shall state any exceptions taken to the bid specifications.
7. **THE CITY RESERVES THE RIGHT TO REJECT ANY, OR PART, OF ALL BID PROPOSALS; WAIVE ANY INFORMALITLIES AND TECHNICALITIES; AND TO ACCEPT THAT BID WHICH THE CITY COUNCIL DEEMS TO BE IN THE BEST INTEREST OF THE CITY, WHETHER OR NOT IT IS THE LOWEST DOLLAR BID.**
8. Proposals submitted in unmarked envelopes, which are opened by the CITY in its normal course of business, will not be accepted. If time permits, the proposal may be returned to the bidder informing them that the proposal may be resubmitted in a sealed envelope properly marked as indicated above.
9. Bid prices shall not include any sales, excise or other taxes for which the CITY is not liable.

10. Consideration in the awarding of the CONTRACT will be given to price, experience and competence of the bidder, the nature and size of the bidder's organization, and quality of similar projects it has performed and completed in the past and a determination by the CITY that the COMPANY has the ability to complete the work.
11. Each COMPANY, corporation, partnership, individual other entity (herein after referred to as the COMPANY) must hold, through the time of submission of the bid to the CITY through the completion of all work therein after required, a valid Revaluation Certificate as required by law.
12. The Successful Bidder shall furnish to the CITY a Performance Surety Bond in the amount of the CONTRACT, which bond shall be issued by a reputable bonding COMPANY authorized to do such business in the State of Rhode Island and acceptable to the CITY. Said bond shall be in the form satisfactory to and approved by the CITY. The performance bond shall be delivered to the City prior to the commencement of work. The bond shall include the appeal process of revaluation requirements of this CONTRACT and these CONTRACT SPECIFICATIONS. Upon completion and delivery to the Assessor for approval of the revaluation work and subsequent approval, the performance bond may be reduced to ten percent (10%) of the value of the CONTRACT. This reduced amount of bond shall become effective after the revaluation has been approved by the Assessor and upon completion of duties of the Board of Assessment Review on the December 31, 2018 assessment. The reduced amount of the bond shall remain effective until a final resolution in the court of appeals filed within one (1) year of completion of the contract.
13. The COMPANY must bid the project as outlined in the CONTRACT and CONTRACT SPECIFICATIONS. If the COMPANY proposes to perform any optional work or to substitute any part of the CONTRACT SPECIFICATIONS, such options and/or substitutions must be explained in detail and the amount of additional or reduction in cost must be listed.
14. The following items shall also be included with the bid:
 - Personnel Roster
 - Staffing Plan
 - Client list for past five (5) years including current projects
 - Statement of Qualifications
 - Name and resume of Project Manager
 - Non-Collusive Bid Statement
15. Each bidder must inform himself of the conditions relating to the specifications of the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of his obligation to furnish all material and labor necessary to carry out the provisions of this CONTRACT. At the time of opening of the bids, each bidder will be presumed to have read, and to be thoroughly familiar with, the plans

and CONTRACT documents (including all addenda). The failure or omission of any bidder to examine any form, instrument or document shall in no way relieve any bidder from any obligation in respect to this bid.

16. The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over performance of the project shall apply to the CONTRACT throughout, and they will be deemed to be included in the CONTRACT the same as though herein written out in full.
17. The City uses The Patriot Properties "AssessPro" CAMA software system. The City will not consider a conversion to a new software system at this time. Potential bidders must list prior projects performed on AssessPro.

COMPLETION DATE AND TIME SCHEDULE

A. Awarding of Contract

Within a reasonable time after the opening of the bids, the CITY shall award a contract for the revaluation project. **The CITY reserves the right to reject any and all bids as previously stated.**

B. Signing the Contract

Within thirty (30) days after the receipt of notice of acceptance by the CITY of its proposal, the COMPANY shall execute with the CITY a CONTRACT upon the basis of these specifications.

C. Completion of Contract

A complete tax roll, reflecting any adjustments resulting from the Review process, shall be delivered to the CITY prior to April 15th, 2022.

The COMPANY shall submit a proposed progress schedule including, but not limited to, the completion dates for the various phases of the project; i.e. market analysis and public relations program, data collection, appraisals, assessment notices, informal hearings, and any other noteworthy activities.

The COMPANY shall not be liable for delays caused by reason of war, strike, explosion, act of God, order or court, or other public authority.

a. Completion Dates

The following phases of the revaluation must be completed in accordance with the schedule below.

1. Completed property record cards with all measurements, listings, pricing, review, and proposed valuation by January 31st, 2022
2. Assessment notices addressed and prepared for mailing by February 15th, 2022. Contractor to pay for all postage incurred.
3. Informal hearings to begin no later than March 1st, 2022. Contractor must complete all fieldwork regarding these hearings.
4. All property record cards, or file, as corrected and finalized after the informal hearings, to be turned over to the Assessor no later than April 15th, 2022.
5. Completion of the project shall not be final until the Assessor signs the December 31st, 2021 assessment roll.

PROJECT TIMETABLE

The contractor is required to submit, as part of their bid, the timetable for the entire project. The timetable must be followed by the contractor. Any variation of the timetable must have the express consent of the Assessor.

D. Assessment Date

The completed appraisals, upon approval of the Assessor, will serve as a basis for assessment effective as of December 31, 2021

CITY OF CENTRAL FALLS

BID FORM

Project:

The Full Revaluation of all taxable land, buildings and improvements, located within the corporate limits of the CITY of Central Falls, R. I. Effective December 31, 2021. Excepted are motor vehicles, boats, travel trailers, pickup campers, motor homes, livestock, farm equipment, manufacturer's machinery and equipment.

The undersigned duly authorized agent for the **COMPANY** submitting this bid affirms and declares:

1. That this bid is executed with full knowledge and acceptance of the **CONTRACT** and **CONTRACT SPECIFICATIONS** enclosed with the **INVITATION TO BID** on the subject project.
2. That should this bid be accepted in writing by the **CITY**, said **COMPANY** will furnish the services for which this bid is submitted as the dollar amount indicated and in full compliance with the provisions of said **CONTRACT** and **CONTRACT SPECIFICATIONS**.
3. That all items, documents, statements and other information as required by the **CONTRACT SPECIFICATIONS** have been submitted herein.
4. That a representative of the **COMPANY** has visited the **CITY** and is familiar with its geography, general character of housing, and its commercial and industrial areas, has examined the quality and condition of the Assessor's records, and has consulted the Assessor to make himself knowledgeable of those matters and conditions in the **CITY** which influence this bid.
5. That the **COMPANY** understands and accepts that although the dollar amount of this bid is a major factor for consideration, the **CITY** reserves the right to award the **CONTRACT** to other than the **COMPANY** submitting the lowest dollar bid after careful analysis of additional factors outlined in the **CONTRACT SPECIFICATIONS**.
6. That the **COMPANY** proposes to furnish the services and materials required to complete the aforesaid **CONTRACT SPECIFICATIONS** in the total amount of:

1. COMPLETE Reappraisal and Revaluation of real property. \$ _____

2. Total Project Cost (excluding 3-6) \$ _____

(Written Amount) _____

3. Annual CAMA/Software Maintenance/Licensing Fee \$ _____

4. Annual Web Hosting & Updating of Database \$ _____

5. Price per parcel for new Tangible Property listings \$ _____

6. Price per parcel for Building Permits \$ _____

COMPANY

By: Name and Title

Signature

Business address

Telephone Number

Date

CITY OF CENTRAL FALLS, RI

NON-COLLUSIVE BID STATEMENT

All bidders are required to sign a Non-Collusive Statement with all public bids as follows:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the Invitation to Bid, designed to limit independent bidding of competition,

And

2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the opening of the bid.

Signature

Printed Name

Title

COMPANY

Date

SCOPE OF REVALUATION PROGRAM

The complete Reappraisal and Revaluation of all Real Property within the Corporate limits of the CITY of Central Falls, Rhode Island for the sole purpose of equalization of assessments in the CITY OF CENTRAL FALLS.

The successful Contractor shall furnish all labor, materials, and supplies utilized in this project, and all the work shall conform to and be carried out in accordance with the Assessor's office and the Rhode Island General Statutes pertaining hereto, and shall be subject to the direct supervision and approval of the CITY Assessor.

The values to be determined shall be the full fair market value as defined in Section 44-5-12 of the Rhode Island General Laws and shall be based upon recognized methods of appraising.

The revaluation program will cover and include all property in the CITY of Central Falls in the following categories:

All taxable real estate, land, buildings and improvements, including residential, commercial, industrial and farm properties.

All taxable properties of public utilities.

New tangible properties.

New Digital Photographs for all properties since last FULL REVALUATION. All pictures to be uploaded into CAMA data base by successful bidder.

All building permits outstanding as of 12/31/2021

Income and Expense forms as approved by the Assessor will be sent to all Commercial property owners in the City. Income method of valuation will be used as a back-up to the cost method of pricing commercial property.

EFFECTIVE DATE

The effective date of this revaluation project will be December 31, 2021.

CONTRACT SPECIFICATIONS

GENERAL CONDITIONS

1. Any loss or damage arising out of the work to be done by the appraisal firm or from unforeseen delays or difficulties in accomplishing the work from any cause whatsoever shall be borne solely by the appraisal firm and no obligation shall accrue to the CITY of CENTRAL FALLS on account thereof. The appraisal firm agrees to comply with all federal, state and local regulations and ordinances covering the work to be performed. These specifications shall constitute the entire specifications for the work and shall not be subject to any conditions or terms not stated herein.

2. **BID AWARD**

The CITY of CENTRAL FALLS reserves the right to reject any, or any part of, or all Bids, to waive informalities and technicalities and to accept that bid which the CITY Council deems to be in the best interest of the CITY, whether or not it is the lowest dollar bid. Consideration in the awarding of the contract will be given to price, experience, and competence of the bidder, the nature and size of the bidder's organization, and quality of similar projects it has performed and completed in the past.

3. **CONTRACTOR PROPOSAL**

Bidders shall carefully examine the specifications, visit the office of the Assessor, and fully inform themselves as to all conditions and matters which can in any way affect the work or cost thereof. Should a bidder find discrepancies in or omissions from the specifications or documents, or shall be in doubt as to their meaning, he should notify the Assessor in writing. Any changes shall be by issuance of addenda to all prospective bidders.

Each bid submitted by a COMPANY, corporation, partnership, or individual, hereinafter termed "COMPANY" shall itemize the COMPANY's qualifications and experience, also the COMPANY shall submit a complete client list of municipalities to which it has rendered services, and the nature of those services, during the last five (5) years.

The proposal shall also include a statement showing the number of years actually engaged as a COMPANY, corporation, partnership or individual specializing in governmental revaluation services. The COMPANY shall furthermore comply with all obligations under RIGL 44-5-11.1.

4. **PERSONNEL**

The COMPANY shall provide experienced and qualified personnel, a hereinafter provided, and must comply with the requirements of the Equal Employment Opportunity provisions of the Federal and State Governments. The COMPANY must have a minimum of 5 full time employees dedicated solely to revaluation. The Company's employees shall at all times treat the residents, employees and taxpayers of the CITY with respect and courtesy. The COMPANY shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision. All personnel assigned to this project shall be subject to the approval of the Assessor and shall be caused to be removed from this project by the COMPANY upon written recommendation of the Assessor, within one (1) week of having received such recommendation with or without reason.

MINIMAL QUALIFICATIONS

A. **PROJECT MANAGER OR SUPERVISOR**

The administration of this project shall be assigned to a project manager or supervisor who shall have not less than five (5) years practical appraisal experience involving extensive experience on residential, commercial, industrial, apartment, and tangible properties. The COMPANY shall submit the name and resume of the Project Manager with his proposal. Along with the Project Manager's resume, a list of the 5 most recent revaluation projects performed by the manager shall be listed.

B. **REVIEWS AND APPRAISERS**

Reviewers and appraisers shall have not less than three (3) years of practical appraisal experience in the appraisal of the particular type of properties of which they are responsible. Two (2) years of this experience shall have been in the mass appraisal field and shall have occurred within the past five (5) years.

C. **MEASURERS AND LISTERS**

Measurers and listers shall have at least one (1) year experience and training in this phase of the revaluation process, or the residential appraisal process. Any field person who does not meet the above qualifications must work under the direct supervision of an appraiser or Project Supervisor. The Assessor shall be notified in advance of any individual working in a training capacity.

IDENTIFICATION

All field personnel shall carry a suitable I.D. card, which shall include an up-to-date photograph, supplied by the COMPANY and signed by the Assessor. All automobiles used by field personnel shall be registered with the Police Department, giving license number, make, model, year and color of the vehicle.

A complete list of all personnel employed for this project shall be furnished to the Assessor's office. The list shall be updated and any changes made shall be available to the Assessor upon request.

E. CONFLICT OF INTEREST

No employee of the CITY or elected or appointed official shall be employed by the COMPANY.

5. PROTECTION OF THE CITY

BONDING

The COMPANY shall, to secure the faithful performance by the COMPANY of the terms of this agreement, furnish to the CITY a performance and payment surety bond (hereinafter referred to as "BOND"), in the amount of this contract, which BOND shall be issued by a reputable bonding COMPANY authorized to do such business in the State of Rhode Island. The CITY's Solicitor shall approve the terms and conditions of the BOND. The BOND shall be delivered to the CITY prior to commencement of actual work. The BOND shall include, but not be limited to, any and all costs relating to the appeal of the revaluation process and shall remain in effect until after the revaluation has been completed and received final approval by the Assessor. It is understood and agreed that upon completion of and delivery to the CITY of the approved revaluation, that the BOND shall be reduced to 10% of the value of the contract to cover the defense of appeals. The reduced amount of said BOND shall remain effective until the latest of the expiration of the time during which appeals may be taken to the courts or until all original court cases arising from this project have been dismissed with prejudice.

6. INSURANCE COVERAGE

The COMPANY shall carry automobile and liability insurance in an amount not less than \$2,000,000.00 and Worker's Compensation Insurance or coverage which shall save harmless the CITY from claims, demands, payments, suits, actions, recovered against it by reason of any act of omission of said COMPANY, its agents and employees in the execution of the work to be performed under this

agreement including the claims relating to labor and material furnished and patent rights and copyrights used in performing the work. Such insurance shall be made satisfactory to and approved by the Finance Director, provided: that such approval shall not relieve the COMPANY of its duty to save harmless the CITY and its officers from all such claims, demands, payments, suits, actions, recoveries and judgments in connection with the work. The COMPANY shall provide the CITY with copies of said insurance policies or certificates.

7. **COMPLETION DATE AND TIME SCHEDULE**

A. **AWARDING OF CONTRACT**

Within a reasonable time after the opening of proposals, the CITY shall award a contract for the revaluation project. **The CITY reserves the right to reject any and all bids as previously stated in the bid documents.**

B. **SIGNING OF CONTRACT**

Within thirty (30) days after receipt of notice of acceptance by the CITY of its proposal, the COMPANY shall execute with the CITY a contract upon the basis of these specifications, and in the form set forth in the bid documents.

C. **CHANGES**

Changes in these specifications will be permitted only upon written mutual agreement of the COMPANY and the CITY.

D. **SUBLETTING**

The COMPANY shall not assign or transfer the contract or any interest, or any part therein without first receiving written approval from the CITY and the Bonding COMPANY. It shall be mutually agreed and understood that said consent by the CITY shall in no way release the COMPANY from any responsibility or liability as covered in these specifications and

E. **SCHEDULE OF PROGRESS**

The COMPANY shall submit a proposed progress schedule including, but not limited to, the completion dates for various phases of the project; i.e. public relations program, data collection, market analysis, appraisals, assessment notices, informal hearings, and any other noteworthy activities.

F. **COMPLETION OF PROJECT**

The completed appraisals, upon approval of the Assessor will serve as a basis for assessments effective on the date of assessment, December 31, 2021.

G. **DELAYS AND PENALTIES**

The COMPANY shall not be liable for delays caused by reason of war, strike, explosion, act of God, order of court or other public authority. However, once a time table has been established by the CITY and COMPANY, failure by the COMPANY to complete all work prior to the dates specified, excluding hearings, shall be cause for a penalty to be assessed against the COMPANY at the request of the Assessor.

The amount of the penalty shall be \$500.00 per day for each day beyond the scheduled date of completion. For purposes of this penalty only, completion of all work, (excluding hearings through final appeal) is defined as follows:

- Complete real property record cards with all measurements.
- Listing, pricing, review and final valuation.
- All applicable data being entered on computer.
- Assessment notices mailed and completion of informal hearings.

This penalty, if applied, shall be deducted from the contract price.

The assessment of this penalty shall not preclude the CITY from expressing any other rights it may have against COMPANY and shall not preclude the CITY from seeking damages for the failure to complete the contract as scheduled.

COMPENSATION AND TERMS

In consideration of the performance of the services of appraising and related services described herein, the COMPANY shall furnish monthly detailed invoices for payment requests. The COMPANY shall provide monthly requisitions to the CITY no later than the first (1st) calendar day of the month based on, and reflecting costs of, the work performed in the preceding month. The CITY will retain ten percent (10%) of the amount of each payment. The work is to be completed in accordance with the timetable of operations established by the CITY and COMPANY. All work shall be completed to the satisfaction of the CITY. The COMPANY shall make available all work completed billed to the Assessor for inspection and approval. In its discretion, the CITY may withhold payments in the event work completed by the COMPANY during any payment period is deemed to be unsatisfactory by the CITY. The CITY shall withhold 10 percent (10%) of the amount of each monthly invoice until such time as all work, review, corrections and hearing through final appeal have been completed to the satisfaction of the CITY and all records have been completed and delivered to the CITY. Final payment, including retainer, will be made upon acceptance by the CITY of all completed work, with completed work being defined as the certification of the 2021 Tax Roll by the Assessor.

DEFAULT OR BREACH OF CONTRACT

In addition to any events of default described in the contract, each of the following events shall constitute a default or breach of this agreement:

If the COMPANY, or any successor or assignee of the COMPANY, shall file a petition in bankruptcy or insolvency, or for re-organization under any bankruptcy act, or shall voluntarily take advantage of any such act by answer or otherwise, or shall make an assignment for the benefit of creditors;

If involuntary proceedings under any bankruptcy law or insolvency act shall be instituted against the COMPANY or if a receiver or trustee shall be appointed of all or substantially all of the COMPANY, and such proceedings shall not be dismissed or the receivership or trusteeship vacated within thirty (30) days after the institution or appointment;

If the COMPANY shall fail to perform to comply with any of the conditions of this agreement and if the nonperformance shall continue for a period of thirty (30) days after the notice thereof by the CITY to the COMPANY, or if the performance cannot be reasonably completed within the thirty (30) day period, the COMPANY shall not in good faith have commenced performance within the thirty (30) day period and shall not diligently proceed to completion of performance.

RESPONSIBILITIES OF REVALUATION COMPANY

1. PUBLIC RELATIONS

The parties of this Full Revaluation Project recognize that a good public relations program – in English and in Spanish – is required in order that the public and the CITY may be informed as to the purpose, benefits and procedures of the Full Revaluation program.

The COMPANY shall provide reasonable assistance to the Assessor in conducting a program of public information through the press and other media, such as meeting with residents, service clubs and property owner groups as a means of establishing understanding and support for the revaluation program and sound assessment administration. The COMPANY shall supply visual aids and other bilingual media at its disposal to this end. All public releases shall be approved by the Assessor prior to release.

2. RECORDS

The COMPANY, upon completion, shall deliver to the CITY, one (1) set of field cards as defined later, showing all pertinent information for each parcel of land and valuation of the land and any building thereon. The COMPANY will also turn over all field notes and worksheets of the statistical update revaluation.

The COMPANY, upon completion, shall deliver to the CITY and bridge to the City's administrative system one (1) set of electronic media of the values determined by the statistical update revaluation.

The COMPANY shall provide all field cards, supplies, equipment, forms, literature, and paper to be used in this project at no additional cost to the CITY. All records and forms, etc. shall be subject to approval by the Assessor as to format, design, content, shape, size, color, quality and quantity.

A. Field Cards for Real Estate

As covered above, the COMPANY shall supply field record cards filed by plat and lot number. These cards shall contain all manner of information affecting value including, but not limited to, information as to location of property, classification as to usage, owner of record, chain of title (including book and page), size, shape, and physical characteristics of land, with the breakdown of the minimum house lot and additional acreage as applicable, along with unit of value applicable to each, public utilities available, public improvements and zoning regulations in effect as of assessment date. All physical improvements, which shall be measured giving a listing of all interior construction details, quality of construction, age, condition, replacement values, depreciated values, fair market value as well as assessment value, will be shown. Sketches of buildings, including dwellings, shall be drawn to

scale with dimensions given on the field cards and **photographs** of each dwelling and primary commercial buildings shall be attached to the field card. Cards of multiple building properties shall be assembled and properly labeled.

B. Chain of Title Cards

The COMPANY will not be required to provide Chain of Title Cards. The CITY will continue to use the current title cards.

C. Electronic Media

The COMPANY will provide electronic data to the CITY in a format compatible with the existing hardware and administrative system as included with these specifications.

3. DATA ENTRY

The COMPANY shall enter all information on the CAMA system. The COMPANY shall be responsible for but not limited to the following:

- Accurate sketches of all residences and commercial buildings.
- Accurate input of all data.
- Accurate reports of progress and new values
- Accurate loading of all new pictures taken in the City

4. COVID-19 INTERIOR INSPECTION

The COMPANY Shall be required to measure the exterior of all real property building and outbuilding, both residential and commercial. Interior inspections must only be done at the request of the property owner or the Tax Assessor. A property verification mailer will be sent to all residential property owners at the address designated for the mailing of tax bills. This mailer will be done at the COMPANY'S expense.

5. ASSESSMENT NOTICES

Upon the completion of the statistical update revaluation, a notice shall be sent at the COMPANY'S expense, by first class mail, to each owner or record, setting forth the valuation that has been placed upon the property identified in the notice. Further, enclosed will be a letter specifying the dates, times and place of the informal public hearings. Such notices and letters shall be subject to approval by the Assessor.

6. **INFORMAL ASSESSMENT REVIEW HEARINGS**

Following the completion of all review work by the Assessor and COMPANY, the COMPANY shall hold informal hearings so that owners of property, or their legal representatives, may appear privately at specified times to discuss with qualified members of the COMPANY's staff, the assessed valuations of their property. The COMPANY's personnel shall explain the manner and method of arriving at the value.

The COMPANY, in conjunction with recommendations of the Assessor, shall schedule a sufficient number of meetings and provide sufficient personnel to handle said meetings expeditiously and fairly. Some of the hearings shall be scheduled for Saturdays and evenings for the convenience of the property owners. Any information offered by the property owner shall be given consideration, and adjustments shall be made where warranted.

The COMPANY shall conduct a reappraisal of any property at the request of the taxpayer at the hearing. The COMPANY, however, shall not be obligated to change its initial opinion of value after such reappraisal.

6. **DEFENSE OF VALUES**

The COMPANY shall furnish, without additional charge, a competent representative of the COMPANY to appear at all formal hearings on the assessed values established by the Statistical Update Revaluation and the COMPANY shall defend the appraised values established by it when the assessment of such property is appealed to the Tax Board of Assessment Review. In the event of appeal to the Courts, a qualified COMPANY representative will, without additional cost to the CITY, be present at the hearings to testify as a witness. All expert testimony is to be provided by those having conducted the statistical update revaluation. Such expert witnesses shall appear with the Assessor to outline the steps taken in the appraisal, or reappraisal, and to give his or her opinion as to the value of the property involved in the Court action, provided such appeal to the Courts is based upon the value placed by the COMPANY, regardless of the elapsed time. The COMPANY shall also provide, without further cost to the CITY, appropriate and qualified representatives to testify at depositions and assist in preparing discovery responses in all appeals.

7. **TERMINATION OF CONTRACT**

Notwithstanding any other provisions hereof, the CITY shall have the right to discontinue all services under this agreement with due cause at any time upon payment of amount due at time of termination and discontinuance for any work done and performed to such time. One week's notice of intention to exercise such right shall be given to the COMPANY. The COMPANY shall be firmly bound by the terms hereof, except it may discontinue the services and work which devolve upon it in the event payments to it, at no fault of the COMPANY, are not made when due,

and as provided in this agreement. Should this agreement be terminated by either party as herein provided for, no right of action shall exist against the party terminating by the other. Should the contract be terminated, all records shall become the property of the CITY and shall be delivered to the Tax Assessor forthwith. See the Contract for additional conditions.

8. **OBSERVANCE OF LAW**

The COMPANY, at all times, shall observe and comply with Federal, State and local laws, codes, ordinances and regulations in any manner affecting the conduct of the work. The COMPANY shall indemnify and save harmless the CITY, its officials, agents, and servants against any/all claims or liabilities arising from or based on the violation of any such law, ordinance, regulation, order or decree, whether by the COMPANY or its employees.

9. **SCHEDULES**

A. **BUILDING COST SCHEDULES**

The COMPANY will provide cost schedules for all buildings. These schedules shall be used in computing the replacement cost in the CITY for all residential, commercial, and industrial construction. The valuation of all buildings shall be made in accordance with schedules based on current building costs and costs for improvements and additions (bathrooms, fireplaces, etc.) to buildings. These schedules shall also establish costs for different types of houses and buildings and grades of construction. Before final acceptance, they shall be proven by testing against known sales. All finalized schedules shall be approved by the Assessor before adoption and usage by the COMPANY.

B. **DEPRECIATION SCHEDULES**

Depreciation schedules or methods to be used in determining the amount of depreciation, shall reflect the normal and accepted depreciation rates of buildings according to classification. These schedules or methods shall cover residential, commercial and industrial buildings, and shall be approved by the Assessor.

C. **LAND VALUE SCHEDULES**

The valuation of land shall be made in accordance with schedules based on area, classification of land, neighborhood, and zoning. The land study must include documented neighborhood delineation.

D. **SCHEDULES FOR THE CITY**

The COMPANY shall supply and leave for the CITY not less than three (3) copies of all of the above required building cost schedules, depreciation schedules and land schedules for the City's usage, two (2) copies of which shall be turned over to the Assessor upon approval of the schedules.

E. **PROJECT STATUS CONTROL**

The COMPANY shall provide in the proposal a schedule by project phase to be utilized in a detailed quality control program. The program must include a comprehensive monthly written report summary of the project status.

Regular periodical delivery of results as completed shall be turned over to the Assessor for review.

APPRAISAL SPECIFICATIONS

A. APPRAISAL OF LAND

The COMPANY shall appraise all land within the CITY, including but not limited to, vacant, residential, commercial, industrial, agricultural, special use, public utility and tax exempt.

1. LAND VALUE STUDY

Land shall be valued on the basis of an analysis of all sales data during the two (2) year period prior to December 31, 2021. All factors affecting the value of land shall be considered, such as location, zoning, inland wetlands, topography, soil condition, lot size, shape, view, utilities and vacancy, proximity to hazardous waste, etc. The land study must include documented neighborhood delineation.

2. LAND VALUE UNITS

The COMPANY shall prepare land unit values by frontage, square foot, acreage, or fractional acreage, whichever in the judgment of the COMPANY and Assessor most accurately reflects the market for the appraisal land.

3. LAND VALUE MAPS

The Contractor shall delineate the land value units on all streets and acreage in the CITY on a suitable map to be provided by the CITY. The land value map shall be returned to the CITY prior to the completion of the Statistical Update Revaluation Project.

B. APPRAISAL OF BUILDINGS AND STRUCTURES

1. INTERIOR INSPECTIONS

The COMPANY shall make a listing of physical construction details in the CITY, on proper forms as covered in these specifications.

a. The COMPANY shall guarantee to make careful inspection of all real property occurring within the TOWN, excluding those wherein the owner refuses permission to inspect.

b. The Company shall describe its plan for gathering interior information in the COVID Pandemic era.

c. The COMPANY will give the CITY a list of all properties to which access has been refused for any reason except COVID pandemic related issues

d. The field card shall indicate the initials of the Measurer and the date of the measure. When inspected the Lister shall have each interior inspection verified, including the date of the inspection, by having an adult owner or resident of each building or dwelling unit sign the field card.

2. **EXTERIOR INSPECTION**

a. The perimeter of all inspected buildings and improvements shall be carefully and accurately measured to the nearest foot.

b. An outline sketch, prepared to scale (or verification of the existing sketch) shall be entered on the field card in the appropriate area. All verified measurements will be checked off on the field card. All story heights will be so designated on the field card.

c. Physical data including any abnormal physical features of the land parcel shall be recorded in the field.

4. **PRICING AND VALUATIONS**

a. Pricing valuation of all land and building must reflect the fair market value as of December 31, 2021, and shall be done from, and in accordance with, the approved manuals and schedules.

b. The final valuation shall be the fair market value as evidenced by replacement cost of the structure, less depreciation from all causes, as supported by market value of the land. All factors affecting the value of the property shall be noted on the field card.

5. **INCOMPLETE CONSTRUCTION**

The COMPANY shall plainly identify, in a manner approved by the Assessor, all property record cards that have incomplete improvements as of the December 31, 2021 assessment date. The field card shall show the percentage of completion in the valuation as of that date.

PERSONAL PROPERTY

1. GENERAL

The Company shall make a detailed listing and appraisal of all new personal property accounts as of December 31st, 2021. The company will also list and value all other accounts as requested by the Assessor

2. VALUATION

The methods of valuation to be used by the company shall be subject to the approval of the Assessor and shall include, but is not limited to, the use of cost schedules, income method, and the inspection of financial records of the owners of the personal property. The Company shall supply to the CITY a copy of each cost schedule used in a form of hard copy and a compatible software package adaptable to the City's CAMA (Patriot AssessPro v5) system.

3. RECORDS TO THE CITY

All data, including work sheets, reporting forms, and personal property record cards, pricing schedules and all pricing manuals, used by the Company shall become the property of the CITY upon completion of the revaluation. All data herein mentioned shall be made part of the Assessor's confidential file.

4. DOCUMENTATION

The Company shall provide a detailed user's manual and a yearly updated maintenance cost schedule for the personal property CAMA Software.

COMMERCIAL/INDUSTRIAL PROPERTIES

The Appraisal of income producing properties relies heavily on an analysis of what the prudent investor would pay for a given property based on the income stream that the property could reasonably be expected to produce. In this regard, the actual income/expense information for each property will be collected and analyzed to arrive at a capitalization rate reflective of the market environment. In the event the owner fails to provide sufficient information to determine value, the Contractor will use the information from similar properties to estimate the value. Capitalization rates shall be developed by type of property and location. When the Assessor has approved capitalization rates and techniques, the Contractor shall perform the income approach using economic income and expense data.

The Contractor will be responsible for the collection of these income/expense forms, and the analysis of the data. The Contractor will turn these income/expense forms over to the CITY upon completion of the project.

The CAMA system will give the appraiser the ability to model the market place by physical characteristics, construction type, and actual use for income producing properties and apply the results of the models to individual commercial or industrial properties. The models are used to assign appropriate economic rent and expense information that is keyed to the location of the property and the allocation of building space for potential or actual use.

RESPONSIBILITIES OF THE CITY

A. NATURE OF SERVICE

It is clearly understood and agreed that the services rendered by the COMPANY are in the nature of assistance to the Assessor and all decisions as to property valuations, taxable or tax exempt, shall rest with the Assessor.

B. COOPERATION

The Assessor, the CITY, and its employees will cooperate with and render all reasonable assistance to the COMPANY and its employees.

C. ITEMS FURNISHED BY THE CITY

1. MAPS

The CITY will provide two (2) sets of updated Plat Maps showing roads, property lines, and parcel identification numbers.

2. ZONING

The CITY will provide current zoning regulations and zoning map.

3. OFFICE SPACE

The City is unable to provide office space. The City will provide a space for a computer to be set up so that the successful bidder may log-in to do data entry and pricing work **All other equipment and materials shall be provided by the COMPANY.**

4. PROPERTY TRANSFERS

The COMPANY shall make available to the CITY the field cards, on a regular basis, for an updating of the information for all property splits and transfers occurring after the initial data collection.

5. BUILDING PERMITS

The Assessor shall screen and make available to the COMPANY a copy of all building permits issued during the course of the revaluation to determine that all new construction, additions, and remodeling have been included in the COMPANY's appraisals up to December 31, 2021. All building permits shall be returned to the Assessor.

6. **SIGNING OF COMMUNICATIONS**

The Assessor shall sign the communications to be mailed at the COMPANY's expense, for the purpose of contacting a property owner for inspection of the property and for the purpose of obtaining the property owner's income and expense information if such is needed for the income approach to value of commercial or industrial properties.

TRANSMITTAL OF RECORDS TO THE ASSESSOR

Regular periodical delivery of appraisals, as completed, shall be turned over to the Assessor for review. All appraisals of buildings, either completed or under construction and all completed and corrected records shall be turned over to the Assessor as of December 31, 2021.

The final inspection and review shall take into consideration any known or apparent changes in the individual property since they were first inspected in order that the final appraisal of property shall be appraised as of December 31, 2021. **This information and/or appraisals and records shall not be made public until after the informal public hearing.**

SOFTWARE SPECIFICATIONS

A. CAMA System

The CITY utilizes Patriot Properties “AssessPro 5” CAMA software. Prospective bidders should document their experience using the AssessPro software system and provide a list of communities in which they have performed a successful revaluation utilizing the AssessPro system.

The City also requires the use of the World Wide Web for purposes of sharing data with the public. All costs associated with maintaining and updating the data must be included.