

Request for Quote
Assessing Services and Cyclical Measure & List

Danville, NH

July 17, 2018



TOWN OF DANVILLE
Request for Quote
Assessing Services and Cyclical Measure & List

Sealed quotes for Assessing Services and Cyclical Measure & List for the period of January 1, 2019 through December 30, 2021 will be received until 4:00 p.m. on September 10, 2018 in the Offices of the Selectmen, 210 Main Street, Danville, NH 03819. At 7:00 p.m. on September 10 they will be opened and publicly read aloud. Your quote must be marked with the project, item or service being sought, three (3) references, and the date the quotes are due. If you send your quote by mail you should put it into a separate sealed envelope, marked as required, inside the mailing envelope to safeguard against it being opened in error.

Any quotes received after the specified date will be rejected and returned unopened.

The work includes an annual (a) statistical update of values, (b) measure and list of building permits, (c) measure and list of sales, (d) informal citizen hearings on proposed values, (e) cyclical measure and list, and (f) representation at the Board of Tax and Land Appeal Hearings and/or Superior Court. Annual renewal of the contract will be dependent upon appropriation by the Town and satisfactory performance by the contracted firm.

A detailed package with information on the program and all specifications, the conditions thereof, and bid forms, is available at www.townofdanville.org or in the Danville Town Hall, SelectBoard office during normal business hours.

Any questions with respect to this invitation must be received in writing. These inquiries can be delivered by mail or in person to the Selectmen's office at 210 Main Street, or emailed to pshogren@townofdanville.org.

The contract will be awarded based on the quote deemed most advantageous to the Town. The Town reserves the right to reject any bid, and waive any minor or non-material informalities, if deemed to be in its best interests.

Signed,
Danville Board of Selectmen

Scope of Work or Specifications and Conditions

1) General Background

The Town of Danville has 2004 parcels of land to assess. These are classified as follows:

158 residential land only*	85 residential land only with current use
1,209 residential land & bldg.*	43 residential land & bldg. with current use
22 Manufactured housing on own land	336 manufactured housing on land of another
38 Duplex & multi-family	14 Commercial/Industrial land only*
24 Commercial/Industrial land & bldg.*	1 Commercial/Industrial with current use

* Not including current use

There are also eight utility parcels not included as part of this bid. The total assessed value of the town is \$407,021,123. The Town of Danville is presently undergoing the 2018 Assessment Review with the New Hampshire Department of Revenue. It has undergone an annual statistical update over each of the past ten (10) years. Our last full measure and list was in summer 2016. We are in the second year - and on track - of a five-year process to measure and list properties in every five-year cycle. We currently use the AVITAR software. It is our intent to continue to use this software. The Town will only entertain a switch to a different software system if it proves to be cost effective over the life of the contract.

Over each of the past two (2) years we have averaged 29 qualified sales, 32 building permits, 40% of the total cyclical measure and list assignments. It is your responsibility to project and include in your base pricing the number of qualified sales you might anticipate. In evaluating your quote we shall use the average numbers for building permits and cyclical measure and list to come to a bottom line pricing for comparison purposes.

2) Term of Contract & Estimated Value

The Town will enter into a three-year contract to run from January 1, 2019 through December 30, 2021, with one two-year extension or two one-year extensions. The contract will contain a clause that allows the Town to terminate it annually with sixty (60) days' notice if performance by the contracted firm is not satisfactory or the Town Meeting fails to appropriate funding. Annual renewal of the contract will be dependent upon appropriation by the Town and satisfactory performance.

3) General Scope of Work

The general scope of work includes an annual (a) statistical update of values, (b) measure and list of applicable building permits, (c) measure and list of sales, (d) informal citizen hearings on proposed value, (e) cyclical measure and list, and (f) representation at the Board of Tax and Land Appeal hearings and/or Superior Court.

4) Specific Scope of Work

The contracted firm will complete the following work in accordance with the best practices of the profession:

1. Perform an annual statistical update of values for the purpose of updating values to be compliant with RSA 75:8 and balance values to assure equity and fairness in the overall assessments;
2. Measure and list all properties that have sold during the contract period and investigate and verify the circumstances surrounding all sales (to be completed by July 31);
3. Measure, list, and value of new or newly modified properties as a result of the issuance of permits, or any other applicable source (pick-ups) (to be completed by July 31);
4. Carry out a systematic measure and list as defined in the *Definitions Section* 601.13 and 601.16 (ref the DRA Rev 600 rules) of a 20% portion of town properties each year including, but not limited to, the exterior measurement of all principle buildings. [Note: When the taxpayer is not at the residence, the Contractor shall measure the exterior and estimate the features of the building using the best available evidence. Contractor shall attempt interior inspections after notifying all property owners in writing and requesting interior inspections by appointment. In all cases of entry, the property owner or occupant shall be at least eighteen (18) years of age or the appraiser shall not enter to perform the inspection];
5. Input all data changes and/or corrections from the statistical update, sales analysis, permit inspections and measure and list of properties in Town;
6. Conduct informal citizen hearings on proposed values, as necessary (to be completed by July 30);
7. Finalize and submit to the Town final values (to be completed by August 30 and subject to a \$100 per day liquidated damages for every day of delay thereafter);
8. Prepare, submit, respond to requests for information, and obtain approval of the New Hampshire Department of Revenue Administration (DRA) of a USPAP compliant report which addresses how the statistical update for each year was undertaken and completed;
9. Meet with the Town Administrator, Board of Selectmen and/or Land Use/Assessing Administrator upon request;
10. Meet and work with the Board of Selectman and Department of Revenue Appraiser to ensure that the Town of Danville is meeting all Assessment Review guidelines as stipulated by the New Hampshire Assessing Standards Board and to maintain a good working relationship; and
11. Represent the Town and/or testify in hearings before the Board of Tax and Land Appeals and/or Superior Court.

5) Minimum Personnel Standards

The selected Contractor must be DRA certified for this work. All personnel working on the statistical update in the Town of Danville shall be DRA certified in the grading, classifying and

appraising of all property covered by this contract. The Project Manager must be DRA certified as a Property Assessor Supervisor as outlined in ASB 304.04. All necessary field assistants shall hold the Measurer and Lister Certification by DRA. All personnel must have undergone criminal background checks satisfactory to the Town. Changes in the Project Manager must be approved by the Town (not to be unreasonably withheld).

6) Minimum Insurance Standards

Prior to commencing work, and throughout the term of this Contract, the Contractor shall obtain, maintain and provide to the Town a copy of the certificate, in the limits and under the conditions set forth below, insurance coverage for the following types and levels of coverage:

- i. Workers Compensation: Statutory
- ii. Automobile and Equipment: \$1 Million/\$2 Million
- iii. Property Damage: \$1 Million/\$2 Million
- iv. General Liability: \$1 Million/\$2 Million

Each policy of insurance shall be issued by a financially secure insurer, duly licensed to do business in the State of New Hampshire. The Town shall be named as certificate holder and shall be included along with officers, employees and agents as named additional insured. The Town shall be notified no earlier than thirty (30) days before any such policy is cancelled, altered or materially changed. If a subcontractor or sub-consultant is used for any portion of the work, the Contractor will provide to the Town a similar certificate, in similar amounts and under similar conditions, from the subcontractor.

Should the Contractor fail to maintain such Workers' Compensation insurance, and should the Town be found liable to principals, officers, employees and agents of the Contractor, the Town may recover from the Contractor the amount of any medical costs and compensation paid to or on behalf of the principals, officers, employees and agents of the Contractor and any expenses relating to claims filed under the provisions of Workers' Compensation.

7) Status of Contractor & Support by Town

The Contractor shall be compensated as an independent Contractor and shall be responsible for providing FICA, Workmen's Compensation, Unemployment Compensation & Liability to all employees assigned to the Town of Danville and providing proof thereof.

The Town will provide office space with a desk, phone, photocopier and computer with access to the AVITAR system at the Town Offices while they are in Town doing their field work and is not intended to be the primary offices for the Contractor. Contractor agrees to assist the town in the administration of its assessing function by providing a qualified person, on site at the Danville Town Hall, a minimum of two (2) days a month on a consistent, mutually convenient schedule.

8) Pricing to Be All Inclusive

The successful bidder will provide support staff to inspect all real estate transfers as reported by the Registry of Deeds, input any changes to property record cards, inspect and input all building permit pick-ups issued into the assessing system. The Contractor's pricing shall be inclusive of all costs of personnel, mailing, office support, reproduction, communications, mileage, travel per

diems, profit and overhead and the like.

9) Submission Due Date

Sealed quotes will be received **in this form prescribed by the Town** until 4:00 p.m. on September 10, 2018 in the Offices of the SelectBoard, 210 Main Street, Danville, NH 03819. On September 10, 2018 at 7:00 p.m. they will be opened and publicly read aloud. Your quote must be marked with the project, item or service being sought, three (3) references, and the date the quotes are due. If you send your quote by mail, you should put it into a separate sealed envelope, marked as required, inside the mailing envelope to safeguard against it being opened in error. Any quotes received after the specified date will be rejected and returned unopened.

10) Quote Withdrawal

No quote may be withdrawn after it is filed unless the Contractor makes a request in writing to the Town prior to the time and date set for the opening of quotes or unless the Town fails to award or issue a notice of intent to award a Contract within sixty (60) days after the date and time set for opening quotes.

11) Evaluation of Quotes

Evaluation of the responses will be based on the extent to which the response meets the requirements of the solicitation and the Town's determination as to the extent to which the respondent is likely to be able to achieve the desired results and fulfill the purposes of the solicitation. Proposers are welcome to submit supporting information or references, demonstrating how they have shown their performance to be in terms of quality and timeliness in tasks performed for other clients or the Town of Danville and how responsive they will be in terms of cost efficiency to the Town of Danville.

Upon the initial evaluation of the quotes, and if deemed necessary by the Board of Selectmen, the top ranked firms shall make a formal presentation to the Town. **These presentations are scheduled for September 24, 2018.** You will be given at least seventy-two (72) hours of advance notice if you are to make such a presentation. Upon the completion of this process, the SelectBoard shall make a final determination of the preferred contractor.

12) Contract Negotiations

The preferred Contractor will be notified of their status and the SelectBoard shall endeavor to negotiate a contract. If such negotiations are not successful, the Town shall proceed to the next firm and so forth until the Town has obtained a contract with a firm. The final contract shall be subject to the review and recommendations made by DRA and /or Town Council.