



Town of North Providence

Request for Proposals Statistical Revaluation

Bids will be received at the Division of Purchasing office, 2000 Smith Street, North Providence, Rhode Island, until 10:45 A.M Thursday February 20, 2025.

Bids will be received at the Office of the Purchasing Agent, 2000 Smith Street, North Providence, Rhode Island, ground floor, until 10:45. A.M. Thursday February 20, 2025 Proposals will be opened at 11:00 a.m. in the Town of North Providence Assembly Room "Ground Floor" that day.

Bids must be sealed and plainly marked on the outside of the envelope what is being bid upon.

The Purchasing Board reserves the right to reject any and all bids, to waive any informalities in the bids received and to accept the bid deemed most favorable to the interest of the Town

**FOR THE DEVELOPMENT AND
IMPLEMENTATION OF AN UPDATE
REVALUATION PROGRAM**

WITHIN THE TOWN OF NORTH PROVIDENCE, RHODE ISLAND

Proposers must deliver four copies of their proposals as well as (1) USB Flash Drive to Office of the Purchasing Agent at the North Providence Town Hall 2000 Smith Street North Providence Rhode Island 02911 no later than 10:45 a.m. local time February 20, 2025. Proposals will be opened at 11:00 a.m. local time that day and the names of the proposers announced.

All information pertaining to the Contractor's technical and management approach to completing this Project, as well as the proposed cost, timetable and staffing plan, shall be presented in the Proposal. The Proposal must address, at a minimum, each of the issues set forth in the Request for Proposals in order to be considered responsive.

Any Proposal which does not respond to each issue in the Request for Proposals may be rejected by the Town as non-responsive.

In addition to addressing each of the items in the specifications, the Contractor must submit as part of its Proposal the following information.

1. A letter of transmittal signed by the individual authorized to negotiate for and contractually bind the Contractor stating that the Proposal is effective for at least sixty (60) calendar days from the deadline for the submission of Proposals.
2. The Town reserves the right to request current financial information relative to the Contractor's financial stability.
3. A list of the Rhode Island municipalities for which the Contractor has completed revaluation programs.
4. A list of the revaluation contracts for which the Contractor is currently committed.
5. Written assurance that the revaluation will meet Rhode Island certification requirements.

The criteria upon which Proposals will be evaluated includes, but is not limited to, the following:

1. Directness of the response to the specifications.
2. Experience of the Contractor with other revaluation programs and the experience and qualifications of the staff to be assigned to this particular Project.
3. Cost of the Project will be considered, but will not be the sole basis for revaluation. Contractors must demonstrate that they are qualified and responsible as well.
4. Project timetable.
5. Range and completeness of the public information program.
6. Willingness to assist the Assessor and staff in understanding the Project as it progresses and a commitment to train the Assessor and staff.
7. Experience of the Contractor with CAMA software in general, and with Patriot Properties Software, which must be used for this Project.
8. This is an evaluated bid. Bids will be evaluated on the following criteria using a weighted scale:

Experience in revaluation programs	10%
Previous Performance	10%
Bid Amount	50%
Credentials/Qualifications	10%
Ability to Perform Described Services in the prescribed time	20%
ISBE/MBE/WBE Participation	5%

MBE PARTICIPATION

In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”) in the performance of State procurements and projects. Any vendor issued a tentative award, shall submit an MBE plan utilizing the forms provided by Office of Diversity, Equity and Opportunity (ODEO) within 5 business days of the date of the tentative award notice.

Completed MBE forms are to be sent to Rhode Island Department of Administration, Office of Diversity, Equity and Opportunity (ODEO), Minority Business Enterprise Compliance Office at One Capitol Hill, 3rd Floor, Providence, Rhode Island 02908. For further information and forms, contact Dorinda Keene at (401) 574-8670 or dorinda.keene@doa.ri.gov or visit the Office of Diversity, Equity and Opportunity website at <http://odeo.ri.gov/>.

Specifications for an update Reappraisal and Revaluation North Providence, Rhode Island

SCOPE OF REVALUATION

The Project shall be for the complete update reappraisal of all taxable and exempt real estate within the corporate limits of the Town of North Providence, Rhode Island, as of December 31, 2025, as described below.

1. All taxable & non-taxable real estate - land, buildings, and improvements.

All work to be carried out in this Project and all forms, materials, and supplies utilized in this Project shall conform to and be executed in accordance with the requirements of the Rhode Island General Statutes pertaining hereto including but not limited to State of Rhode Island and Providence Plantations Department of Administration, Office of Municipal Affairs: Rules and Regulations for the Implementation Triennial updates and revaluations, Guidelines as stated and published by the International Association of Assessing Officers, Uniform Standard of professional Appraisal Practice and shall be subject to the direct supervision and approval of the Assessor of the Town of North Providence, Rhode Island.

The value to be determined shall be one hundred percent of the full fair market value as defined in the Rhode Island General Statutes and shall be based upon recognized methods of appraising.

Town Data

1. The last revaluation was effective as of December 31, 2022.
2. The North Providence population is estimated to be 34,000.
3. The area of the Town is approximately 5 square miles.
4. The Town uses the Patriot Properties CAMA software package. The database is current to December 31, 2024.

The Contractor shall value all newly constructed improvements from January 1, 2022 to June 1, 2025, and those incomplete as of this valuation date, and these parcels shall be included in the contract price and valued in the same manner as stated above, and as provided hereinafter.

I. GENERAL CONDITIONS

A. CONTRACTOR

1. Certification

Each company, corporation, partnership, or individual, hereinafter termed Contractor, must hold from the time of submission of the bid through the completion of all work, valid Rhode Island Revaluation Company certification pursuant to the Rhode Island General Statutes.

2. Proposal

Each Proposal submitted shall itemize the Contractor's qualifications and experience. The Contractor shall submit a complete client list of municipalities to which it has rendered services during the last five years and the nature of those services. At least one such Project shall have been performed for a municipality whose assessment list is comparable to or larger than that of the Town of North Providence. The Proposal shall also include a statement showing the number of years the bidder has actually been engaged as a company, corporation, partnership, or individual specializing in municipal tax revaluation services.

3. The Contractor shall not make any changes to this Request for Proposal (RFP) as presented. The Proposal shall be in the same format as this RFP. Exceptions to the RFP, if any, shall be clearly identified in a separate section.
4. The Contractor, in its Proposal, must demonstrate proficiency in non-contractor software. The town currently uses Patriot Properties, which must be used for the Project and other packages that may be required.
5. Proposals submitted must be accompanied with the completed enclosed proposal forms

B. PERSONNEL

The Contractor shall provide experienced and qualified personnel in compliance with the requirements of the Equal Employment Opportunity provisions of both the federal and state governments. The Town reserves the right to reject any employee who is deemed not beneficial to the Town's efforts to a successful project. The Company shall adhere to all other legislation relating to employment procedures.

1. Qualifications of Personnel

All personnel assigned to this Project shall be subject to approval of the Assessor and shall be subject to removal from this Project by the Contractor upon the written request of the Assessor.

2. Minimal Qualifications

a. Project Manager or Supervisor

The administration of this Project shall be assigned by the Contractor to a Project manager or supervisor who shall have no less than five years of experience in the management of revaluation projects.

b. Reviewers and Appraisers

Reviewers and appraisers shall have no less than three years of experience in the appraisal of real property for revaluation purposes.

c. **Data Collectors**

Data Collectors shall have not less than two years of experience and/or training in this phase of a revaluation Project. Any field person who does not meet the above qualifications must work under the direct supervision of an Appraiser, Reviewer or Project Manager. The Project Manager is required to notify the Assessor of the names, starting dates, qualifications, and field assignments of all Data Collectors. Minimum age for Data Collectors shall be eighteen (18) years of age.

The Contractor shall exercise vigilance over the instruction and supervision of the Data Collectors, emphasizing the absolute necessity for the Data Collectors to help establish a good relationship with the property owners. Supervisory personnel will oversee the Data Collectors on no more than a one (1) to five (5) ratio through the data collection phase of the Project. The supervisor(s) and data collectors shall work closely with the Assessor to assure accuracy and reliability in data collection.

The Contractor shall give all Data Collectors clear and unequivocal instruction that they shall not discuss with any property owner or property occupant in the Town, the value or the assessment of any property they inspect, the property taxes being paid on the property being inspected or any aspect of the local budget or various Town issues or political matters.

1. **Identification**

All field personnel shall carry suitable identification cards supplied by the Contractor and signed by the appropriate municipal official. Such cards shall be laminated and include a recent photograph. All motor vehicles used by field personnel shall be reported to the Assessor and the Police Department, giving license number, make, model, year and color of vehicle.

2. **Conflict of Interest**

No resident or Town employee shall be employed by the Contractor, except for clerical purposes, without prior approval of the Assessor.

C. **PROTECTION OF THE TOWN**

1. **Bonding**

The Contractor shall, to insure the faithful performance by the Contractor of the terms of this contract, furnish to the Town a performance surety bond in the amount of this contract, which bond shall be issued by a bonding company authorized to do such business in the State of Rhode Island. Said bond shall be in a form satisfactory to and approved by the Town.

The performance bond shall be delivered to the Town prior to the commencement of actual work. This bond shall include the appeal requirements of these specifications. It is understood and agreed that upon the completion of the approved delivery to the Town of the Revaluation Project the performance bond shall be reduced to 10% of the value of the contract to cover the defense of any appeals as described below. This reduced amount of bond shall become effective after the Revaluation Project has been completed and has been approved by the Assessor and after the completion of the duties of the Board of Assessment Appeals.

The reduced amount of the bond shall remain effective until a final resolution in the courts of any timely appeals taken from the doings of the Board of Assessment Appeals on the assessment roll of December 31, 2025.

2. **Insurance**

The Contractor shall carry Public Liability Insurance in the amount of \$1,000,000 including protection for bodily injury and property damage with a combined single limit of \$1,000,000 and \$500,000 for each occurrence.

The Contractor shall also maintain Automobile Liability Insurance providing limits of \$1,000,000 per occurrence, and the Contractor shall provide Workers' Compensation Insurance. The Workers' Compensation Insurance shall provide coverage under the Compensation Act of Rhode Island and shall provide employer's liability insurance in the amount of \$100,000.

Certificates of Insurance shall be supplied to the Town by the Contractor detailing the above coverage. A carrier authorized to do business within the State of Rhode Island will issue these certificates.

3. **Indemnification**

The Contractor agrees to defend and save harmless the Town, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery, and judgments of every kind and description arising out of the performance of this Agreement, for personal injury or property damage brought or recovered against it by reason of any negligent action or omission of the Contractor, its agents, or employees and with respect to the degree to which the Town is free from negligence on the part of itself, its employees and agents.

4. Penalties

a. Failure by the Contractor to complete all work prior to the date specified herein, March 30, 2026, shall be cause for a penalty payment by the Contractor on request of the Assessor in the amount of two hundred dollars (\$500.00) per day beyond the date of completion. For the purposes of this penalty only, completion of all work by March 30, 2026, is defined as follows:

1. Completed property record cards with all measurements, listings, pricing, review, and final valuation.
2. Assessment notices sent out, hearings completed for all those scheduled to be heard, and all calculations completed and ready for the Board of Assessment Appeals.
3. Written certification by the Assessor that the Contractor has fulfilled all contractual requirements of said Project, except any relating to future support matters.

b. This penalty, if applied, shall be deducted from the contract price. Delays occasioned by war, strike, explosion, acts of God, or an order of court or other public authority is excepted.

D. Completion Date and Time Schedule

1. **Awarding of Contract**

Within a reasonable time after the opening of the Proposals, the Town shall award the contract for the reappraisal and revaluation Project. The Town reserves the right to reject any and all proposals as previously stated.

2. **Signing of Contract**

Within thirty (30) days after the receipt of notice of acceptance by the Town of its Proposal, the Contractor shall execute with the Town a contract upon the basis of these Specifications for Update Reappraisal and Revaluation

3. **Changes and Subletting of Contract**

a. **Changes**

Changes in these specifications for reappraisal and revaluation in the contract

will be permitted only upon written mutual agreement of the Contractor and the Town.

b. Subletting

The Contractor shall not assign, transfer, or sublet the contract, or any interest or part therein, without first receiving written approval from the Town and the bonding company. It shall be mutually agreed and understood that said consent by the Town shall in no way release the Contractor from any responsibility or liability as covered in these Specifications for Reappraisal and Revaluation and the Contract.

4. Time Schedule

The revaluation work must be started no later than: May 15, 2025

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 final valuation by January 31, 2026.
2. Assessment notices addressed and prepared for mailing by February 14, 2026.
3. Informal hearings to begin no later than March 2, 2026, to end no later than April 1, 2026.
4. All property record cards, as corrected and finalized after the informal hearings, to be turned over to the Assessor no later than April 15, 2026.
5. The Contractor will have all new field cards filed in the field card jackets in the Assessor's Office by May 1, 2026.
6. Completion of the Project shall not be final until the Assessor signs the December 31, 2025 assessment roll.

b. Assessment Date

The completed appraisals, upon approval of the Assessor, will serve as a basis for assessment effective on the assessment roll as of December 31, 2025 tax roll.

c. **Project Timetable**

The Contractor is required to submit before the commencement of the Project, the timetable for the entire Project. The timetable must be followed by the Contractor. Any variation of the timetable must have the express written consent of the Assessor.

E. PAYMENT SCHEDULE

Payments shall be made in the following manner:

1. At the end of each thirty-day period during the period covered by this contract, the Contractor is to certify in writing in the form of a progress report to the Assessor the percentage of the total work completed under the contract which the Contractor has performed during the said thirty-day period. Such notification will itemize and accurately indicate the extent and nature of work performed by volume, street, category, or in any other manner required by the Assessor. Additional compensation that may be due the Contractor as the result of services requested by the Town that are beyond the scope of the contract will be invoiced in the month subsequent to the month in which the services were provided.
2. The Town, upon determination by the Assessor that the certification of the Contractor concerning work during said period is accurate, will pay to the Contractor a percentage of the total compensation under this contract equal to the percentage of work certified as having been performed during said period in accordance with the schedule below, less ten percent (10%) which is to be retained by the Town for payment to the Contractor at such time that it has performed fully and satisfactorily all its obligations, and requirements under the contract except those relating to defense of values or ongoing software support. The retained ten percent (10%) of the contract price is to be paid upon the signing of the December 31, 2025 assessment roll by the Assessor.
3. All monthly progress reports and work completed are subject to review by the Department of Administration State of Rhode Island for certification purposes. The reimbursement schedule for this re-appraisal update and reevaluation project begins July 1, 2025.

II. RESPONSIBILITIES OF REVALUATION CONTRACTOR

The Contractor is responsible for fulfilling all requirements stated in this Request for Proposal in a timely fashion, and in a professional and satisfactory manner. During the course of this Project, the Contractor shall work cooperatively with and shall provide any reports, invoices, schedules and other information required by this RFP or requested by the Assessor.

The Contractor will be responsible to provide all hardware needed to complete this project including camera equipment and memory cards, printers, copiers, computer terminals etc.

PUBLIC RELATIONS

The parties of this revaluation Project recognize that good public relations are required in order that the public of the Town may be informed as to the purpose, benefits, and procedures of the revaluation program. The Contractor shall provide reasonable assistance to the Assessor in conducting a program of public information through the press and other media, such as meeting with citizens and property owner groups, as a means of establishing understanding and support for the revaluation program and sound assessment administration. The Contractor shall supply visual aids and other media at its disposal to insure this end. The Assessor shall approve all public releases. This program will commence prior to the sales data collection effort and continue on a regular basis for the duration of the Project.

PERIODIC STATUS REPORTS

The Contractor shall submit to the Assessor monthly status reports as well as any work completed that is to be reviewed by the Assessor. The report shall contain specifics as to the work completed and the work to be done in the next month. The Assessor shall review and evaluate the progress of the Project, and shall notify the Contractor whether the work performed is satisfactory and timely.

PUBLIC INFORMATION MAILER

Prior to the commencement of any field activities, a mailer designed to explain the purpose, goals, and likely results of the Project, will be mailed to all property owners at the Company's cost. The Assessor will review and approve the mailer prior to production.

Upon completion of Project a second mailer will be required at the Contractors cost. This mailer will contain a description of the property being assessed along with the new valuation given for December 31, 2025.

SALES DATA COLLECTION/VERIFICATION

I. MEASURING AND INSPECTION OF REAL PROPERTY WHICH HAS EXPERIENCED AN APPARENT ARMS-LENGTH TRANSACTION IN THE TWO YEAR PRIOR TO THE PROJECT'S DATE OF VALUE.

a. PHYSICAL DETAILS

The Contractor will verify or correct the complete listing of all physical details for all residential, commercial, and industrial buildings and all structural improvements attached to each parcel. Listing will include all interior and exterior construction details, quality of construction, age, and condition.

b. SKETCHES

Contractor will verify or correct the sketch of all major buildings and physical improvements to scale using the Patriot Properties CAMA.

Contractor will be required to take pictures of all new construction, and parcels pictures of which shall be deemed out of date by the Assessor.

c. TANGIBLE PROPERTY

Personal Property, Canvassing & New Accounts

A complete street canvassing shall be undertaken to verify or identify all businesses located within the Town. The Company will develop a business list that will be sorted by owner's name, DBA, location and plat & lot. A complete inspection & detailed listing will be prepared for all new businesses that will itemize each asset of taxable personal property owned or possessed by the business. The assets owned by a leasing company will be cross referenced with these individual listings in order to avoid duplicate billing.

Using the Town's current software, or one approved by the Assessor, the Company will review each account (declaration) filed for the December 31, 2024 & December 31, 2025 assessment elates in accordance with Rhode Island General Law. This information will be kept confidential at all times and will only be available to essential personnel. This step not only validates the assessment generated by the Company, nut it also is necessary to ensure

that duplicate billing does not occur and that ownership name changes and transfers are properly recorded on assessment records.

Bidders should include the scheduling of each year's Personal Property work in the proposed timetable.

The Contractor shall submit a per listing price for all Tangible property accounts (new or non-filers) which the Town deems necessary for full listing and pricing in the Patriot CAMA system

The Contractor shall submit a price for canvassing the Town

The Contractor shall submit a price for data entry, printing and mailing of annual return forms.

III. VALUATION APPROACHES

1. MARKET APPROACH

The Contractor must describe in detail its particular methods for generating values with the market value approach. The comparative sales approach or a statistical modeling approach are the two preferred techniques. If a statistical modeling approach is employed, the Contractor must specify the techniques employed and the types of property that will be valued with these techniques. If the direct sales comparison method is employed, all adjustment techniques must be described by the Contractor in its Proposal.

A. Sales Verification

The validity of all sales for the past two (2) years shall be determined by the company and the Assessor. These validated sales will be the basis for the comparable sales approach for the residential properties.

The Contractor shall develop and provide the Assessor with written documentation for the sales verification effort.

2. COST ANALYSIS

The Contractor shall derive a value for real property by estimating the current cost to replace or reproduce the existing structure, deducting for all accrued depreciation in the property, and adding the estimated land value. The Contractor shall develop cost

schedules based on current costs of labor and materials prevailing in the Town during the year immediately preceding December 31, 2016 valuation date.

3. **INCOME APPROACH**

The Contractor shall determine a value for income-producing property by converting anticipated income into a property value. The Contractor shall capitalize a single year's income expectancies at a market-derived capitalization rate or a capitalization rate that reflects a specified income pattern, return on investment and change in the value of investment.

4. **LAND VALUATION**

The land values will be derived from market sales and/or land residual analysis. The land values will be set by the Contractor and reviewed by the Assessor. In the event of any disagreement between the Assessor and the Contractor, the Assessor shall have the final decision confirming all land values and methods.

5. **NEIGHBORHOOD DELINEATION**

The Contractor, with the assistance and approval of Assessor will delineate the Town into valuation neighborhoods. These neighborhoods will be determined by analysis of the market factors needed to select comparable sales for the sales comparable approach to value. Boundaries such as highways, natural, economic conditions and zoning shall be considered.

6. **DEPRECIATION ANALYSIS**

The Contractor shall develop percent good or depreciation tables to explain the loss in the value of the improvements from physical, functional and economic causes. A comparison of the physically depreciated replacement cost of sample properties, plus the land value with the value produced via income analysis, or sales comparison, will assist in the development of functional and economic obsolescence guides by type of property and location. The end product will be percent good tables, which consider structure age, condition, desirability and utility. The analysis will be reviewed with the Assessor and a copy will be provided at the completion of the Project.

7. **VALUATION OF REAL ESTATE**

The Contractor will calculate a value estimate for each parcel that will be comprised of a land, building, outbuilding, and total value. The final value shall reflect fair market value as of December 31, 2016. The Contractor shall compute to the nearest 100 dollars the value of all properties included in this Project.

8. **RESIDENTIAL PROPERTIES**

The Contractor will utilize the Patriot Properties package, to produce cost and market estimates of value. Prior to field review, the Assessor will determine the default methodology. The contractor will provide the assessor with a manual for guidance to be followed until the next statistical revaluation and update.

9. **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.

The Contractor will be responsible for the attempting to collect these income/expense forms and the Contractor will be responsible for the analysis of this data.

The Patriot Properties 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.

The review appraiser will be provided with a single review document which provides information regarding the physical characteristics of the property, the indicated cost approach, and one or more approaches to value that have already been adjusted to reflect the location, age, and condition of the subject property.

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 if available.

A. **PRE-VALUATION REVIEW**

Experienced Company Staff will perform a full pre-review of data that is on the Patriot Properties CAMA system. During this step, adjustments to grade, functional/economic adjustment factors and other subjective data elements may be made to better reflect market trends within the Town. The reviewer will also verify observable objective data elements and adjust or correct the data as appropriate. The Assessor's Staff will work closely with the Company's reviewers verifying consistency of data elements.

B. VALUATION FIELD REVIEW OF VALUES

The Contractor will field review all parcels after value generation. The Contractor is responsible for the review of value estimates for all real property parcels to verify that the application of the valuation methodology employed has resulted in the uniform and consistent valuation of comparable properties. The Contractor shall be required to submit final values in a timely manner to be determined by the Assessor. The Contractor will record on the CAMA system the source of the final appraisal value (cost, market, income, appraiser override, etc.) and the date the final valuation was made.

During review if valuation changes are made due to data error, the data must be corrected on the property record by the Contractor. The Contractor shall provide the Assessor with written procedures for the

conduct of valuation field review at least ten (10) days prior to the scheduled date for the commencement of the valuation field review.

No changes to the existing CAMA system, including any files whether they be value schedule, tables or reports shall be made at any time without the express written consent of the Tax Assessor.

C. ASSESSMENT NOTICES

At the close of the revaluation, a notice shall be sent at the Contractor's expense including envelope, by first class mail, to each owner of record, setting forth the valuation that has been placed upon the property identified in the notice and a copy of the property record card. A copy of final notice will be placed in the field card jackets located in the Assessor's Office.

All other notices sent will be set up in book form so they may be displayed in the Assessor's office in Plat & Lot order.

The notice shall be prepared in duplicate and in conformity with the Rhode Island General Statutes, as from time to time amended. Further, enclosed with such notice shall be a letter specifying the dates, times, and place of the informal public hearings with an explanation as to the appeal process. Such notices and letters to be sent by the contractor shall be subject to the approval of the Assessor.

D. **INFORMAL PUBLIC HEARINGS**

1. At a time mutually agreeable to the Assessor and the Contractor following completion of all review work by the Assessor and the Contractor, the Contractor shall hold public hearings so that property owners, or their legal representatives, may appear at specified times to discuss their new assessments with qualified members of the Contractor's staff.

2. The Contractor, in conjunction with recommendations of the Assessor, shall schedule a sufficient number of hearings and provide adequate personnel to handle said hearings expeditiously and fairly. Any information offered by the taxpayer shall be given consideration and adjustments shall be made when warranted.

3. The Contractor shall have an adequate number of days for the informal public hearings, said hearings may include evenings and/or Saturdays. Every property owner shall have the opportunity to an informal hearing with the Contractor within said period of time agreed upon by the Assessor and the Contractor.

4. The Contractor shall mail a notice, which reflects the result of the informal hearings at the Contractor's expense. The Assessor prior to mailing must approve this notice.

E. **BOARD OF ASSESSMENT APPEALS**

The Contractor shall have a qualified member or members of its staff available for attendance at any deliberations of the Board of Assessment Appeal meetings to be held after the completion of the revaluation, Sundays excluded, but such availability and attendance of the contractor shall not be required after the date, including any permitted extension, for the completion of the duties of the Board of Assessment Appeals on the December 31, 2025 assessment roll, to assist in the settlement of complaints and to explain the valuations made.

F. **LITIGATION**

In the event of appeal to the courts, the Contractor shall furnish a competent witness or witnesses to assist the Town in the defense of the valuation of the properties appealed, it being understood that the Contractor shall furnish said witnesses for court action instituted on the December 31, 2025 assessment roll.

G. **INFORMATION**

The Contractor shall give to the Assessor any and all information, including but not limited to, pricing schedules, hearing information etc., pertaining to the revaluation work for a period of one year after completion of the duties of the Board of Assessment Appeals on the December 31, 2025 assessment roll without further cost to the Town.

H. **ASSESSORS' OFFICE STAFF TRAINING PROGRAM**

The Contractor will be responsible for training local staff in such manner that, at the end of the Project, the Assessors' Office will be knowledgeable in the operation of all phases of the valuation system. On- the-job training where feasible shall consist of the assessor and staff working in the appropriate phases of this Project under the Contractor's supervision.

I. **TRANSMITTAL OF RECORDS TO THE ASSESSOR**

Regular periodic 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 by the dates specified in the schedule supplied to and agreed upon by the Assessor. All documentation employed in conjunction with this program, including software programs, shall become the property of the Assessor. The final inspection and review shall take into consideration any known or apparent changes in the individual property since it was first inspected in order that the final appraisal of property shall be made as of December 31, 2025.

This information and/or appraisal or record shall not be made public until after the informal hearings, except to the extent that public access may be compulsory under the

provisions of applicable law.

J. **RESPONSIBILITY OF TOWN**

A. **NATURE OF SERVICE**

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

B. **COOPERATION**

The Assessor, the Town, and its employees will cooperate with and render reasonable assistance to the Contractor and its employees.

C. **ITEMS FURNISHED BY THE TOWN**

The Town shall furnish the following to the Contractor:

1. **Maps**

The Assessor shall provide 2 copies of available tax maps. The Assessor shall also provide available parcel identification data for each parcel of real property including at a minimum the following items all current legal information, i.e. ownership, property location, mailing address, map/block/lot number.

2. **Land Dimensions**

The Assessor shall be responsible for providing accurate lot sizes and total acreage of all pieces of property where the tax maps or present records fail to disclose measurements or acreage.

3. **Zoning**

The Town shall provide a current Town zoning and planning regulations and zoning

documents.

4. Property Transfers

The Town shall notify the Contractor on a regular basis, of transfers and property splits occurring after December 31, 2025. The Contractor shall update the Patriot Properties CAMA database.

5. Data Inventory

The Town will provide CAMA information current to the Grand List of December 31, 2024

6. Building Permits

Records of all building permits issued during the course of the revaluation Project starting from January 1, 2025 up to June 1, 2025. All such records shall be returned to the Town.

7. Mailing Address

The Assessor shall provide through the Assessor and/or the Tax Collector's Office the current mailing address of all property owners.

8. Office Space

Office space, as available, will be provided to the Contractor to carry out the terms of this contract.

9. CAMA Software

The Town will provide for the use of the Patriot Properties software for the execution of the Contractor's duties on this Project.

D. AWARD

The Town reserves the right to reject any, or any part of, or all Proposals; to waive informalities and technicalities; and to accept the Proposal which the Town and the Assessor deems to be in the best interest of the Town, whether or not it is the apparent lowest dollar Proposal.

E. **ARBITRATION**

Except as set forth in this Article, any controversy or claim arising out of or relating to this Agreement shall be settled in binding arbitration before a single arbitrator in a location of the Jurisdiction's choosing in accordance with the rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction over the parties and the subject matter hereof.

F. **FORCE MAJEURE**

Neither party shall be liable to the other for any loss, damage, failure, delay or breach in rendering any services or performing any obligations hereunder to the extent that such failure, delay or breach results from any cause or event beyond the control of the party being released hereby ("Force Majeure"), including but not limited to acts of God, acts or omissions of civil or military authorities. If either party is prevented or delayed in the performance of its obligations hereunder by Force Majeure, that party shall immediately notify the other party in writing of the reason for the delay or failure to perform, describing in as much detail as possible the event of Force Majeure causing the delay or failure and discussing the likely duration of the Force Majeure and any known prospects for overcoming or ameliorating it. Both parties agree to take any commercially reasonable measures to overcome or ameliorate the Force Majeure and its adverse effects on this Agreement, and to resume performance as completely as is reasonably possible once the Force Majeure is overcome or ameliorated.

Summary of Parcels by State Code: As of 11/30/2024

<i>State Code</i>	<i>Description</i>	<i>Parcel Count</i>
01	One family residence	7467
02	Two to five family	975
03	Apartments (six or more)	97
04	Combination (residential/retail)	77
05	Commercial I (Assessment < 100,000)	14
06	Commercial II (Assessment > 100,000)	276
07	Industrial	41
08	Estate	-
09	Farm	1
10	Utility & railroad	11
11	Seasonal and beach	-
12	Other improved land	56
13	Residential vacant	831
14	Comm/Ind vacant	39

15	Vacant other	30
17 & 18	Tangible	-
21	Residential Building on leased land	-
22	Industrial Building on leased land	-
23	Residential Condominium	2471
24	Commercial Condominium	28
25	Industrial Condominium	-
26	Time Shared Condominium – deeded	-
29	Commercial Building on leased land	-
33	Farm Forest/Open Space Land	-
70	Cemeteries	3
71	Charitable	-
72	Church	29
73	Exempt by Chapter	19
74	Federal	-
75	Hospital	See T1
76	Libraries	1
77	Military	-
78	Municipal	253
79	School	10
80	State	31
81	Tax Sales (exempt)	109
82	Vote of City	-
T1	Tax Stabilized (44-3-9)	7
84	Amtrak NRR	-
85	Act of Legislature	-
97	Mobile Homes	-
	TOTAL	12,876

It is understood that the Town reserves the right to award the bid by item or alternate item, and further reserves the right to reject any and all proposals or parts thereof, to waive any informality in the proposals received and to accept the proposal or parts thereof, which it deems to be most favorable to the best interest of the Town.

The bidder will identify business entity as individual, or if doing business under an assumed name, indicate assumed name, partnership (naming partners) and indicate official capacity of person executing proposal and bid.

BIDDER: _____

ADDRESS: _____

DATE: _____ PHONE: _____

SIGNATURE: _____

Bid Amount to perform services as stated herein: _____

Bid option two: Per Parcel tangible appraisal: _____

Being a (Corporation, incorporated under the laws of the State of)

Partnership
Individual

Composed of officers, partners or owner as follows:

(President) (Owner) (Partner/s)

THE BIDDER SHALL STATE PROPOSALS SUCCESSFULLY COMPLETED
SIMILAR TO PROPOSED FOR OTHER COMMUNITIES

Name of Agency and Address:

Description of Service:

Name, position, address and telephone number of Official who supervised work:

Name of Agency and
Address:

—

Description of Service:

Name, position, address and telephone number of Official who supervised work:

BIDDER: _____

BY: _____