

REQUEST FOR PROPOSALS

COMPLETE STATISTICAL REVALUATION OF THE TOWN OF SALEM, NH

The Town of Salem is seeking proposals for the complete statistical reappraisal of all taxable and exempt properties situated within the Town of Salem, NH utilizing the Town's current CAMA system (Vision Appraisal). The effective date of value for the project shall be April 1, 2016.

Salem covers approximately 25.9 sq. miles with 12,683 parcels.

The following is a breakdown of the count:

Single Family Homes	8,283
Multi Family (2-3 Family)	249
Condominiums	1,272
Mobile Homes	715
Apartment Buildings (5 units+)	54
Commercial	576
Industrial	213
Utilities	N/A
Exempt	561
Residential Vacant Land	693
Commercial/Industrial Vacant Land	54

(Utility Properties: Granite State Electric, New England Power, Tennessee Gas, Northern Utilities, Granite State Gas, Hampstead Area Water Co., Pennichuck Water Works Inc., New England Telephone and Comcast are not included as part of this project)

The contractor shall also provide a per diem cost for assistance and appraisal services to the Town with formal appeals to the NH Board of Tax and Land Appeals and the Superior Court.

Sealed Proposals will be made in accordance with the minimum specifications enclosed and are to be received by the Town Assessor at the Salem Town Hall no later than August 20, 2015 at 3:00 PM.

Address: Town of Salem
Assessor's office
33 Geremonty Dr.
Salem, NH 03079

All sealed envelopes containing proposals shall be clearly marked REVALUATION PROPOSAL.

The conditions for the project award and signing of the contract are set forth in the enclosed minimum specifications. Each Proposer will meet all conditions and instructions. Failure to meet these minimum conditions and instructions may disqualify the Proposer.

The effective date of the valuation shall be April 1, 2016.

All preliminary values are to be delivered to the Town no later than August 12, 2016 and all hearings and final values to be completed by September 23, 2016.

Liquidated damages for late completion will be based on the September 23, 2016 date.

The Contract of the successful Proposer will be submitted to the DRA for review and comment.

All questions concerning the request for proposals shall be made in writing to the attention of the assessor Normand Pelletier, by email and sent to npelletier@ci.salem.nh.us or by phone 603-890-2018.

General Guidelines and Minimum Specifications

- I. Criteria for selection: Proposals will be evaluated in accordance with the following criteria:
 - a. Company's' understanding of the project, its' purpose and scope as shown by the overall work plan;
 - b. Availability, competence and experience of the personnel proposed for the project;
 - c. Responsiveness to the specifications contained within the RFP;
 - d. Competitiveness of the proposed cost.
- II. Limitations: This request for proposal (RFP) does not commit the Town of Salem to award a Contract, or to pay any costs incurred in the preparation of this Proposal. The Town reserves the right to accept or reject any or all Proposals received as a result of this request, or to cancel in part or in entirety this RFP if it is deemed by the Town to be in its best interest to do so.
- III. Proposal Preparation and Submission:
 - a. The proposal should contain the firm fixed price of the proposed effort
 - b. Any special services, considerations or contract terms not contained in the RFP will be referenced in specific detail, along with the total and fixed cost
 - c. Include a list of all municipal revaluations completed by the proposer in the past five (5) years, along with the size of the project and telephone number and contact person.
 - d. Include a resume of all key personnel to be assigned to this project.
- IV. Revisions and Modifications:

Any questions or inquiries must be submitted in writing and must be received by the Town Assessor no later than 7 days before the RFP due date in order to be considered. Any changes in the RFP will be provided to all proposers of record.

Contract Minimum Specifications

The Town of Salem would like the Proposer to formulate the contract in a manner that is consistent with the nature and scope of their particular services and operations and with the Administrative Rules which govern or come to bear upon revaluation Contracts in the State of New Hampshire. The following minimum specifications will be addressed specifically within the contract in order for the proposal to be considered as a qualified bid:

1. Identify the Company and its principal place of business.
2. A statement that the Company agrees to provide all services, support, personnel, records, forms, labor, materials and equipment to perform the statistical revaluation that is the subject of this contract.
3. Employees: Identify all key personnel expected to perform the work of the contract and affix the current resume of the same.
4. Project Milestones: State with specificity the start date, the turnover date and define all key milestones as to the progress plan of the project, including but not limited to the following events:
 - Clerical start-up operations
 - File maintenance timeline
 - Sales analysis startup and completion
 - Rental income and expense questionnaires
 - Modeling and calibration startup and completion
 - Generation of preliminary values
 - Final field review
 - Turnover of reviewed preliminary valuations for review
 - Notice to taxpayers of preliminary values
 - Informal hearings schedule
5. Compensation: State the total sum of compensation for the statistical revaluation effort and the manner in which invoices will be submitted to the Town accompanied by an account of the nature and the extent of the work performed that is represented in the invoice. A clause that will serve to withhold a minimum of 10% of each invoice as a surety to the satisfactory completion of the contract is to be included.
6. Relationship and Indemnification: A statement that the relationship between the Contractor and the Town shall be as Independent Contractor and that the Contractor shall hold the Town, its' agents and employees harmless, at the Contractors sole expense, to any liability or legal proceeding occurring as a result of the Contractors' action(s) or omissions, including injury, death, property damage, or any associated expense(s) including cost of defense and reasonable attorney's fees.
7. Indemnification and Insurance: A statement agreeing to defend and indemnify the Town against claims for bodily injury, death and property damage which arises as a result of the negligence or any willful action by the Company during the performance of the agreement.

Types of insurance shall include:

- a. Liability Insurance for bodily injury in the amount of \$1,000,000 per occurrence and \$1,000,000 each occurrence for property damage liability.
 - b. Automobile liability insurance shall be in the form of comprehensive automobile liability and shall provide limits of \$1,000,000 each person and \$1,000,000 each occurrence for bodily injury.
8. Misrepresentation or Default: A clause that states that the Town may void the contract at any time if the contractor has materially misrepresented any offering or defaults on any contract with a NH municipality.
 9. Transfer, Assignment, Sub-letting: Include a statement that there will be no assigning of any part of the contract to anyone other than the contractor without the express written permission of the Town.
 10. Liquidated Damages: A clause providing for the compensation to the Town of Five Hundred Dollars (\$500) per day for each day beyond the turnover date of September 23, 2016 where the contractor fails to deliver completed work pursuant to the scope of services section of the contract.

Performance Bond

The Company before starting any revaluation work shall deliver to the Town an executed bond or irrevocable letter of credit in favor of the Town to assure faithful and satisfactory performance of the contract, and provide a copy to the DRA. The amount of such bond or letter of credit shall be no less than the amount of consideration to be paid by the Town to the Company for services to be performed and shall not expire before final values are submitted to and accepted by the assessing officials.

SCOPE OF SERVICES

The following minimum scope of services are to be addressed specifically in the contract in order for the proposal to be considered as a qualified bid:

1. **Good Faith:** The contractor shall use its best efforts to assist the Town in determining accurate and proper market valuations.
2. **Employees:** As a condition of the contract, the contractors' employees, agents or sub-contractors shall at all times treat the taxpayers, residents and town employees with respect and courtesy. The contractor shall take

appropriate and meaningful disciplinary measures against those who violate the terms of this provision.

The Town, at its sole discretion, shall reserve the right to request that any employee involved in the project be removed for any reason it deems appropriate or in the best interests of the Town.

The Contractor shall comply with this provision upon request by the Town Assessor.

The Contractor shall not employ or compensate, in any way, a town officer, agent or employee or any member of the family of such officer or employee in the performance of any work under the contract.

All employees assigned to the project must be on the Department of Revenue Administrations approved list for the activities they will be performing.

All employees working outside the Town Hall or assigned office quarters will at all times wear an identification badge assigned by the Town.

3. **Office Space:** The Town shall supply office space and furniture adequate for the purposes of executing the Contract, or alternatively, shall provide access to a computer and printer for the facilitation of data storage and processing.
4. **Turnover:** Upon final maintenance of all properties by the Contractor, no later than September 23, 2016, the Contractor shall deliver to the Town, in completed and final form the following deliverable products:
 - An estimate of fair market value for all properties within the Town (minus utility properties) with all values updated in the towns CAMA system;
 - All manuals utilized throughout the course of the project;
 - Source or field records with any correspondence, hearing sheets or other work sheets, including review appraisers instructions enclosed or attached;
 - The Contractor shall provide within 60 days (November 23, 2016) of completion of the project 2 bound copies and in digital format the USPAP Standard 6 compliant report as required by the Department of Revenues Appraisal Division.