

**TOWN OF WESTFORD, VERMONT - REQUEST FOR PROPOSALS  
FOR PROFESSIONAL SERVICES RELATING TO THE REAPPRAISAL OF ALL REAL PROPERTY**

The Town of Westford, Vermont is requesting proposals from qualified, licensed reappraisal firms or individuals to provide services for the reappraisal of all real property located within the Town of Westford as more fully described in the RFP specifications.

**INTRODUCTION**

The Town of Westford is located in Chittenden County in Vermont. Westford has a mix of land uses including residential, some commercial, agricultural, and forest.

The taxable real estate in Westford involves approximately 944 parcels made up of approximately:

Residential	784	Utilities-UE	3
Mobile Home-U	5	Farm	6
Mobile Home-L	20	Woodland	41
Seasonal	5	Miscellaneous	78
Commercial	2		

Westford completed its last town-wide reappraisal effective April 1, 2009.

The contractor will be responsible for all aspects of the reappraisal and work closely with the Westford Listers' office throughout the project. Access to the existing appraisal software system and all documentation from the 2009 reappraisal will be provided. Available information: tax map and parcel data, examples of current land schedules, and property descriptions from CAMA/NEMRC.

The Town of Westford uses MICROSOLVE/CAMA software provided by New England Municipal Resource Center (NEMRC) and will continue to use it. These, and any other applicable methods, shall be incorporated into the existing software system and the existing property listing data will be reviewed to assure compliance with the new analyses.

**Cost of Proposal Preparation**

Firms submitting proposals for the project shall bear the full cost of preparing the proposal and negotiating the final contract if selected by the Town of Westford. There shall be no claims whatsoever for reimbursement from the Town of Westford for the cost and expenses associated with this process.

**Project Purpose and Objectives**

The objective of this reappraisal is to generate accurate, defensible estimates of the fair market value for every property in the Town of Westford. In addition, the models shall be integrated into the existing CAMA/NEMRC system so that future construction, subdivisions, and changes to existing properties may be valued using the same methodologies.

**SCOPE OF SERVICES**

The contractor shall:

- a. Review existing CAMA/NEMRC property descriptions, neighborhood delineations, tax maps, zoning descriptions and other relevant information to understand the current assessment system and will be responsible for interior and exterior inspections of all properties and all data entry.
- b. Analyze three years of sales information, verifying the sales information and correcting, as needed, the associated assessment information.

- c. Review and refine neighborhood delineations, analyze vacant and improved property sales and develop land-pricing schedules that result in accurate estimates for land values for every property in Town. The new land schedules must also produce current Act 68 Homestead and House-site values where applicable.
- d. Review existing CAMA/NEMRC property descriptions to assure compliance with new market models for valuation.
- e. Produce new models in the CAMA system for cost and depreciation, sales comparison, and any other applicable valuation methods for all types of real property in Westford.
- f. Test the various computer models against the existing sales data to verify the accuracy of the models for estimating fair market values.
- g. Produce, review, and verify fair market value estimates for every property in Westford.
- h. Produce a Change of Assessment Notice including every assessment change to be mailed to every property owner as the official notification, including grievance dates, hearing process, etc.
- i. Conduct as many interior inspections as possible, engage with property owners to review and verify property information, provide photos, sketches, produce and verify fair market value estimates for every property in Westford. Attempts to gain access to properties will be documented.
- j. Conduct informal hearings for taxpayers to question the new assessment values. The contractor shall defend values at the Formal Grievances and Civil Board of Authority level. The Town reserves the right to hire the Contractor to defend values at the State Board of Appraisers or Superior Court. Contractor shall provide an hourly rate for defense at State Board and Superior Court.
- k. Produce manuals clearly explaining the valuation methods, the data, and the processes to aid the Town in defending the new assessments, maintaining the new appraisal software system, and valuing new properties, subdivisions and changes to existing properties.
- l. Supply a plan of action for inspections, specifically outlining how inspections will be scheduled and how interior inspections shall be scheduled.
- m. Complete all of these activities in compliance with accepted appraisal practices and conforming to all applicable state statutes and rules. The Reappraisal must be certified by the Vermont Department of Taxes.

**PROJECT SCHEDULE AND DELIVERABLES**

The Proposal should include a work schedule with an ideal completion date of April 1, 2024 or no later than April 1, 2025.

The final deliverables shall include:

- a. A final computer-generated property record card for each parcel and updated grand list;
- b. the April 1 Change of Assessment Notices,
- c. updates to the Appraisal Software database that reflect the new land schedules and updated cost;
- d. income and market models and the successful completion of any appeals thru the Board of Civil Authority level;
- e. The documentation produced for this project shall include a new land valuation manual that includes neighborhood descriptions, land schedules and descriptions of adjustments, a copy of the sales file and adjustments made to create the land schedule, copies of any other manuals, tables or reference materials developed or used during this project.

**All materials related to this project shall become the property of the Town of Westford.**

## **PROPOSAL INSTRUCTIONS**

Proposals must be received by **12:00 p.m. on Friday, August 26, 2022** using one of the following methods:

1. Electronically - [townadmin@westfordvt.us](mailto:townadmin@westfordvt.us); or
2. USPS/UPS/FEDEX - Town of Westford, 1713 VT Route 128, Westford, VT 05494; or
3. Deliver to the Westford Town Office. There is a drop box available for after hours.

Proposals should be clearly labeled "*Westford Reappraisal Proposal*" with the firm or individual's name.

Proposals received after that date and time will be rejected.

Each bidder shall honor the bid price for ninety (90) business days from the date of the bid opening, without modification. Upon award of the bid, the winning bidder shall be bound by the bid proposal price throughout the contract period. Bid materials become the property of the Town.

The Town of Westford reserves the right to reject any or all proposals and to modify or issue changes to the original RFP. Any change will be distributed to all those originally issued the RFP. The Town of Westford also reserves the right to select the consultant that, in the best judgment of the Town of Westford will perform in a timely manner irrespective of the estimated fee for completing the project. The Town of Westford may also negotiate with consultants to modify or amend contain portions of their respective proposal.

**Interested parties are required to submit information requests and/or questions in writing by mail to Nanette Rogers at [townadmin@westfordvt.us](mailto:townadmin@westfordvt.us).**

### **Proposals must remain valid for at least 60 days.**

The proposal should include the following:

- a. Scope of services
- b. Professional qualifications and names of the principals of the firm
- c. The qualifications of the project manager and key staff assigned to the project
- d. Description of the proposed methodologies for assessing values on each class of property
- e. Description of quality control and testing of results
- f. The cost proposal
- g. Schedule of work with benchmarks
- h. List of all municipal reappraisals currently underway or completed within the last three years.
- i. Number of Inspectors to be employed.
- j. Date available to begin.

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

This Request for Proposal is intended to be explanatory. But should any discrepancy appear, or any misunderstanding arise as to the intent of anything contained therewith, the interpretation and decision of the Town of Westford shall be final and binding. Any corrections of errors or omissions in the Request for Proposal may be made by the Town of Westford when such correction is necessary for the proper fulfillment of their intention as construed by the Town of Westford.

## **ADDITIONAL REQUIREMENTS**

### **Equal Employment Opportunity**

The contractor shall comply with the applicable provisions of Title VI of the Civil Rights Act of 1964 as amended, Executive Order 11246 as amended by Executive Order 11375 and as supplemented by the Department of Labor regulations (41DFR Part 60). The Contractor shall comply with all the requirements of Title 21, V.S.A., Chapter

5, Subchapters 6 and 7, relating to fair employment practices to the extent applicable. A similar provision shall be included in any and all subcontracts.

### **Insurance**

The Contractor shall take out and maintain during the life of this project, such Comprehensive General Bodily Injury Liability Insurance and Property Damage Liability Insurance as shall protect them and any employee for personal injury, including accidental death, as well as, from claims for property damage, which may arise from operations under this project, whether such operations by themselves or by any employee or by anyone directly or indirectly employed by them. The contractor shall have minimum umbrella coverage or \$1,000,000 per occurrence.

### **Indemnification**

The Contractor shall and hereby agrees to indemnify, save harmless and defend the Town of Westford from the payment of any sum of money to any person whomsoever on account of claims of suits growing out of injuries to persons, including death, or damages to property caused by the Contractor, the Contractor's employees, agents of subcontractors or in any way attributable to the performance and prosecution of the work herein contracted for, including (but without limiting the generality of the foregoing), all claims for service, labor performed, materials furnished, provisions and supplies, injuries to persons or damage to property, liens, garnishments, attachments, claims, suits, costs, attorneys' fees, costs of investigation and of the defense.

The issuance of this solicitation constitutes only an invitation to present qualifications and responsive materials. The rights reserved by the Town, which shall be exercised in its sole discretion, include without limitation the right to:

1. Require additional information to supplement or clarify a submittal;
2. Conduct investigations with respect to the stated qualifications and experience of a Respondent;
3. Waive any defect or technicality in any proposal received;
4. Determine which Respondents are qualified to be considered;
5. Eliminate any Respondent with an untimely, incomplete or inadequate submittal;
6. Supplement, amend, or otherwise modify this solicitation;
7. Receive questions concerning this solicitation and to respond;
8. Cancel this solicitation in whole or in part with or without substitution of another SOLICITATION if determined to be in the best interest of the Town;
9. Take any action affecting the solicitation process or the project that would be in the best interests of the Town;
10. Make public any and all documents associated with the Project.
11. The bid will be awarded subject to availability of funds. The Town of Westford Selectboard reserves the right to reject any and all bids based on financial constraint or other factors that negatively impact the successful completion of the project.
12. The Town of Westford reserves the right to accept or reject any or all bids, or parts thereof, or to select the bid to be in the best interest of the Town.