**REQUEST FOR PROPOSALS**

**FOR**

**2016 TOWN-WIDE REAPPRAISAL**

**ISSUED BY:**

 **TOWN OF JAMAICA
28 Town Offices Road
JAMAICA, VT 05343**

**Date of Issue
December 7, 2015**

**Due Date for Proposal
January 11, 2016**

TOWN OF JAMAICA

2016 TOWN-WIDE REAPPRAISAL

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**REQUEST FOR PROPOSALS**

**FOR**

**TOWN-WIDE REAPPRAISAL**

The Town of Jamaica is requesting proposals from qualified, licensed reappraisal contractors to work with the Jamaica Listers to complete a town-wide reappraisal. The selected contractor will be responsible for all aspects of the reappraisal leading to the development of computer models for estimating the fair market value of all property in Jamaica.

Proposals are due by 4:00pm, January 11, 2016. Copies of this request for proposal may be obtained by calling the Jamaica Town Offices at (802) 874-4681.

**INTRODUCTION**

The Town of Jamaica is located in south central Vermont in the County Of Windham. Jamaica has a mix of land uses including residential, retail, some commercial, agricultural and forest.

The taxable real estate in Jamaica involves approximately 1587 parcels made up of approximately:

 Residential 762

 Mobile Homes-U 38

 Seasonal 52

 Commercial/Industrial 41

 Farm 4

 Tax Exempt 326

 Condominiums 73

 Woodland 124

 Miscellaneous 171

The Town currently uses CAMA/NEMRC, although the Town would consider other appraisal software as long as it interfaces smoothly with NEMRC. Please specify in your proposal what appraisal software you would use and any cost to the town for the conversion from CAMA/NEMRC to this new software.

1. **DESCRIPTION OF PROJECT**

The reappraisal project shall involve development of new land schedules and neighborhood delineations to estimate land values for every site in Jamaica; interior and exterior inspections of all properties; detailed analysis of all sales over a three year period to formulate accurate localized cost tables and depreciation schedules for all types of properties. These, and any other applicable methods, shall be incorporated into the appraisal software system and the existing property listing data will be reviewed to assure compliance with the new analyses.

Jamaica completed its last town-wide reappraisal effective (2008). Since that time there have been a significant number of real estate transactions and prices have dropped dramatically, especially undeveloped land. A modest amount of new construction has occurred since the last reappraisal.

The contractor will work closely with the Jamaica Listers throughout the project.

The contractor will be responsible for all aspects of the reappraisal.

**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 Jamaica. In addition, the models shall be integrated into the appraisal software system so that future construction, subdivisions and changes to existing properties may be valued using the same methodologies.

1. **SCOPE OF SERVICES**
2. The contractor shall 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.
3. The contractor shall analyze three years of sales information, verifying the sales information and correcting, as needed, the associated assessment information.
4. The contractor shall solicit and analyze income and expense and market rental information from applicable commercial and industrial properties.
5. The contractor shall 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 the Town. The new land schedules must also produce current Act 68 Homestead and Housesite values where applicable.
6. The contractor shall review existing CAMA/NEMRC property descriptions to assure compliance with new market models for valuation.
7. The contractor shall produce new models in the appraisal software system for cost and depreciation, sales comparison and any other applicable valuation methods for all types of real property in Jamaica.
8. The contractor shall test the various computer models against the existing sales data to verify the accuracy of the models for estimating fair market values.
9. The contractor shall produce, review and verify fair market value estimates for every property in Jamaica.
10. The contractor, working with the Town, shall produce a Change of Assessment Notice including every assessment change to be mailed to every taxpayer as the official notification.
11. The contractor shall conduct informal hearings for taxpayers to question the new assessment values and shall assist the Town with the formal Listers’ grievances and Civil Board of Authority appeals.
12. The contractor shall 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
13. The contractor shall complete all of these activities in compliance with accepted appraisal practices and conforming to all applicable state statutes and rules.

**3. PROJECT SCHEDULE AND DELIVERABLES**

The Proposal should include a work schedule and a final completion date.

The final work product will include the April 1, Change of Assessment Notices, updates to the Appraisal Software database that reflect the new land schedules and updated cost, income and market models and the successful completion of the appeals thru the Board of Civil Authority level. 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 mode to create the land schedule, copies of any other manuals, tables or reference materials developed or used during this project.

**Schedule Penalties**

100 percentInspection $100 per business day

 Reappraisal Notifications $500 per calendar day

1. **ADMINISTRATIVE INSTRUCTIONS**

The proposal must be received by 4:00pm January 11, 2016. One (1) original and (8) copies of the complete proposal shall be submitted in a sealed envelope, clearly marked Jamaica Reappraisal and address to:

 Selectboard

 Town of Jamaica

 28 Town Offices Road

 Jamaica, Vermont 05343

The proposal should include the following:

1. Scope of services
2. Professional qualifications and names of the principals of the firm
3. The qualifications of the project manager and key staff assigned to the project
4. Description of the proposed methodologies for assessing values on each class of property
5. Description of quality control and testing of results
6. The Cost Proposal
7. Schedule of work by task
8. List of all municipal reappraisals currently underway of completed within the last three years including client contracts and references.
9. Number of Inspectors to be employed

The work shall not be assigned or sublet without previous consent of the Town of Jamaica. 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 Jamaica.

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 Jamaica shall be final and binding. Any corrections of errors or omissions in the Request for Proposal may be made by the Town of Jamaica when such correction is necessary for the proper fulfillment of their intention as construed by the Town of Jamaica.

**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 Jamaica. There shall be no claims whatsoever for reimbursement from the Town of Jamaica for the cost and expenses associated with this process.

**The Town of Jamaica Rights**

The Town of Jamaica 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 Jamaica also reserves the right to select the consultant that, in the best judgment of the Town of Jamaica will perform in a timely manner irrespective of the estimated fee for completing the project. The Town of Jamaica may also negotiate with consultants to modify or amend contain portions of their respective proposal.

1. **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 agree to indemnify, save harmless and defend the Town of Jamaica from the payment of any sum of money to any person whomsoever on account of claims of suits growing our 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.

**Bonding**

A performance bond shall be required. The Contractor shall deliver to the Town an executed bond in the principal sum of the amount to be paid by the Town to the Contractor as security for the faithful and satisfactory performance of this contract.

1. **AVAILABLE INFORMATION**

 Tax Map and parcel data

 Examples of current land schedules

 Property descriptions from the current CAMA/NEMRC

1. **EVALUATION**

The evaluation of the proposals will be based on:

 Firm’s understanding of the scope

 Proposed methodology for completing the work

 Qualifications of the firm and personnel dedicated to the project

 Work on similar projects

 Cost proposal

 Work Schedule

1. **TOWN CONTACT**

Pam Tweedy-Town Clerk

Town of Jamaica

28 Town Offices Road

Jamaica, VT 05733

JamaicaListers@SVCable.net

802 874-4681