

REQUEST FOR PROPOSAL
FOR
2019 TOWN-WIDE REAPPRAISAL

ISSUED BY
TOWN OF RUPERT

187 East Street
P.O. Box 140
West Rupert, VT. 05776

Date of Issue
January 9, 2017

Due Date for Proposal
February 9, 2017 3:00 p.m.

TOWN OF RUPERT
2019 TOWN-WIDE REAPPRAISAL

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TOWN OF RUPERT
REQUEST FOR PROPOSAL

FOR

2019 TOWN-WIDE REAPPRAISAL

The Town of Rupert is requesting proposals from qualified, licensed reappraisal contractors to work with the Rupert Listers to complete a town-wide reappraisal for the 2019 Grand List.

The selected contractor will be responsible for a thorough analysis of local real estate market conditions and review of the existing Computer Assisted Mass Appraisal (CAMA) data leading to the development of computer models for estimating the fair market value of all taxable property in Rupert.

Proposals are due by **3:00 p.m., February 9, 2017**. Paper copies of this request for proposal may be obtained by calling Andrea Lenhardt at (802) 394-7728.

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

INTRODUCTION

The Town of Rupert is situated in the northwest corner of Bennington County. Rupert is 44.6 square miles with roughly 6 miles of shared border with New York State and approximately 600 residents.

We have a mix of residential and agricultural land uses with a few commercial uses and Merck Forest and Farmland Center.

The taxable real estate in Rupert involves roughly 600 properties made up of 12 mobile homes, 22 unimproved sites, 14 farms, 9 commercial properties, 2 utility accounts (electric) and 496 predominantly year round residential properties. There are 22 non-taxable properties

The Town uses MICROSOLVE CAMA software provided by New England Municipal Resource Center (NEMRC). All properties are currently listed using this software. The reappraisal project will be completed using this software.

DESCRIPTION OF PROJECT

The reappraisal project shall involve:

- development of new land schedules and neighborhood delineations to estimate land values for every site in town,
- detailed analysis of residential sales over a three year period to develop direct sales comparison and Multiple Regression Analysis (MRA) approaches,
- formulating accurate, localized cost and depreciation schedules to develop a cost approach for all types of properties.

These, and any other applicable methods, shall be incorporated into the existing MICROSOLVE CAMA software system and the existing property listing data will be reviewed to assure compliance with the new analyses.

The contractor will work closely with the Rupert Listers throughout the project. The Town will provide mailing services, access to the existing CAMA system and all documentation from the previous (2008) reappraisal.

Project Purpose & Objectives

The objective of this reappraisal is to generate accurate, defensible estimates of the fair market value for every property in Rupert as of April 1, 2019. In addition, the models shall be integrated into the CAMA system so that future construction, subdivisions and changes to existing properties may be valued using the same methodologies.

AVAILABLE INFORMATION

- Tax map and parcel data
- Examples of current land schedules and MICROSOLVE manuals
- Property descriptions from the current CAMA System
- Copies of completed Sale Verification Forms

SCOPE OF SERVICES

- a.) The contractor shall review existing CAMA property descriptions, neighborhood delineations, tax maps, zoning descriptions and other relevant information to understand the current assessment system.
- b.) The contractor shall analyze three years of sales information, verifying the sales information and correcting, as needed, the associated assessment information.
- c.) 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 town. The new land schedules must also produce current Act #60 Homestead site values.
- d.) The contractor will visit each property and do an interior inspection of all Residential (year-round and seasonal), Farm and Commercial buildings and will update all sketches and photos for each property.
- e.) The contractor shall produce new models in the CAMA system for cost and depreciation, sales comparison, MRA, income and any other applicable valuation methods for all types of real property in Rupert.
- f.) The contractor shall test the various computer models against the existing sales data to verify the reliability and accuracy of the models for estimating fair market values.
- g.) The contractor shall produce, review and verify fair market value estimates for every property in Rupert which shall include a property record card.
- h.) The contractor, working with the Town, shall produce a Change of Assessment Notice to be mailed to every property owner as the official notification.
- i.) 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 Board of Civil Authority appeals.
- j.) The contractor shall produce manuals clearly explaining the valuation methods, the data and the processes to aid the Town in defending the new assessments, and valuing new properties, subdivisions and changes to existing properties. This includes a thorough description of land grading values as well as how peculiarities in construction that are not described in Marshall & Swift are appraised

- k.) The contractor shall complete all of these activities in compliance with Vermont's *Three-Prong Test* and accepted appraisal practices, conforming to all applicable state statutes and rules.
- l.) All data, maps, reports, forms and worksheets used or developed for this reappraisal shall belong to the Town of Rupert..

DELIVERABLES

The final work product will be the 2019 Change of Assessment Notices, updates to the MICROSOLVE CAMA software that reflect the new land schedules and updated cost, income and market models and the successful completion of the informal appeals. 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 data collection or review manuals developed for, or used during this project, and copies of any other manuals, tables or reference materials developed or used during this project; property record cards for each parcel. Properties with multiple residences shall have a property record card for each residence.

ADMINISTRATIVE INSTRUCTIONS

The proposals are due by **3:00pm. February 9, 2017**. Five (5) complete paper proposals shall be submitted in a sealed envelope, clearly marked **2019 RUPERT REAPPRAISAL** and addressed to:

**Rupert Listers
187 East Street
P.O. Box 187
West Rupert, VT 05776**

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

QUALIFICATIONS AND EVALUATION

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 by task
- h.) list of all municipal reappraisals currently underway or completed within the last five years including client contacts and references.

The evaluation of the proposals will be based on:

- a.) Firm's understanding of the scope
- b.) Proposed methodology for completing the work
- c.) Qualifications of the firm
- d.) Work on similar projects
- e.) Cost proposal

TOWN CONTACT

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