



REQUEST FOR PROPOSAL
for
TOWN-WIDE REAPPRAISAL
2023 GRAND LIST

ISSUED BY:

Town of Randolph
P.O. Drawer B
Randolph, VT 05060
www.randolphvt.org

DATE OF ISSUE:

March 1st, 2021

DUE DATE FOR PROPOSALS:

April 30th, 2021 – 12:00 Noon

TOWN OF RANDOLPH
2023 GRAND LIST TOWN-WIDE REAPPRAISAL

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REQUEST FOR PROPOSAL
for
TOWN-WIDE REAPPRAISAL
2023 GRAND LIST

The Town of Randolph is requesting proposals from qualified, licensed and certified reappraisal contractors to complete a town-wide reappraisal for the 2023 Grand List.

The selected contractor shall be responsible for all aspects of the reappraisal process including a thorough analysis of the local real estate market, review of the existing Computer Assisted Mass Appraisal (CAMA) data and the development of computer models for estimating the fair market value of all property parcels located in the Town of Randolph.

Proposals are due to the Town of Randolph by **April 30th, 2021 at 12:00 PM**. Paper copies of the request for proposal may be obtained by contacting the Randolph Listers Office at (802) 728-5433 (x 22).

This request for proposal intends to be informative and explanatory. Any contractor who will be submitting bids should contact the Randolph Listers office with any questions, corrections, errors or omissions found during their review of the RFP. The Randolph Listers office will interpret any misunderstanding arising from content in the RFP and their decision deemed final and binding.

INTRODUCTION

The Town of Randolph, chartered in 1781, is located in the westerly portion of Orange County, along the spine of the Green Mountains. The population of the Town of Randolph was 4,778 as of the 2010 Census. Randolph’s land mass is approximately 48 square miles. The town’s central location has easy access to Interstate 89 via Exit 4. Randolph is home to Vermont Technical College and Gifford Medical Center.

Randolph has mix of residential, commercial, industrial properties as well as agricultural and forest lands, and has a high volume of properties (205 as of February, 2021) enrolled in the State of Vermont’s current use program. The 2020 Common Level of Appraisal (CLA) was 100.95% and the Coefficient of Dispersion (COD) was 11.17%.

The 2020 Grand List has 2,059 individual parcels broken out as follows:

Property Class/Type	2020 Property Count
Residential 1	977
Residential 2	399
Mobile Homes - U	86
Mobile Homes - L	85
Seasonal 1	15
Seasonal 2	35
Commercial	154
Commercial Apts.	22
Industrial	12
Utilities - E	10
Utilities - O	0
Farm	44
Other	0
Woodland	32
Miscellaneous	188
Total	2059

The selected contractor will also collect data and take photos of 86 non-taxable parcels.

DESCRIPTION OF PROJECT

The Town of Randolph's town-wide reappraisal project shall involve:

- The development of new land schedules and neighborhood delineations to estimate land values for every site in town;
- Full analysis of sales over three year period to formulate accurate, localized cost and depreciation schedules to develop a market adjusted cost approach for all property types;
- Depreciation schedules shall adhere to standard MicroSolve table structures;
- Multiple digital photos of each property;
- Interior and exterior measurements and physical inspections of all properties to gather accurate and pertinent information.

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 new analyses.

Randolph completed its last town-wide appraisal in 2006. Since that time, Randolph has seen numerous residential sales and an increasing number of commercial and industrial type buildings.

PROJECT PURPOSE & OBJECTIVES

The objective for this reappraisal is to generate accurate, defensible estimates of the fair market value for every property in the Town of Randolph. 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.

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 need, 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. These new schedules must produce current Act #60 Homestead site values.
- d. The contractor will visit each property for the purpose of completing an interior inspection of all Residential (year round and seasonal), Condominium, Farm/Agricultural and Commercial/Industrial buildings and will update 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 the Town of Randolph.
- f. The contractor shall review existing CAMA/NEMRC property descriptions to assure compliance with new market models for valuation.
- g. The contractor shall produce, review and verify fair market value estimates for every property in Randolph. Each parcel file shall include a CAMA cost sheet and property record card.
- h. The contractor, working with the Listers &/or Assessor, 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 Listers/Assessor with the formal Listers' grievances and Board of Civil Authority (BCA) 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 description of land grading values.
- k. The contractor shall complete all of these activities in compliance with Vermont's "three-prong test", other accepted appraisal practices and conforming to all applicable state statutes and rules.
- l. All data, maps, reports, forms, worksheets and other materials used for this reappraisal shall belong to the Town of Randolph.

PROJECT SCHEDULE

Advertise RFP	03/01/2021
Proposal Submittals	04/30/2021
Selection of Firm (Anticipated)	05/14/2021
Work Plan Established With Contractor	06/11/2021
Deliver Preliminary Grand List	04/01/2023
Reappraisal Notifications Mailed (on or before)	04/01/2023
Grievance Hearings (Dates TBD)	04/15/2023
File Final Grand List	07/15/2023

Note: Dates are subject to discussion and review with the contractor at the time of contract negotiations, although its expected of the contractor to complete the preliminary and final grand lists in accordance with state guidelines and requirements. All proposals should include a work schedule.

DELIVERABLES

The final deliverables shall include:

- a. A final computer generated property record card and CAMA cost sheet for each parcel file, and for each dwelling/residence on that parcel.
- b. A minimum of one photo for each dwelling/residence uploaded to CAMA.
- c. A copy of the updated Grand List.
- d. Change of Assessment Notices to property owners by April 01, 2023.
- e. Updates to the appraisal software database that reflect the new land schedules and updated cost.
- f. Income and market models and the successful completion of any appeals thru the Board of Abatement level.
- g. 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.

ADMINISTRATIVE INSTRUCTIONS

A timely response to the deadline identified must be received for the solicitation to be considered. Interested parties are required to submit information requests and/or questions in writing, e-mail, US Mail or hand delivered to the Randolph Listers' office:

Mailing Address: Randolph Listers' Office
 P.O. Drawer B
 Randolph, VT 05060

Physical Address: Randolph Listers' Office
 7 Summer Street
 Randolph, VT 05060

Telephone: (802) 728-5433 x22

E-Mail: lister@randolphvt.org

The deadline for submissions is Friday, April 30th at 12:00 PM. Submittals received after this deadline will not be considered. Please write on the outside of sealed envelope or package: "Proposal For Town-Wide Reappraisal" and the name of the entity proposing. Seven (7) copies of your submittal are required. Proposals will be opened and recorded at the Randolph Listers Office on Friday, April 30th at 1:00 PM. **Proposals must remain valid for at least 60 days.**

All proposals should include the following:

- a. Scope of services
- b. Professional qualifications
- c. Names of principals of the firm
- d. Project manager name and qualifications
- e. Number and names of key staff assigned to the project and qualifications
- f. Description of proposed methodologies for assessing values in each class of properties.
- g. Description of quality control and testing of results
- h. Project cost proposal
- i. Schedule of work
- j. A list of reappraisals currently underway and completed in the last 3 years

Work shall not be assigned or sublet to any other entity without full consent, and written permission, of the Town of Randolph. The contractor shall not either legally or equitable assign any of the moneys payable under a final agreement, unless by and with the consent of the Town of Randolph.

The request for proposal is intended to be explanatory. Should any discrepancy appear, or and misunderstanding arise to the intent of anything contained herewith, the interpretation and decision of the Town of Randolph shall be final and binding. Any corrections of errors or omissions in the Request for Proposal may be made by the Town of Randolph when such correction is necessary for the property fulfillment of their intention as construed by the Town of Randolph.

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 Randolph. There shall be no claims whatsoever for reimbursement from the Town of Randolph for the cost and expenses associated with this project.

EVALUATION

Each proposal submitted will be evaluated based on the following:

- a. Firm's understanding of the scope of services
- b. Proposed methodology for completing the work
- c. Qualifications of the firm to complete the work
- d. Work and experience from similar projects
- e. Work schedule
- f. Cost proposal

The Town of Randolph reserves the right to reject any or all proposals and to modify or issue changes to the original Request For Proposal (RFP). Any change will be distributed to all those who originally issued the RFP. The Town of Randolph also reserves the right to select the consultant/firm that, in the best judgement of the Town of Randolph, will perform in a timely manner irrespective of the estimated fee for completing the project. The Town of Randolph may also negotiate with consultants/firms to modify or amend portions of their respective proposals.

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 (41 DFR 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/all subcontracts.

Insurance

The contractor shall take out and maintain during the life of this project, such Comprehensive and 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 a minimum umbrella coverage of \$1,000,000 per occurrence.

Indemnification

The contractor shall and hereby agree to indemnify, save harmless and defend the Town or Randolph from the payment of any sum of money to any person whomsoever on account of claims or 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, provision and supplies, injuries to persons or damage to property, liens, garnishments, attachments, claims, suits, costs, attorney's fees, costs of investigation and of the defense.