

**REQUEST FOR QUALIFICATIONS FOR
CITY-WIDE REAPPRAISAL**



ISSUED BY:

**THE CITY OF ST. ALBANS, VERMONT
PO BOX 867
100 NORTH MAIN STREET
ST. ALBANS, VT 05478**

Date of Issue: June 13, 2023

Due Date for Qualifications: July 11, 2023

SUMMARY

The City of St. Albans (hereafter The City) is requesting Qualifications from qualified, licensed reappraisal contractors to complete a City-wide reappraisal for the Grand List, at the earliest possible date. 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 the City of St. Albans. Qualifications are due via email to c.sawyer@stalbansvt.com by 11:59 PM, July 11, 2023.

Copies of this Request for Qualifications and any supporting materials and addenda may be obtained at www.stalbansvt.com/rfps.

INTRODUCTION

The City of St. Albans includes a broad mix of land uses including commercial, residential, industrial, mixed use, and vacant land.

Combined parcel breakdown, as of December 13, 2022, is as follows (please see attached Form 411-page 1 only, parcel report)

Residential I	1,882
Residential II	0
Mobile Homes Unlanded	48
Mobile Landed	10
Seasonal I	0
Seasonal II	0
Commercial	202
Commercial Apartments	51
Industrial	7
Utilities (Electric)	2
Utilities (Other)	2
Farm	0
Other	0
Woodland	1
Miscellaneous	50
Sub-Total (Taxable Real Parcels)	2,255
Non-Taxable	67
Total Active Real Parcels	2,322

The City was last reappraised in 2011 by APAS, LLC. The City currently uses MICROSOLVE CAMA software provided by New England Municipal Resource Center (NEMRC). All properties are currently listed using this software, but the City is open to investigating the possibility of switching to a different CAMA software system. The reappraisal project will be completed with software compatible with the Vermont Property Information Exchange (VTPIE) grand list program. Please specify in your Qualifications what CAMA software you would use and be prepared to discuss potential costs to City for the conversion from MICROSOLVE to a new software.

The City also has a State-approved tax increment financing district, created in 2012, which includes 421 active taxable parcels, 27 active non-taxable parcels, and 45 inactive parcels.

The City has 115 total inactive parcels.

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 the City of St. Albans; interior and exterior inspections of as many properties as possible to produce accurate results for 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 CAMA software system and the existing property listing data will be reviewed to assure compliance with the new analyses.

The company must be able to transmit from software to the Vermont Property Information Exchange (VTPIE) Grand List module that successfully produces an electronic Education Grand List for the Vermont Tax Department. The system also must provide extensive data sorting, filtering, reporting, and analyses capabilities. It must allow for future neighborhood adjustments based on market changes, both for land and buildings.

The contractor(s) will work closely with City staff throughout the project. The City will provide mailing services, access to the existing CAMA system, and all available documentation from the previous (2011) reappraisal.

The contractor will be responsible for all aspects of the reappraisal, under the oversight of City staff.

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 City of St. Albans. In addition, the models shall be integrated into the current CAMA software system or a new CAMA system so that future construction, subdivisions, and changes to existing properties may be valued using the same methodologies.

2. 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 up to three (3) 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 the City. The new land schedules must also produce current Homestead and Housesite site values, where

applicable.

- d) The Contractor shall solicit and analyze income and expense and market rental information from applicable commercial and industrial properties.
- e) The Contractor shall review existing CAMA property descriptions to assure compliance with new market models for valuation using the appraisal software.
- f) The Contractor shall ensure that the City has adequate exterior measurements of each structure, either using existing data via site visits or other means. The contractor shall assist with transferring measurement data from existing software to new software, if necessary.
- g) The Contractor shall ensure that an adequate sample size of properties have received an interior inspection to gather pertinent data. The Contractor shall propose a methodology for coordinating and implementing interior inspections, agreeable to the City.
- h) The Contractor shall ensure that the City has sketches of buildings drawn to scale with dimensions given utilizing the appraisal software program or an associated sketch program. The contractor shall assist with transferring sketch data from existing software to new software, if necessary.
- i) The Contractor shall ensure that the City has adequate measurements of all physical improvements and give a listing of interior and exterior construction details, as able. Quality of construction, age, effective age and condition will be shown. Additional area above or below the first floor of buildings shall be adequately measured where the square footage cannot otherwise be precisely determined based on first floor areas. The contractor shall assist with transferring measurement data from existing software to new software, if necessary.
- j) The Contractor shall ensure that the City has adequate digital photography of each residential property and of each structure greater than 40 square feet on non-residential properties. Photographs shall be able to be incorporated into the CAMA database. The contractor shall assist with transferring measurement data from existing software to new software, if necessary.
- k) The Contractor shall produce new models in the appraisal system for cost and depreciation, sales comparison, MRA, income and any other applicable valuation methods for all types of real property in the City.
- l) 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.
- m) The Contractor shall produce, review and verify fair market value estimates for every property in the City.

- n) The Contractor, working with the City, shall produce a Change of Assessment Notice including every assessment change to be mailed to every taxpayer as the official notification.
- o) The Contractor shall defend values at the grievance level, and at the Board of Civil Authority level. The City reserves the right to hire the Contractor to defend values at the State Board of Appraisers or Superior Court. Contractor shall provide a price for defense at State Board and Superior Court.
- p) The Contractor shall produce manuals clearly explaining the valuation methods, the data and the processes to aid the City 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.
- q) The contractor shall complete all these activities in compliance with Vermont's Three Prong Test as defined in Property Valuation and Review guidelines [GB-1267.pdf \(vermont.gov\)](#) for reappraisal tests, accepted appraisal practices, and conforming to all applicable state statutes and rules.

3. PROJECT SCHEDULE AND DELIVERABLES

The Qualifications shall include an estimated work schedule and 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 through the Board of Civil Authority level. The documentation produced for this project shall include a new electronic version land valuation manual that includes neighborhood descriptions, land schedules and descriptions of adjustments, a copy of the sales file and adjustments model to create the land schedule, copies of any other manuals, tables or reference materials developed or used during this project.

All data, maps, reports, forms and worksheets used or developed for this reappraisal shall belong to the City of St. Albans.

4. ADMINISTRATIVE INSTRUCTIONS

The Qualifications must be emailed by 11:59 PM, July 11, 2023, to Chip Sawyer at c.sawyer@stalbansvt.com. Qualifications and/or modifications received after this time will not be accepted or reviewed. It is recommended that you check off "Request a Delivery Receipt" through e-mail Options when sending. No facsimile-machine produced Qualifications will be accepted. The City will accept late submissions if it can be proven that the City's email system had technical difficulties delaying the delivery.

The Qualifications shall 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) Proposed methodologies for obtaining exterior and interior inspections, measurements, photography, sketches and related data.
- f) Description of quality control and testing of results.
- g) Proposed schedule of work by task, including completion date.
- h) List of all municipal reappraisals currently underway or completed within the last three years including client contacts and references.
- i) Estimated number of Inspectors to be employed.
- j) Description of the type of CAMA software proposed for the reappraisal and resulting data. Description shall include benefits and functionality of software, and ability to transfer data from City's existing CAMA software.

The work shall not be assigned or sublet without the prior written consent of the City. 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 City.

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

Copies of this Request for Qualifications and any supporting materials and addenda may be obtained at www.stalbansvt.com/rfps. That webpage will be the central source for any information and clarifications associated with this RFQ.

Cost of Qualifications Preparation

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

City of St. Albans Rights

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

5. 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 CFR 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 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 be by themselves or by any employee or by anyone directly or indirectly employed by them. The contractor shall have minimum umbrella coverage of \$1,000,000 per occurrence.

Indemnification

The Contractor shall agree to indemnify, save harmless and defend the City of St. Albans 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 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.

6. AVAILABLE INFORMATION

Tax Map and parcel data.
Sale Books & Data.
Examples of current land schedules.
Property descriptions from the current CAMA/VTPIE.

7. EVALUATION

The evaluation of the submissions will be based on:

- a) Firm's understanding of the scope.
- b) Proposed methodology for completing the work.
- c) Qualifications of the firm and personnel dedicated to the project.
- d) Work on similar projects.
- e) Estimated Work Schedule.

- f) Functionality of CAMA software that will be used.
- g) In-house availability of all necessary equipment to perform required services

8. CITY CONTACT

Chip Sawyer, Director of Planning & Development

(802) 524-1500 x259
c.sawyer@stalbansvt.com

City of St. Albans
PO Box 867
100 No. Main St.
St. Albans, VT 05478