TOWN OF ESSEX, CONNECTICUT

BID PROPOSAL

REAPPRAISAL AND REVALUATION OF
REAL PROPERTY

FOR THE 2023 GRAND LIST

DATE ISSUED: April 4, 2022
DATE DUE: July 15, 2022

Norman Needleman, First Selectman
Jessica Sypher, CCMAII, Assessor
29 West Avenue, Essex, CT 06426
INVITATION TO BID


Sealed BID PROPOSALS to perform the subject project in accordance with the specifications enclosed herewith, and made a part of this invitation will be received in the Office of the First Selectman:

Norman Needleman, First Selectman
Town of Essex
29 West Avenue
Essex, CT 06426

Until July 15, 2022, at 1:00 PM when and where the BID PROPOSALS will be opened and read aloud. No decisions will be made at the time of the opening.

Any BID PROPOSAL received after said date and time, whether hand-delivered, submitted via US Postal Service, or submitted via any other delivery service, shall be declared invalid.

All BID PROPOSALS must include the enclosed and completed BID FORM FOR 2023 REVALUATION (page 4) and be placed in a sealed envelope. The sealed envelope shall be plainly marked “BID PROPOSAL FOR 2023 REAPPRAISAL AND REVALUATION.” All interested parties shall deliver two (2) copies of their BID PROPOSAL.

The project award and signing-of-contract conditions are set forth in the enclosed specifications.

The completion date through the informal public hearings is December 20, 2023. The late completion penalty date is also December 20, 2023, as defined in the enclosed Contract Specifications. The time schedule is also set forth in the enclosed Contract Specifications.

The Town of Essex reserves the right to reject any, or any part of, or all BID PROPOSALS; to waive informalities and technicalities; and to accept that BID PROPOSAL which the TOWN and ASSESSOR deem to be in the best interest of the TOWN whether or not it is the lowest dollar cost BID PROPOSAL.

Date: April 4, 2022

Norman Needleman

Norman Needleman, First Selectman
Town of Essex
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BID FORM FOR 2023 REVALUATION


The undersigned, duly authorized agent for the individual, partnership, corporation, or other entity (herein after called CONTRACTOR) submitting this bid affirms and declares:

A. That this BID PROPOSAL is executed by said CONTRACTOR with full knowledge and acceptance of the CONTRACT (including the Reappraisal and Revaluation Specifications) enclosed with the INVITATION TO BID on the subject project.

B. That should this BID PROPOSAL be accepted in writing by the Chief Executive Officer of the Town of Essex, Connecticut (herein after called TOWN), said CONTRACTOR will furnish the services for which this BID PROPOSAL is submitted at the dollar amount indicated and in compliance with the provisions of said CONTRACT and CONTRACT SPECIFICATIONS.

C. That this BID is accompanied by surety in the amount of ten percent (10%) of the dollar bid in the form and amount indicated below:

________________________Bid Bond   Amount $__________________
________________________Certified Check   Amount $__________________

D. Bid Bonds submitted shall be issued by a company authorized to issue such surety bond in the State of Connecticut and acceptable to the TOWN. If a certified check is submitted, it shall be made payable to the “Town of Essex”.

E. That the CONTRACTOR or his or her representative has visited the TOWN; is familiar with its geography, general character of housing and its commercial and industrial areas; has examined the quality and condition of the ASSESSOR’S records; and has met with the ASSESSOR to make himself or herself knowledgeable of those matters and conditions in the TOWN which would influence this BID PROPOSAL.

F. That all items, documents and information required to accompany this BID PROPOSAL are enclosed herewith.

G. That the CONTRACTOR understands and accepts that consideration in the awarding of the CONTRACT will be given, but not limited to, price, the accuracy and responsiveness of the CONTRACTOR, the experience, competence, and financial condition of the CONTRACTOR, time for completion and/or labor force adequate to perform the work, the nature and size of the CONTRACTOR’S organization, quality of similar projects it has performed and completed in the past in Connecticut, other projects and/or revaluations currently under contract by the CONTRACTOR, the quality and ease-of-use of the Computer Assisted Mass Appraisal software system, quality of integration with the existing assessment administration computer system, and a determination by the TOWN that the CONTRACTOR has the ability to complete the revaluation successfully.
H. Payment schedule for percentage of completed work. This schedule is to be completed by the CONTRACTOR.

<table>
<thead>
<tr>
<th>Stages of Completion</th>
<th>Percentage of Total Project Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonding, Project Start-Up</td>
<td></td>
<td></td>
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<tr>
<td>Sales Verification</td>
<td></td>
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<tr>
<td>Valuation Analysis</td>
<td></td>
<td></td>
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<tr>
<td>Field Review</td>
<td></td>
<td></td>
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<tr>
<td>Building Permits</td>
<td></td>
<td></td>
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<tr>
<td>Final Valuation: Assessment Notices Mailed</td>
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<td></td>
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<tr>
<td>Informal Hearings Completed and final adjustments made to file</td>
<td></td>
<td></td>
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<tr>
<td>Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board of Assessment Appeals completion of Duties</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

I. That the CONTRACTOR proposes to furnish the services and materials required to complete the subject project for the total amount of:

$_____________________________  ______________________________________________

Amount     Written Dollar Amount

FIRM NAME OF PROPOSER:

By:

Signature:

Contact Person:

Telephone Number:

Fax Number:
SCOPE OF REVALUATION

The project shall be for the complete reappraisal and revaluation of all taxable and exempt real property within the corporate limits of the TOWN OF ESSEX, Connecticut, as of October 1, 2023, as described below.

1. All taxable real estate, land, buildings, and improvements.
2. All exempt real estate, land, buildings, and improvements.
3. All public utility land and buildings.

The CONTRACTOR shall furnish all the software, hardware, databases, labor, materials, vehicles, supplies, equipment, and other resources and perform all work for the project in strict accordance with the Contract Specifications attached hereto and in accordance with the provisions of applicable law.

All work to be carried out in this project and all forms, materials, and supplies utilized in this project shall conform to and be executed in accordance with the requirements of the Secretary of the Office of Policy and Management and the Connecticut General Statutes, as amended, and regulations pertaining hereto, and shall be subject to the direct supervision and approval of the ASSESSOR of Essex, Connecticut.

The values to be determined shall be the full fair market value as defined in Section 12-63 of the Connecticut General Statutes and shall be based upon recognized methods of appraising.

The revaluation project shall not include the valuation of taxable personal property.

The TOWN is requesting two (2) options for this project:

1. A full revaluation with complete field data verification, including interior inspection when allowed, with sales verification, digital images, building permits and new construction
2. A full revaluation utilizing the existing database with spot checking of certain measurements with sales verification, data verification mailers, digital images, building permits and new construction.
**TOWN DATA**

1. The last revaluation was effective as of October 1, 2018.
2. The population is estimated to be 6600.
3. The area of the town is 11.8 square miles.
4. The Town of Essex contains three villages, Essex, Centerbrook, and Ivoryton.
5. Administration/Tax Billing System is Quality Data Systems.
6. CAMA System presently used is VISION 8.

The CONTRACTOR shall value all newly constructed improvements created prior to October 1, 2023, and/or those incomplete as of the project effective date, and these parcels shall be included in the contract price and valued in the same manner as stated above and provided hereinafter.

The TOWN has a GIS partner, currently AppGeo, which the CONTRACTOR’s information must be able to integrate with.

### APPROXIMATE NUMBER AND CLASSIFICATION OF PARCELS WITHIN THE TOWN OF ESSEX BASED UPON CURRENT ASSESSOR’S DATABASE

<table>
<thead>
<tr>
<th>Code</th>
<th># Of Accounts</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>2927</td>
<td>Residential</td>
</tr>
<tr>
<td>200</td>
<td>228</td>
<td>Commercial</td>
</tr>
<tr>
<td>300</td>
<td>59</td>
<td>Industrial</td>
</tr>
<tr>
<td>400</td>
<td>5</td>
<td>Public Utilities</td>
</tr>
<tr>
<td>600</td>
<td>39</td>
<td>Farm, Forest &amp; Open Space Land</td>
</tr>
<tr>
<td>900</td>
<td>165</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

Additional charges by the CONTRACTOR for differences in parcel counts shall not be permitted by the TOWN.
OTHER INFORMATION

There are three (3) Marinas in TOWN and three (3) healthcare facilities. Essex Meadows is an Assisted Living, Continuing Care Facility and represents the TOWN’s largest taxpayer.

There are three (3) islands in TOWN. Essex Island Marina, Brockway Island and Thatchbed Island.

If the TOWN decides to utilize option 2 for the Scope of Revaluation and it is determined by the TOWN that data mailers will be sent; the ASSESSOR requires, they be signed by a property owner and returned to the ASSESSOR’s office.

A method of quality assurance shall be a part of the bid.
CONTRACT SPECIFICATIONS FOR REAPPRAISAL AND REVALUATION

Section I

GENERAL CONDITIONS

A. CONTRACTOR

1. Certification

Each company, corporation, partnership, or individual, herein after termed CONTRACTOR, must hold from the time of submission of the bid through the completion of all work, a valid Connecticut Revaluation Company Certificate pursuant to Section 12-2c of the Connecticut General Statutes.

2. Bid

Each BID PROPOSAL submitted shall include a copy of the CONTRACTOR'S Connecticut Revaluation Company Certificate and shall itemize the CONTRACTOR'S qualifications and experience. The CONTRACTOR shall submit a complete client list of municipalities to which it has rendered services during the last five years and the nature of those services. The BID PROPOSAL shall also include a statement showing the number of years the bidder has been engaged as a company, corporation, partnership, or individual specializing in municipal assessment revaluation services.

3. The CONTRACTOR shall not make any changes to this Request for Proposal as presented. The bid shall reflect all costs required to fulfill the contract as stated. The bid shall be in the same format as this RFP.

B. PERSONNEL

The CONTRACTOR shall, at all times, provide at its sole cost and expense adequate levels of experienced and qualified personnel in compliance with the requirements of the Equal Employment Opportunity provisions of Federal and State governments. The CONTRACTOR shall submit to the TOWN written qualifications of all personnel proposed to be assigned to the project. Staffing levels shall, at all times, be maintained at a level satisfactory to the ASSESSOR, to provide timely and full performance of the contract terms.

1. Qualifications of Personnel

All personnel assigned to this project shall be subject to the approval of the ASSESSOR, prior to the commencement of the individual's duties in the TOWN and, for any reason, shall be promptly removed from this project by the CONTRACTOR upon written notification of the ASSESSOR.
2. **Minimum Qualifications**

   a. **Project Manager or Supervisor**

   The administration of this project shall be assigned by the CONTRACTOR to a project manager or supervisor who shall be certified by the State of Connecticut as a Revaluation Supervisor and shall have not less than seven (7) years of practical appraisal experience in Connecticut in the appraisal of residential, commercial, industrial and farm properties. Two years of this experience must be in the municipal appraisal field.

   b. **Reviewers and Appraisers**

   Reviewers and appraisers shall be certified under the Connecticut Revaluation Certification Program and shall have at least three years of practical experience in Connecticut in the appraisal of the types of properties for which they are responsible.

   The Project Manager, Reviewers, Supervisors, Appraisers, and Data Collectors shall be subject to the approval of the ASSESSOR prior to commencement, as well as the duration, of their duties. No CONTRACTOR personnel shall be considered to be, nor in any way may hold themselves out as, employees, agents, or representatives of the TOWN.

3. **Identification**

   All field personnel shall have visible, clip-on identification cards, which shall include an up-to-date photograph, supplied by the CONTRACTOR and acceptable to the ASSESSOR. In addition, all field personnel shall carry a “letter of introduction” signed by the ASSESSOR. All automobiles used by field personnel shall be clearly and appropriately marked, registered with the Essex Police Department giving license number, make, model, year, and color of all vehicles used on this PROJECT.

4. **Conflict of Interest**

   No resident or TOWN employee shall be employed by the CONTRACTOR, except for clerical purposes, without prior approval of the ASSESSOR.
C. PROTECTION OF THE TOWN

1. Bonding

The CONTRACTOR shall, to ensure the faithful performance by the CONTRACTOR of the terms of the contract, furnish to the TOWN a performance surety bond in the amount of this contract, which bond shall be issued by a bonding company authorized to do such business in the State of Connecticut. Said bond shall be in a form satisfactory to and approved by the TOWN’s attorney. The performance bond shall be delivered to the TOWN prior to the commencement of actual work. This bond shall include the appeal requirements of these specifications. It is understood and agreed that upon the completion of the approved delivery to the TOWN of the Revaluation Project, the performance bond shall be reduced to 10% of the value of the contract to cover the defense of any appeals described below. The reduced amount of bond shall become effective after the Revaluation Project has been completed and has been approved by the ASSESSOR and after completion of the duties of the Board of Assessment Appeals on the Grand List of October 1, 2023.

2. Insurance

The CONTRACTOR shall, at its own expense, provide and keep in force the following.

a. The CONTRACTOR shall carry worker's compensation insurance in accordance with the Connecticut Worker’s Compensation Laws of the State of Connecticut.

b. Liability

The CONTRACTOR shall carry public liability and property damage insurance naming the TOWN as the “insured” on all policies to save the TOWN harmless and to completely indemnify the TOWN against all claims and damages with limits of $1,000,000 for bodily injury and $1,000,000 for property damage. A certificate shall be provided to the TOWN, prior to the commencement of actual work and shall be in a form satisfactory to and approved by the TOWN attorney.

3. The CONTRACTOR shall save the TOWN harmless from liability of any nature or kind, including costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles, or processes used in the performance of this contract.
4. **Penalties**

   a. Failure by the CONTRACTOR to complete all work prior to the date specified herein, December 20, 2023, shall be cause for penalty. Payment by the CONTRACTOR, on request of the ASSESSOR, in the amount of $1,000 per day beyond the date of completion. For the purposes of this penalty only, completion of all work by the CONTRACTOR, is defined as follows:

   i. Completed street cards with all measurements, listings, pricing, review, and final valuation.

   ii. Statutory assessment notices sent out, informal hearings completed for all those wishing to be heard, and calculations completed and ready for the Board of Assessment Appeals.

   Informal hearing shall be held at Town Hall and the Contractor shall provide sufficient qualified personnel to conduct such hearings. The informal hearing shall be of a half hour duration, unless the time period is reduced by reason of the number of applicants. Informal hearings for non-residential properties may be of longer duration.

   iii. Written certification by the ASSESSOR that the CONTRACTOR has fulfilled all contractual requirements of said project.

   This penalty, if applied, shall be deducted from the contract price. Delays occasioned by war, strike, explosion, acts of God, or an order of court or other public authority are excepted.

D. **COMPLETION DATE AND TIME SCHEDULE**

1. **Awarding of Contract**

   Within a reasonable time after the opening of the BID PROPOSALS, the TOWN shall award the contract for the reappraisal and revaluation project by a letter of acceptance to be mailed to the CONTRACTOR. The TOWN reserves the right to reject any and all bids as previously stated.

2. **Signing of Contract**

   Within thirty (30) days after the receipt of notice of acceptance of its BID PROPOSAL, the CONTRACTOR shall execute with the TOWN the
contract upon the basis of these Specifications for Reappraisal and Revaluation.

3. Changes and Subletting of Contract
   
a. Changes
   
   Changes in these specifications for reappraisal and revaluation in the contract will be permitted only upon written mutual agreement of the CONTRACTOR and the TOWN.

b. Subletting

   The CONTRACTOR shall not assign, transfer, or sublet the contract or any interest or part therein, without first receiving written approval from the TOWN and the bonding company. It shall be mutually agreed and understood that said consent by the TOWN shall in no way release the CONTRACTOR from any responsibility or liability as covered in these Specifications for Reappraisal and Revaluation and the contract.

4. Time Schedule

   The revaluation work must be started by October 1, 2022. The CONTRACTOR is subject to Penalties (C.4) if the following completion dates are not met:

   a. Completion Dates

   The following phases of the revaluation must be completed in accordance with the schedule below.

   i. Completed street cards with all measurements and listings by December 20, 2023.
   
   
   iii. Informal hearings to begin no later than December 1, 2023 and end no later than December 20, 2023.
   
   iv. All street cards, as corrected and finalized after the informal hearings, to be turned over to the ASSESSOR no later than January 19, 2024.
   
   v. Completion of the project shall not be final until either the ASSESSOR certifies the entire project by signing the appropriate forms, or if applicable, the CONTRACTOR fulfills all requirements set forth in the regulations by OPM.
E. PAYMENT SCHEDULE

Payments shall be made in the following manner:

1. At the end of each thirty-day interval during the period covered by this contract, the CONTRACTOR is to certify in writing in the form of a progress report to the ASSESSOR the percentage of the total work completed under the contract which the CONTRACTOR has performed during the said thirty days. Such notification will itemize and accurately indicate the extent and nature of work performed by volume, street, category or in any other manner required by the ASSESSOR.

2. The TOWN, upon determination by the ASSESSOR that the certification of the CONTRACTOR concerning work during said interval is accurate, will pay to the CONTRACTOR a percentage of the total compensation under this contract equal to the percentage of work certified as having been performed during said interval in accordance with the schedule on the bid form, less ten percent (10%) which is to be retained by the TOWN for payment to the CONTRACTOR at such time that it has performed fully and satisfactorily all its obligations and requirements under the contract. The retained ten percent (10%) of the contract price is to be paid upon completion of the Board of Assessment Appeals duties on the October 1, 2023, Grand List.

Section II

CAMA REQUIREMENTS

A. ASSESSMENT ADMINISTRATION MODULE

1. Before commencement of sales data collection, each parcel on the legal file/administrative file must be located and matched with the tax maps. A list of all discrepancies between the legal file/administrative file and the tax maps shall be submitted to the ASSESSOR together with recommendations for correcting such discrepancies. The CONTRACTOR must implement the recommendations approved by the ASSESSOR.

2. The assessment administration module shall have the ability to interface with the CAMA System, and tax collection modules. The CONTRACTOR is responsible for matching all parcels and accounts in the appraisal file with the administrative file. The CONTRACTOR shall be responsible for entering an account number or other acceptable means of parcel identification on the CAMA system to be able to transfer values from one system to the other. A list of all discrepancies between the appraisal and administrative system shall be submitted
to the ASSESSOR with recommendations for correcting such discrepancies. The CONTRACTOR shall be responsible for all costs of bridging the CAMA System to the administrative/tax billing system.

B. CAMA SYSTEM

1. The valuation module shall provide for the determination of the value of all real property based on accepted methodology, using a table-or formula-driven system. At a minimum, the valuation module shall have the ability to perform the tasks described below and conform to all requirements of the Office of Policy and Management. The CAMA System must meet the requirements as provided for in Section 12-62f (a) to 12-62f (f) of the Regulations of Connecticut State Agencies.

   a. With respect to land, the valuation module shall have the capacity to compute value based upon one or more of the following: square feet; acreage; standard lot size; frontage/depth; and or unit. In addition, said module shall allow for the editing of land values based upon market-derived adjustment factors, using at least two of the following: unit value; fractional acreage; and front foot adjusted for depth.

   b. With respect to residential property, the valuation module shall have the capacity to: Compute replacement cost new, less depreciation; provide user-modifiable tables or formulas for various types of buildings; provide user-modifiable depreciation tables for age and condition variables; compute the value of each yard improvement (e.g., swimming pool, tennis court, detached garage, shed); allow for online sketch input; provide for automatic computation of total square footage; provide for the area measurements as defined by the user. In addition, the valuation module shall have the capacity to allow user-modifiable selection criteria to identify at least three properties that are most comparable to the property for which a value is being determined.

   c. With respect to apartment, commercial, and industrial properties, the valuation module shall have the capacity to: Compute replacement cost new, less depreciation; compute the value of each yard improvement (e.g., paving and fencing); allow for the acceptance, rejection or adjustment of table-or formula-derived values; and provide for the automatic computation of total square footage. In addition, said module shall have the capacity to compute the value
2. The valuation module shall also have the capacity to: Print a property record card with the appropriate fields listed in the data management module; allow flexibility of design of the data printed on a property record card, based on the discretion of the Assessor; provide for the random printing of cards; provide for the printing of sketches showing dimensions; insure the closure of such sketches; and provide for the creation of multi-page property record cards for a parcel.

3. The valuation module shall include a general report writer capable of printing to screen and hard copy, and/or providing the data listed in the data management module to an external drive. In addition, such application shall have the capacity to produce reports for statistical and comparable sales analysis based upon pre-defined and user-defined criteria.

4. Output to standard analytical software programs following measurements and sales/assessment ratios by property type and neighborhood: Sales prices; assessments; the mean sales/assessment ratio; the median sales/assessment ratio; the coefficient of dispersion; the standard deviation; the coefficient of variation; the price-related differential; and the “unsold property test”.

C. IMAGING

An updated visual imaging database integrated within the CAMA system installed by the CONTRACTOR shall be in place by the completion of this project. This will provide the TOWN with the ability to randomly retrieve an image of any parcel described on the CAMA data file. The TOWN’S current image file has been added to and changed since the last revaluation. The imaging and/or any necessary conversion shall be included in the cost of the bid by the CONTRACTOR.

D. GIS

The CONTRACTOR shall be responsible for entering a map/lot number or other acceptable means of parcel identification for transfer from the CAMA system into the TOWN’S GIS system, currently provided by AppGeo.

Section III

RESPONSIBILITIES OF REVALUATION CONTRACTOR

The CONTRACTOR is responsible for fulfilling all requirements stated in this Request for Proposal in a timely fashion, and in a professional and satisfactory manner. During this project, the CONTRACTOR shall work cooperatively with and shall provide any reports,
invoices, schedules, and other information required by this RFP or requested by the ASSESSOR.

A. **GOOD FAITH**

The CONTRACTOR shall in good faith use its best efforts to assist the ASSESSOR in determining accurate and proper market valuations, and shall not undervalue or overvalue any land, building or other property.

B. **PUBLIC RELATIONS**

The TOWN and the CONTRACTOR recognize that a good public relations program is essential in order that the public of the TOWN may be informed as to the purpose, benefits, and procedures of the revaluation program.

The CONTRACTOR shall provide and describe in its bid a program of public information through the press and other media, such as meeting with citizens, service clubs, and property owner groups as a means of establishing understanding and support for the revaluation program and sound assessment administration. The CONTRACTOR shall supply proposed press releases, personnel for attendance at such meetings, visual aids, and other media at its disposal to this end. All public releases shall be approved in writing by the ASSESSOR prior to release. The CONTRACTOR is responsible for providing its own internet or telephone.

C. **CONDUCT OF COMPANY EMPLOYEES**

As a condition of this contract, CONTRACTOR’s employees shall, always, treat the residents, employees, and taxpayers of the TOWN with respect and courtesy; CONTRACTOR shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision.

D. **PERIODIC STATUS REPORTS**

The CONTRACTOR shall submit to the ASSESSOR monthly status reports as well as any work completed that is to be reviewed by the ASSESSOR. The report shall contain specifics as to the work completed and the work to be done in the next month. The ASSESSOR shall review and evaluate the progress of the project and shall notify the CONTRACTOR whether the work performed is satisfactory and timely.

E. **MANAGEMENT PLAN**

The CONTRACTOR is required to provide such plan as required by the Connecticut State Statutes.
Section IV

VALUATION STANDARDS

A. MARKET APPROACH

The CONTRACTOR must describe in detail its methods for generating values with the market approach. The comparative sales approach or statistical modeling approaches are the two preferred techniques. If a statistical modeling approach is employed, the CONTRACTOR must specify the techniques employed and the types of property that will be valued with these techniques. If the direct sales comparison method is employed, all adjustment techniques must be described by the CONTRACTOR in its proposal.

1. Sales Verification

The validity of all sales in the 12 months preceding October 1, 2023, shall be determined by the company and the ASSESSOR. A complete inspection and measurement check of all sales properties must be made to determine the correctness of the current physical listing. A sales file shall be developed which will reflect property characteristics of the property as of the date of sale. These validated sales will be the basis for the comparable sales approach for the residential properties. The CONTRACTOR shall develop and provide the ASSESSOR with written documentation for the sales verification effort.

B. COST ANALYSIS

The CONTRACTOR shall derive a value for real property by estimating the current cost to replace or reproduce the existing structure, deducting for all accrued depreciation in the property, and adding the estimated land value. The CONTRACTOR shall develop cost schedules based on current costs of labor and materials prevailing in the TOWN during the year immediately preceding the October 1, 2023, valuation date.

C. INCOME APPROACH

The CONTRACTOR shall determine value for income-producing property by converting anticipated income into a property value. The CONTRACTOR shall either; capitalize a single year’s income expectancy at a market-derived capitalization rate or a capitalization rate that reflects a specified income pattern, return on investment, change in the value of investment, or discount the annual cash flow for the holding period and the reversion at a specified yield rate.
D. LAND VALUATION

The land values will be derived from market sales and/or land residual analysis. The land values will be set by the CONTRACTOR and reviewed by the ASSESSOR. In the event of any disagreement between the ASSESSOR and the CONTRACTOR, the ASSESSOR shall have the final decision confirming all land values and methods. Both full value and the “PA 490” value, if applicable, shall be calculated by the CONTRACTOR.

E. NEIGHBORHOOD DELINEATION

The CONTRACTOR, with the assistance and approval of the ASSESSOR will delineate the TOWN into valuation neighborhoods. These neighborhoods will be determined by analysis of the market factors needed to select comparable sales for the sales comparable approach to value. Boundaries such as highways, natural, economic conditions and zoning etc. shall be considered.

F. DEPRECIATION ANALYSIS

The CONTRACTOR shall develop and explain separately each depreciation factor or amount on the property record card and/or worksheet (if used). Land values shall be added to the depreciated improvement value. Compare the depreciated replacement cost of each property with the value produced via income analysis, or sales comparison, and develop obsolescence guides by type of property and location. Analysis should be reviewed with the ASSESSOR and a copy shall be provided at the completion of the project.

Section V

VALUATION OF REAL ESTATE

The CONTRACTOR will calculate a value estimate for each parcel that will be comprised of a land, building, outbuilding, and total value. The final value shall reflect 100% of fair market value as of October 1, 2023. The CONTRACTOR shall compute rounded to the nearest 100 dollars the value of all properties identified above.

A. RESIDENTIAL PROPERTIES

The market approach is the preferred valuation methodology for parcels in the residential category. The CAMA system as installed for the TOWN will contain proven techniques for developing market estimates of value.

The CAMA system will present a summary of the cost approach for a subject and a minimum of 3 and not more than 5 comparable sales, showing basic inventory information for each. The comparable sales in the same market environment will not be merely similar properties but will be the three to five most comparable sales in the entire sales file. This determination will be made by calculating a weighted measure of comparability based on the relative
importance of each physical characteristic (location, size, age, grade, condition, etc.). The sales, which most closely resemble the subject, will then be selected as comparable. Each individual selling price will then be adjusted to reflect differences in sales dates and physical descriptions to arrive at an adjusted selling price for each sale.

The review appraiser can then choose the final market value estimate, the cost approach or arrive at a separate value estimate based on the information available.

B. COMMERCIAL / INDUSTRIAL PROPERTIES

The appraisal of income producing properties relies heavily on an analysis of what the prudent investor would pay for a given property based on the income stream that the property could reasonably be expected to produce. In this regard, the actual income/expense information for each property will be collected and analyzed to arrive at a value reflective of the market environment.

The TOWN will be responsible for the collection of these income/expense forms, while the CONTRACTOR will be responsible for the field verification of this data. The CONTRACTOR subject to the approval of the ASSESSOR will handle the analysis of the data.

The CAMA system will give the appraiser the ability to model the marketplace by physical characteristics, construction type, and actual use for income producing properties and apply the results of the model to individual commercial or industrial properties. The models are used to assign appropriate economic rent and expense information that is keyed to the location, age, and condition of the subject property.

Capitalization rates shall be developed by the CONTRACTOR by type of property, and location. When the ASSESSOR has approved capitalization rates and techniques, the CONTRACTOR shall perform income approaches using both actual and economic income and expense data.

C. FIELD REVIEW

The CONTRACTOR will field review all parcels after values have been set. The CONTRACTOR is responsible for the review of value estimates for all real property parcels to verify that the application of the valuation methodology employed has resulted in the uniform and consistent valuation of comparable properties. The CONTRACTOR shall be required to submit final values in a timely manner to be determined by the ASSESSOR. The CONTRACTOR will record on the CAMA data file the source of the final appraisal value (cost, market, income, appraiser override, etc.).
Individuals conducting this phase of the project must have valuation expertise, field review experience and knowledge of valuation techniques employed by the TOWN, as well as complete familiarity with the revaluation project. During review the data must be corrected on the property file by the CONTRACTOR.

The CONTRACTOR shall provide the ASSESSOR with written procedures for the conduct of valuation field review at least ten (10) days prior to the scheduled date for the commencement of such valuation field review.

D. ASSESSMENT NOTICES

At the close of the revaluation, a notice shall be sent at the contractor’s expense including envelope, by first class mail, to each owner of record, setting forth the valuation that has been placed upon the property identified in the notice. The notice shall be prepared in duplicate and in conformity with the Connecticut General Statutes, as amended. Further, enclosed with such notice shall be a letter specifying the dates, times, and place of the informal public hearings with an explanation as to the appeal process. Such notices and letters shall be subject to the approval of the ASSESSOR. A duplicate copy of all letters sent shall be arranged in alphabetical order and left with the ASSESSOR. Where applicable, a letter shall be enclosed to explain the benefits and the effect on the new assessment for properties classified as FARM, FOREST, or OPEN SPACE. The ASSESSOR, prior to its mailing, shall approve said letter.

At the same time, the company shall be prepared to make data available via the Web so that taxpayers can log in and review properties on-line.

E. INFORMAL PUBLIC HEARINGS

1. At a time mutually agreeable to the ASSESSOR and the CONTRACTOR following completion of all review work by the ASSESSOR and the CONTRACTOR, the CONTRACTOR shall hold public hearings so that property owners, or their legal representatives, may appear at specified times to discuss with qualified members of the CONTRACTOR’S staff, the valuations of their property. The CONTRACTOR’S personnel shall be prepared to explain the manner and methods of arriving at value.

2. The CONTRACTOR, in conjunction with recommendations of the ASSESSOR, shall schedule enough hearings and provide adequate personnel to handle said hearings expeditiously and fairly. Any information offered by the taxpayer shall be given consideration and adjustments shall be made when warranted.

3. The CONTRACTOR shall have an adequate number of days for the informal public hearings, said hearings to include evenings and Saturdays. Every property owner shall have the opportunity to an informal hearing with the CONTRACTOR within said period.

4. The CONTRACTOR shall mail a notice that reflects the result of the informal hearings at the CONTRACTOR’S expense. The ASSESSOR,
prior to mailing, must approve this notice. A duplicate copy of such notice shall be submitted to the ASSESSOR.

F. BOARD OF ASSESSMENT APPEALS

The CONTRACTOR shall have a qualified member or members of its staff available for attendance at deliberations of the Board of Assessment Appeals meetings to be held after the completion of the revaluation, Sundays excluded, to assist in the decision-making process and to explain the valuations made.

G. LITIGATION

In the event of appeal to the courts, the CONTRACTOR shall furnish a competent witness or witnesses, approved by the ASSESSOR, to defend the valuation of the properties appraised. It is understood that the CONTRACTOR shall furnish said witness or witnesses on any court action instituted on the October 1, 2023, Grand List assessments. The CONTRACTOR shall not be held responsible for any assessment changed from the original valuation figure by parties other than the CONTRACTOR.

H. INFORMATION

The CONTRACTOR shall provide the ASSESSOR any and all information requested pertaining to the project for a period of one year after completion of the duties of the Board of Assessment Appeals on the October 1, 2023, Grand List, at no additional cost to the TOWN.

I. ASSESSORS’ OFFICE STAFF TRAINING PROGRAM

The CONTRACTOR will be responsible for training local staff in such a manner that, at the end of the project, the ASSESSORS’ Office will be knowledgeable in the operation of all phases of the valuation system. On-site training, where feasible, shall be provided for the municipal ASSESSOR(s) and their office staff working in the appropriate phases of this project under the CONTRACTOR’S supervision.

The CONTRACTOR shall submit a reasonable training plan and schedule to achieve the objective stated above prior to the commencement of the project.

J. TRANSMITTAL OF RECORDS TO THE ASSESSOR

Regular periodic delivery of appraisals, as completed, shall be turned over to the ASSESSOR for review. All appraisals of buildings, whether completed or under construction and all completed and corrected records shall be turned over to the ASSESSOR by the dates specified in the schedule agreed upon by the ASSESSOR and the CONTRACTOR. All documentation employed in conjunction with this project, including software programs, shall become the
property of the TOWN. The final inspection and review shall take into consideration any known or apparent changes in the individual property since it was first inspected in order that the final appraisal of property shall be made as of October 1, 2023. This information and/or appraisal or record shall not be made public until after the informal hearings, except to the extent that public access is compulsory under the provisions of applicable law.

K. CERTIFICATION

The CONTRACTOR shall meet all requirements set forth in this document and no exceptions and/or amendments may be made unless expressly authorized by the ASSESSOR. The ASSESSOR must certify that the values resulting from this project represent 70% of fair market value pursuant to section 12-63 of the Connecticut General Statutes. As a condition of a successful completion, the CONTRACTOR’S work product must meet all certification requirements of the ASSESSOR and the State of Connecticut.

Section VI

RESPONSIBILITY OF TOWN

A. NATURE OF SERVICE

It is clearly understood and agreed that the services rendered by the CONTRACTOR are in the nature of assistance to the ASSESSOR and all decisions as to proper valuations, taxable or tax exempt, shall rest with the ASSESSOR.

B. COOPERATION

The ASSESSOR, the TOWN, and its employees will cooperate with and render reasonable assistance to the CONTRACTOR and its employees.

C. ITEMS FURNISHED BY THE TOWN

The TOWN shall furnish the following to the CONTRACTOR:

1. Maps

The ASSESSORS shall provide 1 copy of available tax maps. The ASSESSORS shall also provide available parcel identification data for each parcel of real property including at a minimum the following items: all current legal information, i.e., ownership, property location, mailing address, map/lot number.
2. **Land Dimensions**

The ASSESSOR shall be responsible for providing lot sizes and total acreage of all pieces of property where the tax maps or present records fail to disclose measurement or acreage, based on the information reasonably available to the ASSESSOR.

3. **Zoning & Wetlands**

The TOWN shall provide a current edition of TOWN zoning and wetlands regulations and zoning and wetlands maps.

4. **Property Transfers**

The TOWN shall notify the CONTRACTOR on a regular basis, of transfers and property divisions or subdivisions occurring during the twelve (12) months immediately preceding October 1, 2023. The CONTRACTOR shall update property record cards.

5. **Data Inventory**

The following data: owner of record, location of property, deed references, map and lot references, age and date of construction of all buildings, if available, and lot size or amount of acreage, or any other pertinent information shall be given to the CONTRACTOR.

6. **Building Permits**

Records of all new and ongoing permits during the revaluation project up to October 1, 2023, will be supplied to the CONTRACTOR and returned to the ASSESSOR on completion of the project.

   a. The CONTRACTOR must be able to enter an annual building permit inspection contract with the TOWN.

7. **Mailing Address**

The ASSESSOR shall provide the current mailing address of all property owners from the current Assessors records.

8. **Office Space**

Limited office space, if available, will be provided to the CONTRACTOR to carry out the terms of this contract.
D. **BID AWARD**

The TOWN reserves the right to reject any, or any part of, or all BID PROPOSALS; to waive informalities and technicalities; and to accept the BID PROPOSAL which the Board of Selectmen and the ASSESSOR deem to be in the best interest of the TOWN, whether or not it is the apparent lowest dollar bid.

Consideration in the awarding of the CONTRACT will be given to price, prior experience and competence of the bidder, the nature and size of the bidder’s organization and familiarity with the area, and the quality of similar projects the bidder has completed in the past.