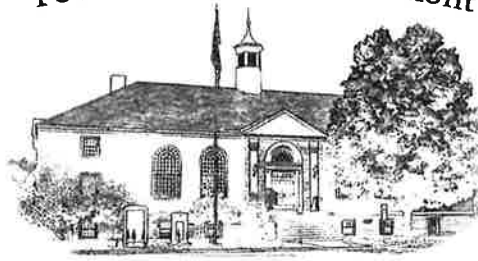


Town of Norwich, Vermont



CHARTERED 1761

Listers Office | PO Box 376 | Norwich, Vermont 05055-0376
802-649-1419 ext. 110 | listers@norwich.vt.us

April 3, 2018

Enclosed you will find the Request for Proposal for assessing services, the scope of services desired and the December 31, 2017 Form 411 for the Town of Norwich, VT. Please let us know if you plan to respond to this RFP so we can share any correspondence with you prior to the due date.

Your proposal should be addressed to the "Norwich Board of Listers" in a clearly marked sealed envelope. The response is due no later than May 4, 2018 at 4:30 PM. Please have your bid Delivered to Board of Listers, Tracy Hall, PO Box 376, 300 Main Street Norwich, Vermont 05055-0376

Any questions regarding the attached RFP must be presented by April 25, 2018, and answers will be sent out by April 27, 2018.

After all responses have been reviewed by the Norwich Board of Listers, you will be advised of the status of your proposal.

Sincerely,
Norwich Board of Listers

Enclosures:
Request for Proposal
Scope of Services
Form 411
Bid Form

**Request for Proposals
Appraisal Services
Norwich, Vermont**

1. PURPOSE

1.1 Authorized by Vermont Statutes Annotated, Title 32, Section 4041, the Town of Norwich Board of Listers (Board) are seeking proposals for appraisal services to assist the Board in maintaining the Grand List and perform other duties related to the Town's assessing functions.

2. SCOPE OF SERVICES

2.1 The attached document describes the scope of services desired.

2.2 Attached is the Norwich 12/31/2017 as billed Form 411.

2.3 The Town currently uses CAMA software AssessPro purchased from Patriot Properties, Inc., 123 Pleasant Street, Marblehead, MA 01945.

2.4 The Town uses the New England Municipal Resources Center, LTD, PO Box 2020, Georgia, VT 05468 (NEMRC) software modules for Grand List and Tax Billing.

2.5 The Board will consider a change to other suitable CAMA software as part of this RFP. Any data calculated or entered into the proposed CAMA software must be easily converted so as to populate all applicable fields of the NEMRC Grand List software.

2.6 There is a Clerk in the Listers' office working an average of 15 hours per week who supports the Board and assessing firm.

3. INDEMNIFICATION AND INSURANCE

3.1 The chosen assessing firm shall comply with the following requirements.

3.1.1 The assessing firm agrees to defend and save harmless the Town of Norwich, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery, and judgments of every kind and description arising out of the performance of the contract by the consultant, its agents, or employees.

3.1.2 The assessing firm shall carry Comprehensive Broad Form General Liability Insurance in the amount shown below including protection for bodily injury and property damage.

3.1.3 The assessing firm shall maintain Automobile Liability Insurance providing limits prescribed by the Town and Umbrella or Excess Liability Insurance in the amount shown below. The Workers' Compensation Insurance shall provide coverage pursuant to V.S.A. Title 21, Section 600 et seq.

3.1.4 Prior to the commencement of the work Certificates of Insurance shall be supplied to the Town by the assessing firm detailing the required coverage. These Certificates shall be issued by a carrier authorized to do business within the State of Vermont. The Town shall also be named as an additional insured.

3.1.5 The assessing firm shall have and require all sub-consultants to have and maintain insurance coverage and list the Town as an additional insured in accordance with the minimum amounts listed below. Prior to the start of any work, the Town shall be furnished with an insurance certificate as proof that coverage is in place.

3.1.5.1 General Liability – \$1,000,000 per occurrence

3.1.5.2 Product Liability – \$1,000,000 per occurrence

3.1.5.3 Property Damage – \$1,000,000 per occurrence

3.1.5.4 Personal Injury – \$1,000,000 per occurrence

3.1.5.5 Automotive Liability – \$500,000 per occurrence

3.1.5.6 Worker’s Compensation – Statutory Requirement

4. PROPOSALS

4.1 All proposals shall include at least the following information.

4.1.1 An estimate of the average days per week needed to accomplish the tasks identified in this RFP and the scope of services description.

4.1.2 The cost to provide the services described based on the estimate of time identified in section 4.1.1 for the period from July 1, 2018 through and including June 30, 2019.

4.1.3 The cost to provide the services described for the period from July 1, 2019 through and including June 30, 2020.

4.1.4 The hourly cost for an increase or decrease in the time estimated in section 4.1.1.

4.1.5 Contact names, addresses and telephone numbers of towns where you have provided similar services.

4.1.6 Name and resume of owner of the contract assessing firm.

4.2 The Town of Norwich has the right to reject any or all proposals if doing so is in the best interest of the Town.

4.3 All questions on this RFP should be directed to the Listers by the 25th of April at listers@norwich.vt.us;

4.3.1 Answers to questions will be sent to all known interested parties by April 27, 2018;

4.4 Proposals shall be submitted in a sealed envelope and clearly marked on the envelope “RFP for Appraisal Services” for the Town of Norwich, Board of Listers.

4.5 Interested firms shall submit an original and two (2) copies of their proposal in a sealed envelope no later than 4:30 pm on May 4, 2018 to:

Board of Listers – Kris Clement, Dennis Kaufman and Cheryl A. Lindberg
Town of Norwich
300 Main Street
Post Office Box 376
Norwich, VT 05055

Scope of Services
Request for Proposal
Assessing Services

1. General Scope of Services

1.1. Responsible for assisting the Listers in assessing functions for the Town of Norwich including inventory, appraisal and assessment of all real property and defense of values. Further, the assessing firm will perform highly technical and skilled work pertaining to the appraisal of real property, often under time constraints. The elected Board of Listers approves all values, approves the abstract and grand list, decides grievances, and approves errors and omissions submitted to the Selectboard and other similar responsibilities that cannot be delegated to the assessing firm.

1.2. The assessing firm is responsible for developing a plan for approval by the Board of Listers to inspect real property during each year and implement that plan. The assessing firm will also update cost and value tables in conjunction with the Board of Listers.

2. Supervision Received

2.1. Reports to and works under the supervision of the Board of Listers. Performs duties using technical judgment and in accordance with the laws of the State of Vermont.

3. Supervision Exercised

3.1. Utilizes the Lister Clerk under the direction of the Board of Listers.

4. Essential Duties and Responsibilities

4.1. The following may not include all duties.

4.2. Performs or oversees the performance of field measurements and inspections of all properties including residential, commercial, and industrial buildings, including new buildings, additions, alterations, incomplete construction and demolition.

4.3. Using appropriate industry-recognized appraisal techniques, appraises all real property in Norwich.

4.3.1. Uses cost approach to value, market data approach to value and income approach to value as appropriate. For income producing property compares cost approach to income approach to determine appropriate value.

4.3.2. Inspects and updates property record information for all real property (taxable and non-taxable) on a schedule to be determined.

Scope of Services
Request for Proposal
Assessing Services

- 4.3.3. Updates cost and land value tables in conjunction with the Board of Listers.
- 4.3.4. Updates all real property assessed values when town-wide reappraisal is necessary.
- 4.4. Inspects all properties that have physical changes that may result in a value change.
- 4.5. Inspects land and land changes resulting from map changes, deed transfers, Sub-division changes, Development Review Board decisions, and other changes in property that may affect value.
- 4.6. Attends meetings as directed by the Board of Listers.
- 4.7. Reviews applications for abatement of taxes and, after inspecting property, makes a recommendation to the Board of Listers regarding action on tax abatements.
- 4.8. Assists Listers in defending or adjusting values in the grievance process and appeals to the Board of Civil Authority.
- 4.9. As directed by the Board of Listers, assist in the preparation for appeals to the Director of Property Valuation and Review and/or the Windsor Superior Court.
- 4.10. Prepares State of Vermont required reports.
- 4.11. Responds to the public's information requests, complaints and correspondence under the direction of the Board of Listers.
- 4.12. Be available to meet with the public to attend to their concerns.
- 4.13. Receives and processes information related to use value appraisal.
- 4.14. Completes sales ratio studies for verifying equalization factors.
- 4.15. Maintains or oversees maintenance of property database, including processing property transfer tax returns.
- 4.16. Maintains a monthly record of sales of all classes of property sold.
- 4.17. Makes suggestions on the annual updating and accuracy of tax maps in consultation with the Board of Listers.
- 4.18. Makes recommendations to the Board of Listers on Property Tax Exemptions.
- 4.19. Assists government officials and the public by providing technical assistance.

April 2, 2018

Scope of Services
Request for Proposal
Assessing Services

4.20. Answers questions of property owners regarding property valuations and comparables.

4.21. Keeps abreast of and advises the Board of Listers of current trends and conditions in the appraisal field.

4.22. Assists the Board of Listers with the development of the department budget.

4.23. May be required to attend evening meetings.

4.24. Performs other related duties as assigned by the Board of Listers.

5. Minimum Qualifications

5.1. BA in Business Administration or related field, and five (5) years of progressively responsible experience as an assessor, appraiser, or other related field, with experience in community-wide revaluation; OR, any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills, and abilities.

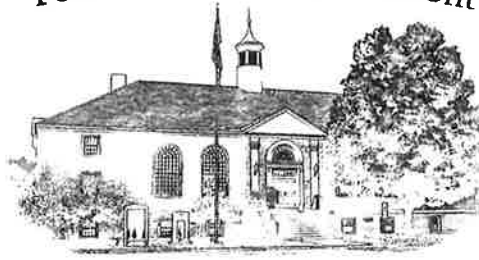
6. Special Requirements

6.1. Certification as a Project Supervisor by Vermont Property Valuation and Review OR ability to be certified.

(Taxable properties only - State and Non-tax status properties are not listed below)

REAL ESTATE Category/Code	Parcel Count	Municipal Listed Value	Homestead Ed Listed Value	Non-Resi Ed. Listed Value	Total Education Listed Value
Residential I R1	809	347,243,400	270,435,585	76,807,815	347,243,400
Residential II R2	491	337,038,600	233,667,270	103,371,330	337,038,600
Mobile Homes-U MHU	2	5,700	0	5,700	5,700
Mobile Homes-L MHL	12	1,950,800	1,259,800	691,000	1,950,800
Seasonal I S1	4	427,100	0	427,100	427,100
Seasonal II S2	13	4,193,800	0	4,193,800	4,193,800
Commercial C	45	32,814,000	0	32,814,000	32,814,000
Commercial Apts CA	7	7,041,800	0	7,041,800	7,041,800
Industrial I	0	0	0	0	0
Utilities-E UE	3	7,967,800	0	7,967,800	7,967,800
Utilities-O UO	0	0	0	0	0
Farm F	10	9,247,100	7,842,098	1,405,002	9,247,100
Other O	27	7,520,600	3,949,320	3,571,280	7,520,600
Woodland W	0	0	0	0	0
Miscellaneous M	137	24,936,900	0	24,936,900	24,936,900
TOTAL LISTED REAL	1,560	780,387,600	517,154,073	263,233,527	780,387,600
P.P. Cable	1	1,264,600		1,264,600	1,264,600
P.P. Equipment	0	0			
P.P. Inventory	0	0			
TOTAL LISTED P.P.	1	1,264,600		1,264,600	1,264,600
TOTAL LISTED VALUE		781,652,200	517,154,073	264,498,127	781,652,200
EXEMPTIONS					
Veterans 10K	8/8	80,000	80,000	0	80,000
Veterans >10K		240,000			
Total Veterans		320,000	80,000	0	80,000
P.P. Contracts	1	1,264,600			
Contract Apprv VEPC	0/0	0	0	0	0
Grandfathered	0/0	0	0	0	0
Non-Apprv (voted)	9/9	2,275,900			
Owner Pays Ed Tax	0/0	0			
Total Contracts	10/9	3,540,500	0	0	0
FarmStab Apprv VEPC	0/0	0	0	0	0
Farm Grandfathered	0/0	0	0	0	0
Non-Apprv (voted)	0/0	0			
Owner Pays Ed Tax	0/0	0			
Total FarmStabContr	0/0	0	0	0	0
Current Use	152/152	36,226,000	15,154,800	21,071,200	36,226,000
Special Exemptions	0		0	0	0
Partial Statutory	0/0	0	0	0	0
Sub-total Exemptions		40,086,500	15,234,800	21,071,200	36,306,000
Total Exemptions		40,086,500	15,234,800	21,071,200	36,306,000
TOTAL MUNICIPAL GRAND LIST		7,415,657.00			
TOTAL EDUCATION GRAND LIST			5,019,192.73	2,434,269.27	7,453,462.00
NON-TAX		55 NON-TAX PARCELS ARE NOT INCLUDED ON THE 411			

Town of Norwich, Vermont



CHARTERED 1761

REQUEST FOR PROPOSAL

Please complete this form and return to listeners@norwich.vt.us if your firm intends to submit a response to the enclosed Request for Proposal. We would appreciate you returning this form by April, 13, 2018.

Vendor Name

Address

City, State, Zip

Name of Person
Completing
Form

Title

Signature

Date
