



neccog

ashford - brooklyn - canterbury - chaplin - eastford - hampton - killingly - plainfield
pomfret - putnam - scotland - sterling - thompson - union - voluntown - woodstock

Invitation to Submit Proposals Regional Revaluations

The Northeastern Connecticut Council of Governments hereby invites the submission of Proposals for:

THE COMPLETE REAPPRAISAL AND REVALUATION OF ALL REAL PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWNS OF: ASHFORD, BROOKLYN, CANTERBURY, CHAPLIN, EASTFORD, HAMPTON, PLAINFIELD, POMFRET, SCOTLAND, SPRAGUE, STERLING, THOMPSON, VOLUNTOWN AND WOODSTOCK, CONNECTICUT

commencing with the October 1, 2016 Grand List and terminating with the October 1, 2020 Grand List. The Proposals will be received at the offices of the Northeastern Connecticut Council of Governments, 125 Putnam Pike, PO Box 759, Dayville, Connecticut 06241 until FRIDAY, NOVEMBER 6, 2015 at 1:00 p.m at which time they will be publicly opened.

Specifications and other information may be obtained at the Northeastern Connecticut Council of Governments, 125 Putnam Pike, PO Box 759, Dayville, Connecticut 06241, between 8:30 a.m. and 4:30 p.m. Monday through Friday.

John Filchak, Director
Northeastern Connecticut Council of Governments

Issue Date: October 20, 2015
Questions No Later Than: October 30, 2015
Date Due: November 6, 2015 (1:00 pm)

Invitation to Submit Proposals
Regional Revaluation Program
Northeastern Connecticut Council of Governments

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PROJECT:

THE COMPLETE REAPPRAISAL AND REVALUATION OF ALL REAL PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE PARTICIPATING TOWNS: ASHFORD, BROOKLYN, CANTERBURY, CHAPLIN, EASTFORD, HAMPTON, PLAINFIELD, POMFRET, SCOTLAND, SPRAGUE, STERLING, THOMPSON, VOLUNTOWN AND WOODSTOCK, CONNECTICUT.

I. Introduction

In 2009, the Northeastern Connecticut Council of Governments (“NECCOG”) sought and secured legislation (Public Act 09-60, as codified and amended in Section 12-62q of the Connecticut General Statutes - see sidebar) to enable towns to establish a regional revaluation program. In 2010, in accordance with PA 09-60, NECCOG issued an “Invitation to Submit Proposals for Regional Revaluations.” This process led to the retention of a qualified firm and revaluations were scheduled for the following towns that participated in the initial round of the regional revaluation program: Ashford, Brooklyn, Canterbury, Eastford, Killingly, Plainfield, Pomfret, Putnam, Sprague, Sterling, Thompson, and Woodstock.

The following towns (the “Participating Towns”), in conjunction with the Northeastern Connecticut Council of Governments (“NECCOG”), are looking to extend this regional revaluation program for a new five-year cycle: Ashford, Brooklyn, Canterbury, Chaplin, Eastford, Hampton, Plainfield, Pomfret, Scotland, Sprague, Sterling, Thompson, Voluntown and Woodstock, Connecticut.

The Participating Towns are looking to engage a revaluation company meeting the requirements in this Invitation to Submit Proposals to perform the services described in this Invitation to Submit Proposals, including the requirements and services described in Exhibits A – C and Addendum A, attached hereto and made a part hereof.

NECCOG is seeking proposals from interested parties meeting such requirements to perform such services. The Proposal shall be to perform the complete reappraisal and revaluation of all real property in the Participating Towns over a five (5) year period, for the October 1 Grand Lists in

**Section 12-62q of the Connecticut
General Statutes**

(a) Notwithstanding the provisions of subdivision (1) of subsection (b) of section 12-62 any two or more towns may enter into an agreement, as provided in section 7-148cc and sections 7-339a to 7-339i, inclusive, to establish a regional revaluation program. Towns participating in such an agreement shall provide for the revaluation of all parcels of real property encompassed within such towns at the same time and not less than once every five years, or shall annually revalue approximately one-fifth of all such parcels over a five-year period.

(b) Any agreement entered into pursuant to subsection (a) of this section shall: (1) Establish or designate an entity, which may be a regional planning organization, as the coordinating agency for implementation of the regional revaluation program; (2) indicate how a revaluation company certified in accordance with section 12-2b will be hired and overseen by the participating towns or the coordinating agency; (3) include a revaluation schedule that lists any adjustments to the revaluation schedules for participating towns; (4) identify administrative and procedural processes that will be implemented by the participating towns to implement the program; and (5) estimate the projected savings resulting from a regional revaluation program.

(c) (1) Prior to entering into an agreement pursuant to subsection (b) of this section, the participating towns shall submit to the Secretary of the Office of Policy and Management proposed adjustments to the revaluation schedules for the participating towns for the secretary's review and approval...

(2) If participation in a regional revaluation program causes a town to postpone the revaluation required by subdivision (1) of subsection (b) of section 12-62, such postponement shall be expressly approved by the secretary in the approval the secretary provides pursuant to this subsection.

(d) All procedures for conducting a revaluation in accordance with section 12-62 shall be followed by all towns participating in a regional revaluation program...

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the years 2016 through 2020. Proposers may submit proposals for the complete reappraisal and revaluation of all real property in the Participating Towns over a five (5) year period for the October 1 Grand Lists in the years 2016 through 2020. NECCOG reserves the right to allow additional towns to participate in the regional revaluation program prior to the execution of the regional revaluation contract.

The proposed revaluation dates shown on Exhibit A must first be approved by the State of Connecticut Secretary of the Office of Policy and Management and are subject to change. In particular, NECCOG and the Towns of Ashford and Woodstock reserve the right to move those towns' revaluations to another year if it is deemed in the best interest of the towns to do so.

Each Participating Town will also have to approve any regional revaluation contract. No Participating Town will enter into a regional revaluation contract pursuant to this Invitation to Submit Proposals until it is approved by all Participating Towns. Any contract entered into by the Participating Towns and a revaluation company must comply with the provisions of Section 12-62q of the Connecticut General Statutes.

II. Definitions

- A. "Addendum" means written documents issued by NECCOG prior to the date and time in Article III.E which modify this Invitation to Submit Proposals by additions, deletions, clarifications or corrections.
- B. "Contract" means the document that the Contractor executes with NECCOG and the Participating Towns to provide the regional revaluation services.
- C. "Contractor" means the Proposer who is selected by NECCOG and the Participating Towns to provide the regional revaluation services and executes the Contract.
- D. "NECCOG" means the Northeastern Connecticut Council of Governments.
- E. "Proposal" means a submission by a Proposer to provide the regional revaluation services that conform to the Proposal Documents.
- F. "Proposal Documents" means the Invitation to Submit Proposals, all schedules, exhibits and Addendum A attached hereto, and any further Addendum.
- G. "Proposal Price" means the price, as shown on Schedule 1, at which the Proposer offers to perform the work described in the Proposal Documents.
- H. "Proposer" means the person or entity who submits a Proposal.

III. Proposal Instructions

- A. Proposals shall be received from Proposers for the furnishing of the regional revaluation services described in Article V, and Exhibits A through C and Addendum A.
- B. When executed and submitted by Proposer, the Proposer acknowledges it has full knowledge of and agrees with the general specifications, conditions and requirements of the Proposal Documents.
- C. Proposals must be mailed or delivered to John Filchak, Director, Northeastern Connecticut Council of Governments, 125 Putnam Pike, PO Box 759, Dayville, Connecticut 06241 in an envelope clearly marked "Regional Revaluation Proposal."

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- D. The Proposer must submit its Proposal in a sealed envelope marked with the Proposer's name and address in the upper left hand corner. The sealed envelope is to be plainly marked in the lower left hand corner with the name of Proposal, the Proposal number and the opening date and time.
- E. The Proposal shall be submitted no later than FRIDAY, NOVEMBER 6, 2015 at 1:00 p.m. Proposals received later than that date and time will not be considered and will be returned unopened. Amendments to or withdrawals of Proposals received later than that date and time will not be considered.
- F. The Proposer shall submit twenty (20) copies of its Proposal.
- G. The Contractor shall comply with the laws, rules, regulations and policies of federal, state, and local governments. It shall be the responsibility of the Contractor to ensure that all personnel employed are familiar with all of the aforesaid laws, rules, regulations and policies as well as the contents of any manual or other rules, regulations and policies which NECCOG (or the Participating Towns) might publish.
- H. NECCOG reserves the right to waive technical defects in Proposals, to reject any and all Proposals, in whole or in part, and to make such awards in conjunction with the Participating Towns, in whole or in part, including accepting a Proposal or a part of the Proposal, although not the low Proposal, that in the judgment of NECCOG and the Participating Towns will be in the best interest of NECCOG and the Participating Towns.
- I. NECCOG can only accept a Proposal upon the acceptance of a Proposal by all Participating Towns. NECCOG reserves the right to negotiate contract terms with any or all Proposers, even if a Proposer has not submitted the low Proposal. Based on the Proposals, the Participating Towns may determine to not do any regional revaluation program or to structure its regional revaluation program differently. Any contract must first be approved by all of the Participating Towns before any Participating Town will enter into a contract.
- J. NECCOG and the Participating Towns, at their discretion, may reject any non-conforming Proposal or Proposal that materially misrepresents any offering.
- K. The Participating Towns reserve the right to amend or cancel this Invitation to Submit Proposals, at any time, if it is in the best interest of the Participating Towns.
- L. The Participating Towns reserve the right to waive technical defects in Proposals, to reject any or all Proposals, in whole or in part, and to make such awards, in whole or in part, including accepting a Proposal or part of the Proposal, although not the low Proposal, that in the judgment of the Participating Towns will be in the best interest of the Participating Towns.
- M. Each Proposer is responsible for making sure it gets the information it needs to make a responsible Proposal that allows it to execute the Contract if it is awarded the Contract. Information requests and questions are to be made in writing to John Filchak, Director, Northeastern Connecticut Council of Governments, 125 Putnam Pike, PO Box 759, Dayville, Connecticut 06241 prior to the end of business on FRIDAY, OCTOBER 30, 2015. A written request does not in any way diminish a Proposer's responsibility to get the information it needs to make a Proposal. Questions will be forwarded to the Participating Towns' Assessors by NECCOG.

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- N. Any modification to the Proposal Documents will be made by Addendum. Any Addendum will be mailed to all persons that have requested the Proposal Documents. Each Proposer shall confirm prior to submitting its Proposal that it has received all Addendum.
- O. Interviews with one or more proposers may be held in the sole discretion of NECCOG. If NECCOG requires interviews of one or more proposers, it anticipates that interviews shall be held on November 9 and 10, 2015, but the actual date or dates of interviews shall be determined by NECCOG.

IV. Proposal Requirements

- A. The Proposal shall be submitted with all of the information described in this Article IV, and in the format described on Schedule 4.
- B. Each Proposer must fill out and execute the "Proposal Form" in the form of Schedule 1. As described in more detail on the Proposal Form, all Proposers should submit a per parcel price, which would then be calculated to determine the price to perform all services under a regional revaluation contract. The Proposer should also submit a separate fee schedule for its litigation fees, which fee schedule would apply to all five years of revaluations. The Proposers should note that all other services (except for those listed in Addendum A) should be included in the per parcel price. Proposers should note any special conditions or exclusions to the per parcel price. The Proposer should also submit a separate fee schedule for those additional services/tasks described on Addendum A.
- C. Each Proposer must declare that this Proposal is made without any connection with any other person or entity making any proposal for the same services, that it is in all respects fair and without collusion or fraud and that no person acting for or employed by NECCOG or any of the Participating Towns is directly or indirectly interested in the Proposal or in the services to which it relates, or in any portion of the profits therefrom, in the form attached as Schedule 2, attached hereto and made a part hereof.
- D. Each Proposer's Proposal should contain confirmation that it could obtain a performance bond as described in Exhibit C. Proposers may include in their Proposals alternate security options including a cash deposit as security.
- E. Each Proposal should contain a current certificate of insurance for the Proposer and confirmation that such Proposer can obtain the insurance described in Section 8 of Exhibit B if the required insurance exceeds the current amounts or types shown on the current certificate of insurance.
- F. Each Proposer shall provide a listing of all municipal revaluations completed during the past five (5) years, including client contact, telephone number, size of municipality, scope of services rendered and date completed.
- G. Each Proposer shall provide a listing of all municipal revaluations, now underway, under contract, or for which there are bids outstanding, including client contact, telephone number, size of municipality, scope of services to be rendered, and date to be completed and personnel active on each project.
- H. Each Proposer shall provide a listing of personnel to be assigned to regional revaluation, including years of experience in current positions and other revaluation positions, municipalities served, and their roles in those revaluations. Copy of employee's current Connecticut Revaluation Employee Certification and resumes of personnel assigned shall also be included.

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- I. Each Proposer shall provide a description of the methodologies to be used for assessing values for residential, commercial, industrial, and vacant land parcels.
- J. Each Proposer shall provide a description of sales analyses to be performed to verify accuracy of valuations.
- K. Each Proposer shall provide a description and outline summary of the proposed public relations program that would be used during the revaluation.
- L. Each Proposer shall provide a copy of the Proposer's current Connecticut Revaluation Certification.
- M. Each Proposer shall provide how many years the firm has been engaged as a company, corporation, partnership, or other entity or individual specializing in municipal revaluation services.
- N. Each Proposer shall provide a copy of the Proposer's Financial Statements for the last two (2) fiscal years.
- O. Each Proposer must submit, as part of the Proposal Form, a schedule and percentage of completed work based upon experiences of the Proposer, in performing revaluations, and based upon the Proposal Documents for each revaluation year.
- P. Each Proposer must submit a Project Task grid form for each Participating Town, in the form of Schedule 3.
- Q. Each Proposer must submit proof of the Proposer's ability to utilize each Participating Town's existing software for the revaluation project. The existing software being utilized by each Participating Town is described in Exhibit A.

V. Scope of Work

- A. NECCOG and the Participating Towns are seeking a certified revaluation company that meets all of the requirements of these Proposal Documents to make a complete reappraisal and revaluation of all taxable and tax-exempt real property located within the corporate limits of each of the Participating Towns (the "Project") and to perform all the services and furnish all the records, materials, forms and supplies required by and in complete accordance with these Proposal Documents, all such labor, records, materials, forms and supplies to comply with the requirements of the pertinent Connecticut General Statutes and Special Acts, pertinent Regulations of Connecticut State Agencies, pertinent rulings of the Secretary of Office of Policy and Management, pertinent ordinances and agreements of the Participating Towns, and pertinent decisions of Connecticut courts. All work shall be subject to the direct supervision and approval of the Assessor of the Participating Town then undergoing revaluation as shown in Exhibit A.
- B. The effective date of the Project shall be October 1 and the pricing and valuation by the Contractor of all land, buildings, and property under the Contract shall reflect the fair market value as of October 1 of the revaluation year for the Participating Town as shown in Exhibit A.
- C. Information on each Participating Town is shown in Exhibit A. The Project shall be for the revaluation years for each Participating Town are also shown in the schedule in Exhibit A.
 - 1. It is anticipated that the work on the Contract shall commence on or about the first week of December, 2015 (for to the October 1, 2016 revaluation date.)

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2. The work on the Contract shall be completed through the completion of the duties of the Board of Assessment Appeals for the Participating Towns for the October 1, 2020 revaluation date.
- D. The Project Tasks are described in Schedule 3.
- E. The period of the Contract shall be for a five (5) year period commencing with the work required for the October 1, 2016 Grand List and terminating with the completion of duties for the October 1, 2020 Grand List.
- F. The Contractor shall perform all work for the Project in strict accordance with the specifications shown in Exhibit B.
- G. The successful Proposer must execute the Contract substantially in the form attached as Exhibit B. The terms, conditions and provisions of the Contract are incorporated into and made a part of this Invitation to Submit Proposals. Each Proposer should be thoroughly familiar with all of the terms, conditions and provisions of the Contract.
- H. The terms, conditions and provisions of Exhibits A through C are incorporated into and made a part of this Invitation to Submit Proposals. Each Proposer should be thoroughly familiar with all the terms, conditions and provisions of Exhibits A through C. NECCOG, the Participating Towns and the Contractor may modify such provisions by mutual consent prior to signing a Contract.
- I. The successful Proposer must hold, from the time of submission of the proposal through the completion of all work hereinafter required, a valid Connecticut Revaluation Company Certification pursuant to Section 12-1c of the Connecticut General Statutes.
- J. The Contractor shall provide the services described in the Contract utilizing each Participating Town's existing CAMA software. Each Participating Town's existing assessment database information shall be used as the basis for the revaluation analysis. Each Proposer shall provide proof of the Proposer's ability to work with each Participating Town's existing CAMA software.

Consideration in the awarding of the Contract will be given, but not limited to: price, the accuracy and responsiveness of the Proposer, the experience, competence and financial condition of the Proposer, time for completion and/or labor force adequate to perform the work, the quality and experience of the Proposer's personnel, the nature and size of the Proposer'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 Proposer, and a determination by the Assessors that the Proposer has the ability to complete the revaluations successfully.

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Certification:

The Proposer has read and understood the Proposal Documents, INCLUDING ALL EXHIBITS and ADDENDUM, which are Exhibit A through Exhibit C and Addendum A, all attached hereto and made a part hereof, and the following addendum:

_____ (if any. If none, state "None"), and the Proposal conforms to the terms and conditions of the Proposal Documents.

I hereby certify, as an officer of _____, that, as the Proposer under these Proposal Documents, all of the information and material supplied to NECCOG as required by these Proposal Documents are complete and true. I, as an officer of _____, understand that all of the terms and conditions of these Proposal Documents shall be included in the Contract executed with NECCOG and the Participating Towns, if awarded the Contract. I, as an officer of _____, further understand that any information that is found to be incomplete or false or, any attempt to mislead NECCOG and the Participating Towns is discovered, either during the evaluation or subsequent to any award may result in the disqualification of the Proposal or the immediate termination of the Contract.

Type or print (except for signature):

Signature _____ Date _____

Name _____ Title _____

Notary Public _____ Seal _____

Proposer Information

Company: _____

Type of Legal Entity: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ Email: _____

** If PROPOSER is a Corporation or LLC or other entity attach letter of authorization for signatory to sign and bind a contract.*

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PROPOSAL FORM FOR REGIONAL REVALUATION

PROJECT:

THE COMPLETE REAPPRAISAL AND REVALUATION OF ALL REAL PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE PARTICIPATING TOWNS: ASHFORD, BROOKLYN, CANTERBURY, CHAPLIN, EASTFORD, HAMPTON, PLAINFIELD, POMFRET, SCOTLAND, SPRAGUE, STERLING, THOMPSON, VOLUNTOWN AND WOODSTOCK, CONNECTICUT.

The undersigned, either the individual signing this proposal form or duly authorized agent for the partnership, corporation or other entity (hereinafter called PROPOSER) submitting this proposal affirms and declares:

1. That this PROPOSAL is executed by said PROPOSER with full knowledge and acceptance of the terms of the Contract (including the Reappraisal and Revaluation Specifications) included in the Proposal Documents.
2. That should this PROPOSAL be accepted in writing by NECCOG and all of the PARTICIPATING TOWNS, said PROPOSER will furnish the services for which this PROPOSAL is submitted at the price per parcel indicated and in compliance with the provisions of the Contract described in Exhibits A through C of the Proposal Documents.
3. That the PROPOSER or its representative has visited the PARTICIPATING TOWNS; is familiar with the geography, general character of housing and the commercial and industrial areas; has examined the quality and condition of the ASSESSORS' records; and has met with the ASSESSORS to make itself knowledgeable of those matters and conditions in the PARTICIPATING TOWNS which would influence its PROPOSAL.
4. That all items, documents and information required to accompany this PROPOSAL as listed on the Proposal Checklist are enclosed herewith.
5. The PROPOSER shall provide such services utilizing the TOWNS' existing Computer Assisted Mass Appraisal (CAMA) software. The PROPOSER shall provide proof of its ability to work with the TOWNS' existing software.
6. That the PROPOSER proposes to furnish the services and materials required to complete the regional revaluation project in accordance with the Proposal Documents. Proposed prices for aforementioned proposals are valid for one hundred (100) days.
7. This annual payment schedule for percentage of completed work for each specific revaluation year is to be completed by the PROPOSER:

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Stages of Completion	Percentage of Total
a. Bonding and project start-up	
b. Data collection & verification – Residential	
c. Data collection & verification – Commercial/Industrial/Exempt	
d. Data mailers	
e. Valuation Analysis – Land Study	
f. Valuation Analysis – Building Cost	
g. Valuation Analysis – Income and Expense Statements	
h. Field Review – Residential	
i. Field Review – Commercial/Industrial/Exempt	
j. Final Valuations – Residential	
k. Final Valuations – Commercial/Industrial/Exempt	
l. Final Valuations – Properties that have changed since final values, including properties with building permits	
m. Assessment Notices with PRC's mailed	
n. Informal Hearings completed and final adjustments	
o. Training of Board of Assessment Appeals members	
p. Board of Assessment Appeals completion of duties	
q. Litigation	

8. The Proposer proposes the following per parcel price to perform the regional revaluation services described in the Proposal Documents: \$_____ per parcel, which shall be paid over a five year period as described in Section 4 of Exhibit B of the Proposal Documents.

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SCHEDULE 2

NON-COLLUSION STATEMENT

The undersigned hereby declares that this Proposal is made without any connection with any other person or entity making any proposal for the same services, that it is in all respects fair and without collusion or fraud and that no person acting for or employed by NECCOG or any of the Participating Towns is directly or indirectly interested in the proposal or in the services to which it relates, or in any portion of the profits therefrom.

Signed: _____

Proposer's Name: _____

By: _____

Name _____

Its _____

Street _____

City/State Zip _____

Date _____

STATE OF CONNECTICUT:

ss

COUNTY OF: _____

Subscribed and Sworn to before me on this _____ day of _____, 2015.

Notary Public _____

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SCHEDULE 3

PROJECT TASKS FOR _____ REVALUATION YEAR

Include in the Proposal a completed Project Task grid for each Participating Town

TOWN OF _____	START DATE	FINISH DATE
Project Duration		
Bonding and Project Start-Up		
Public Information Program		
Residential Data Collection & Verification		
Sales Data Collection & Analyses		
Commercial, Industrial, Public Utility and Exempt Data Verification and Collection		
Data Mailers		
Land Study – Valuation Analysis		
Building Permits		
Building Cost Manual		
Field Review of Values Residential		
Income & Expense Statements – Valuation Analysis		
Integration of CAMA Software with Current Administrative Software		
Field Review of Values Commercial, Industrial, Public Utility and Exempt		
Assessor Value Review		
Final Valuations - Residential		
Final Valuations – Commercial/Industrial/Exempt		
Final Valuations – Properties that have changed since final values, including properties with building permits		
Assessment Change Notices & PRC's Mailed		
Informal Hearings		
Notices of Results of Informal Hearings Mailed		
Property Record Cards Printed and Delivered to Assessor		
Changed Property Record Cards Printed and Delivered to Assessor		
Training of Board of Assessment Appeals Members		
Revaluation Complete through BAA		
Litigation Support		

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SCHEDULE 4

PROPOSAL CHECKLIST

All of the following items **MUST** be included with the Proposal. Each item must be clearly identified and listed.

- Item #1 Proposal Form. (Schedule 1) and fee schedule for litigation fees and additional services described on Addendum A
- Item #2 Non- Collusion Statement. (Schedule 2)
- Item #3 Confirmation of Performance Bond.
- Item #4 Copy of certificate of insurance and confirmation of Insurance.
- Item #5 Listing of all municipal revaluations performed during the past 5 years.
- Item #6 Listing of all municipal revaluations, now underway, under contract, or for which there are bids outstanding.
- Item #7 Listing of personnel to be assigned to the regional revaluation.
- Item #8 Description of the methodologies to be used for assessing values for residential, commercial, industrial, and vacant land parcels.
- Item #9 Description of sales analyses to be performed to verify accuracy of valuations.
- Item #10 Description and outline summary of the proposed public relations program.
- Item #11 Copy of the Proposer's current Connecticut Revaluation Certification.
- Item #12 Indication of how many years the Proposer has been engaged as a company, corporation, partnership, or other entity or individual specializing in municipal revaluation services.
- Item #13 Copy of the Proposer's Financial Statements for the last two (2) fiscal years.
- Item #14 A schedule and percentage of completed work based upon experiences of the Proposer in performing revaluations, on the Proposal Form.
- Item #15 Project Tasks grids for all Participating Towns. (Schedule 3)
- Item #16 Proof of Proposer's ability to utilize each Participating Town's existing CAMA software.

EXHIBIT A
REVALUATION SUMMARY INFORMATION**

THE COMPLETE REAPPRAISAL AND REVALUATION OF ALL REAL PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE PARTICIPATING TOWNS: ASHFORD, BROOKLYN, CANTERBURY, CHAPLIN, EASTFORD, HAMPTON, PLAINFIELD, POMFRET, SCOTLAND, SPRAGUE, STERLING, THOMPSON, VOLUNTOWN AND WOODSTOCK, CONNECTICUT, EFFECTIVE AS OF THE FOLLOWING SCHEDULE, SUBJECT TO APPROVAL BY STATE OF CONNECTICUT OFFICE OF POLICY AND MANAGEMENT

OCTOBER 1, 2016

TOWN OF ASHFORD
TOWN OF WOODSTOCK

OCTOBER 1, 2017

TOWN OF PLAINFIELD
TOWN OF SPRAGUE
TOWN OF STERLING

OCTOBER 1, 2018

TOWN OF CHAPLIN
TOWN OF EASTFORD
TOWN OF HAMPTON
TOWN OF SCOTLAND

OCTOBER 1, 2019

TOWN OF THOMPSON
TOWN OF VOLUNTOWN

OCTOBER 1, 2020

TOWN OF BROOKLYN
TOWN OF CANTERBURY
TOWN OF POMFRET

* * Subject to change. NECCOG and the Towns of Ashford and Woodstock reserve the right to move those towns' revaluations to another year if it is deemed in the best interests of the towns to do so.

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Revaluation Schedule

Town	Parcel Counts	Reval Dates				
		2016	2017	2018	2019	2020
Ashford	2,244					
Brooklyn	3,512					
Canterbury	3,011					
Chaplin	1,239					
Eastford	1,338					
Hampton	1,106					
Plainfield	6,258					
Pomfret	2,027					
Scotland	873					
Sprague	1,256					
Sterling	1,789					
Thompson	5,913					
Voluntown	1,551					
Woodstock	5,237					
Parcels:	37,354	7,481	9,303	4,556	7,464	8,550

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EFFECTIVE DATE OF REVALUATION	October 1, 2016		
Town of Revaluation	Ashford	Woodstock	Total
Population, 2013 (CT DPH estimate)	4,281	7,897	12,178
Last Year of Revaluation	2011	2011	
Parcel Count by Type			
100 - Residentially Improved Parcels	1,587	3,274	4,861
200 - Commercially Improved Parcels	37	105	142
300 - Industrially Improved Parcels	2	7	9
400 - Public Utility Improved Parcels	1	—	1
500 - Vacant Parcels	297	540	837
600 - Vacant Parcels Classified Under PA 490	178	1,101	1,279
700 - Ten Mill Property	1	—	1
800 - Parcels with 4+ Unit Apartments	7	—	7
Exempt			
901 - Residentially Improved Parcels	6	0	6
902 - Commercial/Industrial Improved Parcels	19	57	76
905 - Vacant Parcels	109	153	262
Total	2,244	5,237	7,481
CAMA System Currently in Use	Vision 6.5	Vision 6.5	
Administrative System Currently in Use	QDS	QDS	

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EFFECTIVE DATE OF REVALUATION		October 1, 2017		
Town of Revaluation	Plainfield	Sterling	Sprague	Total
Population, 2013 (CT DPH estimate)	15,228	3,780	2,979	21,987
Last Year of Revaluation	2012	2012		
Parcel Count by Type				
100 - Residentially Improved Parcels	4,876	1,217	906	6,999
200 - Commercially Improved Parcels	270	42	19	331
300 - Industrially Improved Parcels	89	13	8	110
400 - Public Utility Improved Parcels	19	0	2	21
500 - Vacant Parcels	633	253	145	1,031
600 - Vacant Parcels Classified Under PA 490	141	178	96	415
700 - Ten Mill Property	0	0	0	0
800 - Parcels with 4+ Unit Apartments	43	9	6	58
Exempt				
901 - Residentially Improved Parcels	4	1	4	9
902 - Commercial/Industrial Improved Parcels	87	19	16	122
905 - Vacant Parcels	96	57	54	207
Total	6,258	1,789	1,256	9,303
CAMA System Currently in Use	Vision 6.5	IASWorld 7.1	Universe	
Administrative System Currently in Use	QDS	QDS	QDS	

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EFFECTIVE DATE OF REVALUATION	October 1, 2018				
Town of Revaluation	Chaplin	Eastford	Hampton	Scotland	Total
Population, 2013 (CT DPH estimate)	2,276	1,736	1,868	1,699	7,579
Last Year of Revaluation	2013	2013	2013	2013	
Parcel Count by Type					
100 - Residentially Improved Parcels	848	729	736	626	2,939
200 - Commercially Improved Parcels	29	41	13	3	86
300 - Industrially Improved Parcels	1	6	1	4	12
400 - Public Utility Improved Parcels	0	0	0	4	4
500 - Vacant Parcels	163	149	81	93	486
600 - Vacant Parcels Classified Under PA 490	84	362	222	143	811
700 - Ten Mill Property	2	0	1	0	3
800 - Parcels with 4+ Unit Apartments	2	0	0	0	2
Exempt					
901 - Residentially Improved Parcels	1	3	3		7
902 - Commercial/Industrial Improved Parcels	17	10	13		40
905 - Vacant Parcels	92	38	36		166
Total	1,239	1,338	1,106	873	4,556
CAMA System Currently in Use	Vision 6.5	Vision 6.5	Vision 6.5	Vision 6.5	
Administrative System Currently in Use	QDS	QDS	QDS	QDS	

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EFFECTIVE DATE OF REVALUATION	October 1, 2019		
Town of Revaluation	Thompson	Voluntown	Total
Population, 2013 (CT DPH estimate)	9,354	2,611	11,965
Last Year of Revaluation	2014	2015	
Parcel Count by Type			
100 - Residentially Improved Parcels	3,619	1,086	4,705
200 - Commercially Improved Parcels	124	25	149
300 - Industrially Improved Parcels	24	3	27
400 - Public Utility Improved Parcels	3	3	6
500 - Vacant Parcels	1,118	142	1,260
600 - Vacant Parcels Classified Under PA 490	716	117	833
700 - Ten Mill Property	0	0	0
800 - Parcels with 4+ Unit Apartments	15	1	16
Exempt			
901 - Residentially Improved Parcels	5	2	7
902 - Commercial/Industrial Improved Parcels	48	14	62
905 - Vacant Parcels	241	158	399
Total	5,913	1,551	7,464
CAMA System Currently in Use	Vision 6.5	Vision 6.5	
Administrative System Currently in Use	QDS	QDS	

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EFFECTIVE DATE OF REVALUATION		October 1, 2020			
Town of Revaluation	Brooklyn	Canterbury	Pomfret	Total	
Population, 2013 (CT DPH estimate)	8,280	5,096	4,198	17,574	
Last Year of Revaluation	2015	2015	2015		
Parcel Count by Type					
100 - Residentially Improved Parcels	2,594	1,900	1,363	5,857	
200 - Commercially Improved Parcels	119	49	53	221	
300 - Industrially Improved Parcels	10	16	7	33	
400 - Public Utility Improved Parcels	9	3	9	21	
500 - Vacant Parcels	442	356	152	950	
600 - Vacant Parcels Classified Under PA 490	192	584	246	1,022	
700 - Ten Mill Property	1	1	0	2	
800 - Parcels with 4+ Unit Apartments	27	4	7	38	
Exempt					
901 - Residentially Improved Parcels	10	2	28	40	
902 - Commercial/Industrial Improved Parcels	35	15	25	75	
905 - Vacant Parcels	73	81	37	191	
Total	3,512	3,011	1,927	8,450	
CAMA System Currently in Use	Vision 6.5	Vision 6.5	Vision 6.5	8,450	
Administrative System Currently in Use	QDS	QDS	QDS		

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EXHIBIT B

FORM OF REGIONAL REVALUATION CONTRACT

Attached

EXHIBIT C
PERFORMANCE BOND OR OTHER SECURITY

NECCOG and the PARTICIPATING TOWNS have required that a performance bond be provided, unless the PARTICIPATING TOWNS accept an alternate form of security, to secure the CONTRACTOR's obligations under the CONTRACT. If the security required by the PARTICIPATING TOWNS is a performance bond, the CONTRACTOR must provide the performance bond as follows:

The CONTRACTOR shall, to secure the faithful performance by the CONTRACTOR of the terms of this agreement, furnish to NECCOG and the PARTICIPATING TOWNS, a Performance Surety Bond in the amount of the full value of the CONTRACT, which bond shall be issued by a bonding company licensed to do such business in the State of Connecticut with a minimum (A.M.) Best Company rating of "A/VII." Said bond shall be delivered to NECCOG prior to the commencement of actual work and shall be in a form satisfactory to and approved by each of the PARTICIPATING TOWNS and shall be held by NECCOG to benefit the PARTICIPATING TOWNS. This bond shall include the appeal requirements described in the CONTRACT.

It is understood and agreed that upon completion of the last revaluation for a PARTICIPATING TOWN as scheduled in Exhibit A and approved delivery to that PARTICIPATING TOWN of the last revaluation, that the performance bond shall be reduced to an amount of the full value of the CONTRACT minus the amount of the value of the CONTRACT allocable to that PARTICIPATING TOWN, except for ten percent (10%) of the value of the CONTRACT allocable to that PARTICIPATING TOWN to cover the defense of all appeals, for that PARTICIPATING TOWN. This reduced amount of bond shall replace the then-existing bond after all of the revaluations required by the CONTRACT have been completed and have been approved by the ASSESSOR of such PARTICIPATING TOWN and after the completion of the duties of the Board of Assessment Appeals of such PARTICIPATING TOWN. The final ten percent (10%) for such PARTICIPATING TOWN shall be held and remain effective until a final resolution in the courts of any timely appeals taken from the decisions of the Board of Assessment Appeals of such PARTICIPATING TOWN. The performance bond shall be held until the completion of all duties under the CONTRACT and shall never be in an amount that is less than the remaining value of the CONTRACT allocable to the PARTICIPATING TOWNS which have not yet had revaluations.

IF THE PARTICIPATING TOWNS ELECT AN ALTERNATE FORM OF SECURITY, THE PARTIES SHALL AGREE HOW TO DESCRIBE HOW SUCH ALTERNATE SECURITY SHALL SECURE THE CONTRACTOR'S OBLIGATIONS PRIOR TO THE EXECUTION OF THE CONTRACT.

Addendum A

ADDITIONAL SEPARATE SERVICES REQUESTED BY TOWNS

SEPARATE SERVICES The following towns are requesting bids for additional services as noted below. These services are requested to be quoted separately based on the towns' information and requested service. These services are to be bid separately to the town listed and the contract for these listed services will be made by and between the individual requesting town and the successful Proposer. All payments for these separate contracts will be made to the successful Proposer directly by the requesting town.

Brooklyn: In addition to the services provided under the Regional Revaluation RFP, Brooklyn is seeking the additional service of parcel photos to be taken and entered into the CAMA program.

Chaplin: In addition to the services provided under the Regional Revaluation RFP, Chaplin is seeking the additional service of parcel photos to be taken and entered into the CAMA program.

Plainfield: In addition to the services provided under the Regional Revaluation RFP, Plainfield is seeking the additional service of parcel photos to be taken and entered into the CAMA program.

Sterling:

The Town of Sterling is seeking the following additional services:

- i. One or more photo(s) of each property inspected to include all buildings with dwelling units and all commercial structures. Parcel photos are to be entered into the CAMA program.
- ii. On Schedule 3, the tasks "Commercial, Industrial, Public Utility and Exempt Data Verification and Collection" and "Income and Expense Statements – Valuation Analysis" should include narratives describing data collection and analysis for campgrounds and approved sand and gravel sites. The data collection town-wide should be supplemented with information on the sales and capitalization rates for these uses from other NECCOG towns. The Valuation Analysis for these uses should incorporate regional market conditions in other NECCOG towns for these uses.