

RFP -- Town of East Montpelier
10/10/2024 DRAFT
Request For Proposal for Town-Wide Reappraisal

The Town of East Montpelier is requesting proposals from qualified, certified reappraisal contractors to work with the East Montpelier Listers to complete a town-wide reappraisal.

The selected contractor will be responsible for a thorough analysis of local real estate market conditions and review of the existing Computer Assisted Mass Appraisal (CAMA) data leading to the development of computer models for estimating the fair market value of all taxable property in East Montpelier.

Proposals are due by November 10, 2024, at 10:00 am. Paper copies of this request for proposal may be obtained by calling the town lister's office at 802-223-3313 ext.206, or by email at listers@eastmontpeliervt.org

The Request for proposal is intended to be explanatory, but should any discrepancy appear of any misunderstanding arise as to the intent of anything contained therewith, the interpretation and decision of the Town of East Montpelier shall be final and binding. Any corrections of errors or omissions in the Request for Proposal may be made by the Town of East Montpelier when such correction is necessary for the proper fulfillment of their intention as constructed by the Town of East Montpelier.

INTRODUCTION

The Town of East Montpelier is situated in central Washington County. East Montpelier is [redacted] square miles with [redacted] miles of roads. There was an estimated population of 2598 residents at the 2020 census, with an estimated median household income of \$[redacted] in 20[redacted].

We have a mix of residential, agricultural, and commercial/industrial properties. Our CLA (Common Level of Appraisal) is 70.33%.

For the 2024 Grand List there were 1216 parcels. The parcel breakout was as follows:

R1	500
R2	407
MHU	58
MHL	44
S1	8
S2	10
C	51
CA	4
I	3
UE	11
UO	1
F	10
O	0
W	0

There are [redacted] non-taxable (exempt) properties. The selected contractor will collect data and take pictures of these properties.

The Town uses Microsolve CAMA software provided by New England Municipal Resource Center (NEMRC). All properties are currently listed using this software. The reappraisal project will be completed using this software.

Description of Project

The reappraisal project shall involve:

- Development of new land schedules and neighborhood delineations to estimate land values for every site in town.
- Land, lake front, and depreciation schedules will adhere to the standard MicroSolve table structure.
- Formulating accurate, localized cost and depreciation schedules to develop a market adjusted cost approach for all types of properties.

These and any other applicable methods, shall be incorporated into existing MicroSolve CAMA software system and the existing property listing data will be reviewed to assure compliance with the new analyses.

The contractor will work closely with the East Montpelier listers throughout the project. The Town will provide mailing services, and access to the existing CAMA system.

Project Purpose & Objectives

The objective of the reappraisal is to generate accurate, defensible estimates of the fair market value for every property in East Montpelier. In addition, the models shall be integrated into the CAMA system so that future construction, subdivisions, and changes to existing properties may be valued using the same method.

Available Information

Tax Map and parcel data

Examples of current land schedules and Microsolve manuals

Property descriptions from current CAMA systems

Copies of completed sale verification forms

Scope of Services

The contractor shall review existing CAMA property descriptions, neighborhood delineations, tax maps, zoning descriptions and other relevant information to understand the current assessment system.

The contractor shall analyze three years of sales information, verifying the sales information and correcting, as needed, the associated assessment information.

The contractor shall review and refine neighborhood delineations, analyze vacant and improved property sales, and develop land-pricing schedules that result in accurate estimates for land values for every property in town. The new land schedules must also produce current Act 60 Homestead site values.

The contractor will visit each property and for purposes of completing an interior inspection of all Residential (year-round and seasonal), Condominium, Farm and Commercial buildings and will update all sketches and photos for each property.

The contractor shall produce new models in the CAMA system for cost and depreciation, sales comparison, MRA, income and any other applicable valuation methods for all types of real property in East Montpelier.

The contractor shall test the various computer models against the existing sales data to verify the reliability and accuracy of the models for estimating fair market values.

The contractor shall produce, review, and verify fair market value estimates for every property in East Montpelier which shall include a property record card.

The contractor, working with the Town, shall produce a Change of Assessment Notice to be mailed to every property owner as the official notification.

The contractor shall conduct informal hearings for taxpayers to question the new assessment values and shall assist the Town with the formal Listers' grievances and Board of Civil Authority appeals.

The contractor shall produce manuals clearly explaining the new valuation methods, the data and the processes to aid the Town in defending the new assessments, and valuing new properties, subdivisions and changes to existing properties. This included a thorough description of land grading values as well as how peculiarities in construction that are not described in Marshall and Swift are appraised.

The contractor shall complete all these activities in compliance with Vermont's "Three-Prong Test" and accepted appraisal practices, conforming to all applicable state statutes and rules.

All data, maps, reports, forms, and worksheets used or developed for this reappraisal shall belong to the Town of East Montpelier.

Project Schedule

1. Request for Proposals (RFP) issued October 8, 2024
2. Submittals Due November 29, 2024 10 am
3. Selection of Firm on or before January 15, 2025
4. Work plan established with contractor TBD
5. Delivery Preliminary Grand List TBD
6. Reappraisal Notices mailed, on or before TBD
7. Grievance hearing dates TBD
8. File Final Grand List TBD

Deliverables

The final work product will be the Change of Assessment Notices by TBD, updates to the MicroSolve CAMA software that reflect the new land schedules and updated costs, income and market models and the successful completion of the informal appeals. The documentation produced for this project shall include: a new land valuation manual that includes neighborhood delineations, land schedules and descriptions of adjustments, a copy of the sales file and adjustment made to create the land schedule, copies of any data collection or review manuals developed for, or used during this project, and copies of any other manuals, tables or reference materials developed or used during this project; property record cards for each parcel. Properties with multiple residences shall have a property record card for each residence.

Administrative Instructions

The proposals are due by November 29, 2024 at 10:00 am. Two complete paper proposals shall be submitted in a sealed envelope, clearly marked 2026 East Montpelier Reappraisal, and addressed to:

Town Administrator

P.O. Box 157

East Montpelier VT 05651

Note Physical Address: 40 Kelton Rd

The work shall not be assigned or sublet without previous consent of the Town of East Montpelier and shall not either legally or equitably assign any of the moneys payable under this agreement, unless by and with consent of the Town of East Montpelier.

Qualifications and Evaluation

The proposal shall include the following:

1. Scope of services
2. Professional qualifications and names of principals of the firm
3. The qualifications of the project manager and key staff assigned to the project
4. Description of the proposed methodologies for assessing values on each class of property
5. Description of quality control and testing results
6. The cost proposal
7. Schedule by work task
8. List of all municipal reappraisals currently underway or completed within the last five years including client contacts and references.

The evaluation of the proposal will be based on:

1. Firm's understanding of the scope
2. Proposed methodology for completing work
3. Qualifications of the firm
4. Work on similar projects
5. Cost proposal

Town Contact:

Jen Devine

Town Administrator

40 Kelton Rd

P.O. Box 157

East Montpelier VT 05651

802-233-3313 ext.204

manager@eastmontpeliervt.org

Title: RFP-Town Wide Reappraisal

Salary Range: \$0 to \$0

Application Deadline: 11/08/2024

Location: East Montpelier, VT

Application URL: eastmontpeliervt.gov

Best Method of Contact: EMAIL