

INVITATION TO BID

PROJECT: The Town of Foster is undertaking a program to perform a Full Revaluation of all taxable real property pursuant to the Rhode Island General Laws within the corporate limits of the Town of Foster, Rhode Island, effective December 31, 2017. Contractors interested in providing the revaluation services set forth in the specifications are invited to deliver (1) one original and (3) three sealed copies of their proposal to:

Patricia J. Moreau
Tax Assessor
181 Howard Hill Road
Foster, RI, 02825

Proposals received after said date and time shall be considered invalid without exception. Each **sealed** envelope shall be plainly marked **“Proposal for Foster 2017 Full Revaluation”**.

Proposals will be opened in the Finance Department 3:00 pm on Tuesday, November 8, 2016 in the Foster Town Hall. Proposals also will be read aloud during the Town Council meeting to be held at 7 pm November 10, 2016 at which point the project may be awarded. Individuals requesting interpreter services for the hearing impaired should call the Town Clerk at (401)392-9200, 72 hours in advance of the bid opening.

The bid award and signing of contract conditions are set forth in the enclosed specifications. Additional copies of the Contract and Specifications may be obtained from the Assessor at (401)392-9202.

In accordance with the provisions of Section 2.22 of the Town of Foster Home Rule Charter, the Tax Assessor shall submit a list of recommended firms to the Town Council. The Town Council shall select the firm to conduct the Full Revaluation from such list.

THE TOWN OF FOSTER RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS; TO WAIVE INFORMALITIES AND TECHNICALITIES; AND, TO ACCEPT THAT BID WHICH THE TOWN AND ASSESSOR DEEM TO BE IN THE BEST INTEREST OF THE TOWN, WHETHER OR NOT IT IS THE LOWEST DOLLAR AMOUNT.

All information pertaining to the COMPANY’S technical and management approach to completing this Project, as well as the proposed cost, timetable and staffing plan, shall be presented in the Proposal. The Proposal must address, at a minimum, each of the issues set forth in the Request for Proposals in order to be considered responsive.

If applicable, Federal Excise Taxes and /or Rhode Island Use Taxes are not to be included in the bid.

The Town will execute exemption certificates if furnished by the bidder when submitting his invoice.

The Town is also interested in the use of the Internet and World Wide Web for purposes of sharing data with the public. The Contractor is expected to include its Internet solutions along with the cost of three (3) years of web hosting with quarterly updates and three (3) years of software support (if applicable) as a part of this proposal.

DO NOT SUBMIT A COPY OF THIS REQUEST FOR PROPOSALS AS PART OF YOUR PROPOSAL. ANY PROPOSAL THAT DOES NOT RESPOND TO EACH ISSUE IN THE REQUEST FOR PROPOSALS MAY BE REJECTED BY THE TOWN AS NON-RESPONSIVE.

IN ADDITION TO ADDRESSING EACH OF THE ITEMS IN THE SPECIFICATIONS, THE CONTRACTOR MUST SUBMIT AS PART OF ITS PROPOSAL THE FOLLOWING INFORMATION:

1. A letter of transmittal signed by the individual authorized to negotiate for and contractually bind the **CONTRACTOR** and a statement that the Proposal will remain in effect for at least sixty (60) calendar days from the deadline for the submission of proposals.
2. A list of the Rhode Island municipalities for which the **CONTRACTOR** has completed revaluations, or is currently committed to, as well as the names and telephone numbers of the individuals to be contacted as a reference.
3. Written assurance that the property valuation updates will meet State reimbursement requirements.
4. The **Town of Foster** currently utilizes the **Vision Government Solutions CAMA SYSTEM** in-house. Therefore, the **CONTRACTOR** must show evidence of familiarity with the **Vision CAMA** system by submitting a list of projects previously worked that require the use of the **Vision CAMA SYSTEM**, **OR** demonstrate to the satisfaction of the Assessor that the **CONTRACTOR** will be able to convert the present data to an appraisal system familiar to the **CONTRACTOR** and to the satisfaction of the Assessor, which can then be used as the in-house appraisal system. All CAMA systems must be compatible with the **OPAL DATA ADMINISTRATION** system.
5. The signed "**Non-Collusive Bid Statement**" which is enclosed.

The criteria upon which Proposals will be evaluated include, but are not limited to, the following:

- Experience of the Contractor with other revaluation programs, and the experience and qualifications of the staff to be assigned to this particular Project.
- Quality of Revaluation Projects already completed.
- Ability to utilize and/or modify the existing Vision CAMA system.
- Directness of the response to the specifications.
- Compliance to overall specifications.
- Approach to project performance.
- Quality of presentation.
- Cost of the Project will be considered, but will not be the sole basis for evaluation.

SPECIFICATIONS FOR A FULL REVALUATION FOSTER, RHODE ISLAND

SCOPE OF PROJECT

The Project shall be for the complete Full Revaluation reappraisal of all taxable real estate within the corporate limits of the Town of Foster, Rhode Island, as of **December 31, 2017**, as described below. It includes land, buildings and improvements, mobile homes and buildings on leased land. It does **not** include tangible or tax exempt properties.

All Project work and all forms, materials, and supplies utilized in this Project shall conform to and be executed in accordance with the requirements of the Rhode Island General Laws, and shall be subject to the direct supervision and approval of the Town Assessor of the Town of Foster, Rhode Island.

The value to be determined shall be one hundred percent (100%) of the full fair market value as defined in the Rhode Island General Laws as amended, and shall be based upon recognized methods of appraising.

GENERAL INFORMATION

The Town of Foster is a rural community in western Rhode Island. There are an estimated 4,606 residents in the Town. The Town is 52 square miles in size. The majority of the Town is zoned agricultural/residential. There are only minor areas of general business mixed use property, neighborhood commercial and manufacturing/industrial zones within the Town.

The last full revaluation was done as of **December 31, 2008**. A statistical revaluation was done as of **December 31, 2014**.

The Town currently uses the **Vision CAMA System**. Database is current to date.

PARCEL COUNT

The project shall include valuing all real property accounts. The breakdown of each as of October 1, 2016 is as follows:

TAXABLE REAL PROPERTY

STATE PROPERTY CODES	PARCEL COUNT
01	1,530
02	31
03	4
04	20
05	N/A
06	35
07	2
09	1
10	73
11	6
12	213
13	228
14	6
15	109
21	6
33	202
70	7
71	17
72	12
73	4
76	2
78	22
79	1
80	21
81	9
82	1
PILOT Program	0
Municipal Exempt-Tax Sale	4
TOTAL PARCEL COUNT	2,566

It is anticipated that 15 new lots will be created within the next year.

The real estate values as of December 31, 2015 for the 2016 tax roll were:

Taxable Real Estate (gross assessed value)	\$ 502,429,720
Exempt Real Estate	\$ 1,266,066

GENERAL REQUIREMENTS

The selected Contractor shall, at the very least, perform the Full Revaluation and Revaluation services described as follows:

- Inspect and value all 2016 & 2017 building permits.
- Review all construction that was still incomplete as of December 31, 2016.
- Analyze the parcel inventory of all properties that have sold since the last completed revaluation, which was December 31, 2014.
- Adjust all value tables, depreciation tables, land tables, income approach tables, and neighborhood codes.
- Make available all data files in an acceptable format to the Department of Revenue.
- Photograph all housing and commercial buildings including newly constructed between January 1 and December 31 2016 and 2017

GENERAL CONDITIONS

CONTRACTOR

State Certification

Each company, corporation, partnership, or individual, hereinafter termed **Contractor**, must hold from the time of submission of the bid through the completion of all work hereinafter required, a valid Rhode Island Revaluation Company Certification pursuant to 44-5-11.1 of the Rhode Island General Statutes.

Proposal

Each Proposal submitted 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 (5) years and the nature of those services. The Proposal shall also include a statement showing the number of years the bidder has actually been engaged as a company, corporation, partnership, or individual specializing in municipal revaluation services.

The Contractor shall not make any changes to this Proposal as presented. The Bid Proposal shall be in the same format as this Proposal. Exceptions to the Proposal, if any, shall be clearly identified in a separate section. The Contractor, in its Proposal, must demonstrate proficiency in the use of the CAMA system that will be used in this Project.

Personnel

The Contractor shall provide experienced and qualified personnel in compliance with the requirements of the Equal Employment Opportunity provisions of both the Federal and State governments. The Company shall adhere to all other legislation related to employment procedures. Contractor shall submit to the Town, written qualifications of all personnel assigned to this project

Qualifications of Personnel

All personnel assigned to this Project shall be subject to the approval of the Town Assessor, prior to the commencement of the individual's duties in the Town and shall be caused to be removed from the project by the Contractor upon written notification of the Town Assessor.

Minimal Qualifications

Project Manager or Supervisor

The administration of this Project shall be assigned by Contractor to a project manager or supervisor who shall be certified by the State of Rhode Island as a Revaluation Supervisor pursuant to 44-5-11.1 of the Rhode Island General Laws, and such other statutes and regulations that the State of Rhode Island may promulgate from time to time, and shall have not less than five (5) years of practical appraisal management experience in the appraisal of commercial, industrial, apartment and residential type properties. The project manager or supervisor shall be subject to approval by the ASSESSOR.

Reviewers and Appraisers

Reviewers and appraisers shall be certified under the Rhode Island Revaluation Program pursuant to 44-5-11.1 of the Rhode Island General Laws, and such other statutes and regulations that the State of Rhode Island may promulgate from time to time, shall not have less than three (3) years of practical appraisal experience in the appraisal of the particular type of properties for which they are responsible. Two (2) years of this experience shall have been in the mass appraisal field and shall have occurred within the past five (5) years. All reviewers and appraisers shall be subject to the approval of the ASSESSOR prior to the commencement of their duties on this project.

Data Collectors

- Data collectors shall have no less than one (1) year of experience and/or training in this phase of this Project. The minimum age for a data collector shall be twenty-one (21) years of age.
- The project manager shall be required to notify the Town Assessor of the names, starting dates, qualifications, and field assignments of all data collectors.
- All data collectors assigned to this Project may be subject to an interview with the Assessor for purposes of approval or disapproval of assignment to this Project.

Background Check

All personnel will be subject to background checks by the Town of Foster Police Department

Identification

All field personnel shall have visible clip-on identification cards, which shall include an up-to-date photograph, supplied by the Contractor and signed by the Town's Assessor. In addition, all field personnel shall carry a "Letter of Introduction" signed by the Assessor. All automobiles used by field personnel shall be registered with the Town's Police Department giving license number, make, model, year and color of all vehicles used on this Project. The identification shall be given to the Town Assessor to be posted at Town Hall and the Foster Police Department.

Conflict of Interest

No resident of the Town or Town employee shall be employed by the CONTRACTOR, except in a clerical capacity, without the prior approval of the ASSESSOR.

PROTECTION OF THE TOWN

Bonding

The Contractor shall, to secure the faithful performance by the Contractor of the terms of this contract, furnish to the Town a Performance Surety Bond in the amount of the contract; which bond shall be issued by a bonding company licensed to do such business in the State of Rhode Island, with minimum Best Company rating of "A/VII". Said bond shall be delivered to the Town prior to the commencement of actual work and shall be in a form satisfactory to and approved by the Town Solicitor and Town Treasurer. It is understood and agreed that upon completion and delivery to the Town of the revaluation and its approval by the Assessor and after completion of the duties of the Board of Assessment Appeals, the performance bond shall be reduced to 10% of the value of the contract for the purpose of covering the defense of all appeals taken by taxpayers. The reduced amount of the bond shall remain effective until a final

resolution in the courts of any timely appeals taken from the doings of the Board of Assessment Appeals on the list of December 31, 2017

Insurance

- The Contractor will serve in the capacity of an independent contractor in this Project and will maintain insurance at least as hereinafter set forth so as to protect the Contractor and the Town of Foster from any and all claims for personal injury and property damage, and from claims under the Worker's Act including death arising out of the operation of the Project for the entire duration of this Project. The Town of Foster shall be listed as an additional insured on all insurance policies.
- A comprehensive general liability insurance policy with the following limits of coverage will be furnished and maintained by the Contractor in the following amounts: Bodily injury, Two Million Dollars (\$2,000,000) for each occurrence; Property Damage, Five Hundred Thousand Dollars (\$500,000) for each occurrence; Automobile Insurance, Two Million Dollars (\$2,000,000) aggregate of all claims per occurrence. The Contractor shall provide certificates of insurance prior to the Project award.
- All insurance coverage must be issued by an insurer licensed and authorized to do business in the State of Rhode Island.

Indemnification

Except as provided as below, the Contractor is required to defend and hold harmless the Town, its officers, agents and employees against all claims, demands, payments, suits, actions, and judgments of every kind and description arising out of the performance of this Project, for personal injury or property damage brought or recovered against it by reason of any negligent action or omission of the Contractor, its agents, or employees and with respect to the degree to which the Town is free from negligence on the part of the Contractor, its employees and agents.

Liquid Damages

Failure by the Contractor to complete all work prior to the date specified herein, **February 26, 2018**, shall be cause for a damages. Said damage shall be in the amount of Five Hundred Dollars (\$500.00) per day for each day beyond **February 26, 2018** and until the completion and acceptance of the following:

- Completed property record cards with all measurements, listings, pricing, review and final valuation.
- Assessment notices sent out, hearings completed for all those scheduled to be heard, and all calculations completed and ready for written certification by the Assessor that the Contractor has fulfilled all contractual requirements of said Project

The penalty, if applied, shall be deducted from the final contract price.

The Contractor shall not be held liable for delays occasioned by war, strike, explosion, acts of God or an order of the Court or other public authority.

COMPLETION DATE AND TIME SCHEDULE

CONTRACT

Awarding of Contract

Within a reasonable time after the opening of the Proposals, the Town shall award the contract for the Full Revaluation Project. **The Town reserves the right to reject any and all proposals as previously stated.**

Signing the Contract

Within thirty (30) days after the receipt of notice of acceptance by the Town of the Proposal, the Contractor shall execute with the Town a contract upon the basis of these Specifications.

Changes and Subletting of Contract

Changes in these specifications for statistical update and revaluation in the contract will be permitted only upon written mutual agreement of the Contractor and the Town.

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 this RFP or any future contract dealing with this Project.

TIME SCHEDULE

The Project must be started no later than **January 2, 2017**

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

- Completed property record cards with all measurements, listings, pricing, and final valuation by **December 1, 2017.**
- Assessment notices addressed and mailed no later than **December 15, 2017.**
- Informal hearings to end no later than **January 15, 2017**
- All property record cards, as corrected and finalized after the informal hearings, to be turned over to the Town Assessor no later than **February 26, 2018.**

Assessment Date

The completed appraisals, upon approval of the Town Assessor, will serve as the basis for assessments certified for the **December 31, 2017** tax rolls.

Project Timetable

The Contractor is required to submit, before the commencement of the Project, the timetable for the entire Project. The timetable must be followed by the Contractor. Any variation of the timetable must have the express written consent of the Town Assessor.

PAYMENT SCHEDULE

Payment shall be made to the Contractor on a monthly basis. No payments shall be made until the work is reviewed and approved by the Town. The Town will review each monthly invoice and, within thirty (30) business days of receipt, approve it for payment or return the invoice to the Contractor with a statement detailing reason for rejection with a copy of such rejection forwarded to the Department of Revenue. The Town shall withhold 10 percent (10%) of the amount of each monthly invoice until such time as all work, review, corrections and hearings through final appeal have been completed to the satisfaction of the Town and all records have been completed and delivered to the Town. All monthly progress reports and work completed are subject to review by the Department of Revenue, State of Rhode Island, for certification purposes.

DEFAULT OR BREACH OF CONTRACT

All disputes to this contract must be handled in the State of Rhode Island under Rhode Island law.

Each of the following events shall constitute a default or breach of this agreement:

1. If the Contractor, or any successor or assignee of the Contractor, while in possession, shall file a petition in bankruptcy or insolvency, or for reorganization under any bankruptcy act, or shall voluntarily take advantage of any such act by answer or otherwise, or shall make an assignment for the benefit of creditors;
2. If involuntary proceedings under any bankruptcy law or insolvency act shall be instituted against the Contractor or if a receiver or trustee shall be appointed of all or substantially all of the property of the Contractor, and such proceedings shall not be dismissed or the receivership or trusteeship vacated within thirty (30) days after the institution or appointment;
3. If the Contractor shall fail to perform or comply with any of the conditions of this agreement and if the nonperformance shall continue for a period of thirty (30) days after the notice thereof by the Town to the Contractor, or if the performance cannot be

reasonably had within the thirty (30) day period, the Contractor shall be deemed in default.

RESPONSIBILITIES OF REVALUATION CONTRACTOR

The Contractor is responsible for the fulfillment of all requirements stated in the Proposal in a timely fashion, and in a professional and satisfactory manner. During the course of this Project, the Contractor shall work cooperatively with the Town, and shall provide any reports, invoices, schedules and other information as required by this Proposal or as requested by the Town Assessor.

PUBLIC RELATIONS

The parties of this revaluation Project recognize that good public relations are required in order that the public will be informed as to the purpose, benefits, and procedures of the revaluation program. The Contractor shall provide reasonable assistance to the Town Assessor in conducting a program of public information through the press and other media, such as meeting with citizens and property owner groups, as the means of establishing understanding and support for the revaluation program. The Contractor, at no cost to the Town, shall supply visual aids and other media at its disposal to insure this end. The Town Assessor shall approve all public releases prior to release. This program will commence prior to the sales data collection and verification effort and continue on a regular basis for the duration of the Project. The Contractor shall therefore provide a detailed plan of action as part of its response to this Proposal.

PUBLIC INFORMATION MAILER

Prior to the commencement of any field activities, a mailer designed to explain the purpose, goals, and likely results of the Project, will be mailed to all property owners at the Contractor's expense. The Town Assessor will review and approve the mailer prior to production.

PERIODIC STATUS REPORTS

The contractor shall provide periodic monthly status reports as well as any work completed that is to be reviewed by the Town Assessor in a timely manner. The reports shall contain specifics as to the work completed and the work to be done in the next month's period. The Town Assessor shall review and evaluate the progress of the Project, and shall notify the Contractor whether the work performed is satisfactory and timely.

RECORDS

The Contractor shall provide all record cards, field cards, owners cards (summary card), hearing summaries, documents and analyses used in support of its appraisals, supplies, equipment, forms, literature and papers to be used in this project at no additional cost to the Town. These records and forms, etc, shall be subject to approval by the Assessor as to the format, design, content, shape, size, color, quality and quantity.

APPROACH TO VALUE

MARKET APPROACH

The Contractor shall describe in detail its particular methods for generating values with the market approach.

Sales Verification

- The Contractor shall fully inspect, from a listing of sales properties developed and agreed upon by the Contractor and Town Assessor, all improved and unimproved properties which have experienced an arms-length transaction (sale) during the years 2016 and 2017 for purposes of this Project (The sales from 2015 may be used if there is not enough data to support the values). It is anticipated that at least **127** properties will qualify as arms-length sales of which approximately **20** properties will be vacant land.
- The contractor shall guarantee and make a careful inspection of the complete interior of at least ninety five (95) percent of all qualified properties that have sold between 2016 and 2017, excluding vacancies and those where the owner refuses permission to inspect or fails to positively respond to the Contractors inspection request. For each property above the allowable five (5) percent which is not properly inspected, the Assessor may assess a penalty of twenty dollars (\$20) to be deducted from the contract price.
- The Lister shall have each interior inspection verified, including the date of the inspection, by having an **adult** owner or resident of each building or dwelling unit sign the field record card. The field card shall also indicate the initials of the Lister and the date of the listing.
- If contact was not established with a property owner, a sales verification form shall be left at the property or mailed, notifying the property owner that the representative of the Contractor was not able to make contact, and request that the property owner contact the Contractor to schedule an inspection or complete the Sales Verification Form.
- In the event one or more of the improved sales property owners, after having been contacted for an inspection, refuses to allow the Contractor to enter the property for an inspection, the Contractor shall notify the Town Assessor within five (5) days of the refusal. The Town Assessor shall then make an attempt to persuade such owner to allow an inspection. Should the Town Assessor not succeed within a five (5) day period, the Town Assessor shall notify the Contractor that it is released from any obligation to secure the inspection.

COST APPROACH

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 December 31, 2017.

INCOME APPROACH

The Contractor shall determine a value for income-producing property by converting anticipated income into a property value. The Contractor shall capitalize a single year's income expectancies at a market-derived capitalization rate or capitalization rate that reflects a specified income pattern, return on investment and change in the value of investment.

OTHER APPROACHES TO VALUE

LAND VALUATION

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 Town Assessor. In the event of any disagreement between the Contractor and the Town Assessor, the Town Assessor shall have the final decision confirming all land values and methods.

NEIGHBORHOOD DELINEATION

The Contractor, with the assistance and approval of the Town Assessor, shall delineate the Town into valuation neighborhoods. These neighborhoods shall be determined by analysis of the market factors needed to select comparable sales for the comparable sales approach to value. Boundaries, such as highways, rivers and streams, economic conditions, and zoning shall be considered.

DEPRECIATION ANALYSIS

The Contractor shall develop percent good or depreciation tables to explain the loss in the value of the improvements from physical, functional and economic causes. A comparison of the physically depreciated replacement cost of sample properties, plus the land value with the value produced via income analysis, or sales comparison, will assist in the development of functional and economic obsolescence guides by type of property and location. The end product will be percent good tables, which consider structure age, condition, desirability and utility. The analysis will be reviewed with the Assessor and a copy will be provided at the completion of the Project.

EXTERIOR INSPECTIONS

- The perimeter of all 2016 and 2017 construction and improvements shall be carefully and accurately measured.
- All residential buildings and improvements shall be measured to the nearest foot.
- An outline sketch, prepared to scale, shall be entered on the field card in the appropriate area.
- Physical data of the land parcel shall be recorded in the field.

VALUE OF REAL ESTATE

The Contractor will calculate a value estimate for each parcel that will be comprised of land, building, outbuilding, and total value. The final value shall reflect fair market value as of December 31, 2017.

RESIDENTIAL PROPERTIES

The Contractor will utilize a **CAMA** system to produce cost and market estimates of value. Any methodology used to adjust current tables will be subject to the approval of the Assessor prior to the field review. The Contractor will provide the Assessor with a manual for guidance to be followed until the next statistical update and revaluation.

COMMERCIAL/RESIDENTIAL 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, every effort shall be made to collect actual income/expense statements from each property to arrive at a capitalization rate reflective of the market environment. The Contractor shall be responsible for the mailing and collection of income and expense forms and the analysis of data. Prior to completion of the Project, the Contractor will turn the forms over to the Town Assessor.

Capitalization rates shall be developed, and when the Town Assessor has approved capitalization techniques and rates, the Contractor will perform the income approach and input data into the system using economic income and expense data.

FIELD INSPECTIONS

The last full inspection of properties in Foster occurred during the 2008 revaluation project. Since that time, the Town Assessor has maintained a permit inspection program.

The Contractor shall also field review certain parcels designated by the Assessor after value generation. 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 a uniform and consistent valuation of comparable properties. The Contractor shall be required to submit final values in a timely manner to be reviewed 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.) and the date the final valuation was made. **No changes to the existing CAMA system, including any files, whether they be value schedules, tables, or reports shall be made at any time without the express written consent of the Town Assessor.**

FIELD REVIEW

All properties shall be reviewed in the field, by the Contractor's personnel qualified as reviewers. The properties shall be reviewed as to classification, correct listing of information, final, value and to assure that they are correlated to comparable properties. The Assessor shall be notified of the dates of reviewing and be entitled to accompany the reviewers during this phase of the revaluation. The assessor may "spot check" in the field properties picked at random, with or without the appropriate Contractor's supervisor.

ASSESSMENT NOTICES

At the close of the Revaluation, a notice shall be sent, at the expense of the Contractor, to each property 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 RI General Laws as amended from time to time. It shall include information specifying the dates, times and place of the informal hearings as well as an explanation of the appeal process. Such notices and letters shall be subject to the approval of the Town Assessor.

INFORMAL HEARINGS

At a time mutually agreeable to the Contractor and Town Assessor, the Contractor shall hold hearings so that property owners may appear at specified times to discuss their new assessment with qualified members of the Contractor's staff.

The Contractor shall schedule a sufficient number of days for the hearings and provide adequate personnel to handle said hearings expeditiously. Any information offered by the taxpayer shall be given consideration, and adjustments shall be made when warranted and subject to final approval of the Town Assessor.

The Contractor shall provide an adequate number of days and personnel for the informal hearings. Some evening sessions and Saturdays must also be provided. Every property owner shall have the opportunity to an informal hearing with the Contractor within said period of time agreed upon by the Town Assessor and the Contractor.

The Contractor shall, at his expense, mail a notice which reflects the result of the informal hearings. The notice shall be subject to the approval of the Assessor.

APPEALS TO TOWN ASSESSOR

RI General Statutes provide taxpayers with an administrative process to file appeals. The first level of appeal is to the local assessor. In order to assist the Town Assessor in her deliberations and to provide information related to this Project, the Contractor shall, if determined by the Town Assessor to be necessary, provide a qualified appraiser who worked on this Project to be present at informal Town Assessor hearings.

APPEALS TO ASSESSMENT BOARD OF REVIEW

This is the second level of the administrative appeals process. The Contractor shall provide a sufficient number of hours to familiarize the Board concerning the techniques applied during the course of this Project in order that the Board have a clear understanding of how the values for this Project were developed.

COURT LITIGATION

In the event of appeal to the courts, a qualified Company representative will, without additional cost to the Town, be present at the hearings to testify as a witness. All expert testimony is to be provided by those having conducted the statistical revaluation. Such expert witnesses shall appear with the Assessor to outline the steps taken in the appraisal, or reappraisal, and to give his or her opinion as to the value of the property involved in the Court action, provided such appeal to the Courts is based upon the value placed by the Company, regardless of the elapsed time.

STAFF TRAINING

The Contractor shall be responsible for training the Town Assessor and her staff in such manner that by the end of the Project, or earlier, all parties will have a clear understanding of how the values were developed for this Project.

TRANSMITTAL OF RECORDS TO THE TOWN ASSESSOR

Regular periodic delivery of appraisals, as completed, shall be turned over to the Town Assessor for review. All appraisals of buildings, either completed or under construction, and all completed and corrected records shall be turned over to the Town Assessor by the dates specified in the schedule agreed upon by the Town Assessor. All documentation employed in conjunction with this program, 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 December 31, 2014.

The Contractor shall furnish a computerized listing of all properties that have incomplete construction as of December 31, 2017.

RESPONSIBILITIES OF THE TOWN

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 shall rest with the Assessor.

COOPERATION

The Town Assessor, the Town, and its employees will cooperate with and render reasonable assistance to the Contractor and its employees.

ITEMS FURNISHED BY THE TOWN

Maps

- The Town shall provide two (2) sets of Town Plat Maps showing streets, property lines, lots sizes, and parcel identification numbers. The Town will be responsible to provide accurate acreage amounts and dimensions of each individual parcel.

Zoning

- The Town shall provide current Town zoning regulations and zoning maps.

CAMA Data File

- The Town will provide the contractor with access to the Town's computer network and CAMA software for the purposes of maintaining the files or to export the data for conversion to a replacement CAMA system. In the event that the CAMA file is missing required or updated information (including sketches), the Town will supply accurate manual records to the Contractor. The Contractor shall specify its hardware needs in its proposal.
- If the current cama system will not be used, the transfer of records into the required format will be down at the Contractor's expense.

Property Transfers and Parcel Sub-Divisions

- The Town will supply the company with a listing of all property transfers and subdivision activity that occurs throughout the project.

Signing of Communications

- The Town shall sign, by the Assessor, communications to be mailed at the Contractor's expense for the purpose of contacting a property owner for inspection of the property and for the purpose of obtaining the property owners income and expense information if such is needed for the income approach to value of commercial or industrial properties.

Mailing Address

- The Town shall make available through the Assessor's and/or Tax Collector's office the current mailing address of all property owners.

Office Space

- The Town will provide the contractor with sufficient office space to complete each phase of the project including Informal Hearings. The contractor will be responsible for all furniture.

New Building Permits

- The Town will provide copies of the new building permits issued during the course of the Full Revaluation to insure that all new construction, additions, and remodeling have been included in the Company's update to December 31, 2017.
- The Town will also provide copies of open building permits as of December 31, 2015

TOWN OF FOSTER, RI

NON-COLLUSIVE BID STATEMENT

All bidders are required to sign a Non-Collusive Statement with all public bids as follows:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the Invitation to Bid, designed to limit independent bidding or competition.

2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the opening of the bid.

Signature

Printed Name

Title

Company

Date

TOWN OF FOSTER
Full Revaluation Program

BID FORM

Total Cost : _____

Name and Address of Bidding Firm:

I herein agree to abide by all requirements as detailed in the "Bid Specs".

Signature: _____

Printed Name & Title: _____

Date: _____