

Town of Groton NH Request for Proposal

CONTRACT ASSESSING SERVICES

The Town of Groton NH is seeking competitive proposals for professional assessing services for a five (5) year period beginning on January 1, 2022 through December 31, 2026. Proposal shall include general assessing, cyclical inspection work and a 2026 update of values as described below.

The Town has 753 parcels; the majority of which are residential. Property classification consists of:

| Property Type | Parcel Count |
|------------------------|---------------------|
| Residential Improved | 421 |
| Residential Vacant | 289 |
| Duplex & Multi-Family | 9 |
| Utility | 10 |
| Commercial Vacant | 1 |
| Exempt | 40 |
| Current Use | 115 |
| DRA Certification Year | 2021 |

The Town utilizes a full CAMA system (Avitar Assessing ver. 4.0.1), and uses Avitar Tax Collect software for tax billing. Groton last underwent a cyclical revaluation by Avitar Assessing, along with assessment review and monitored certification by the NH Department of Revenue Administration in 2021.

The Town is 24,197.47 acres in area and has a current value of \$106,334,264 (2021 MS-1).

Current population is approximately 593 (2010 census).

Groton does its tax billing twice a year, with preparation of MS-1 materials (and associated values and information) required by August 1st annually.

The Town endeavors to find a contract assessor who will work closely with the Town and perform assessing services as needed.

Interested assessment companies (the "Bidder") are invited to submit proposals that shall include, at a minimum, the following services:

- Annual field pickup work (new construction of all types, additions, demolitions, and renovations). This shall include assessment and pickup of all newly created lots, created by deed or subdivision.
- Photographs of all new dwelling and commercial construction.
- Maintain and update all current use properties, including calculations for the annually updated equalization ratio.
- Review applications for parcel entry in the Current Use program. Make recommendations to the Select Board regarding their completeness and eligibility for approval. Assist the Select Board's Office in the maintenance of all Current Use files. Assess the Land Use Change Tax for all land to be removed from Current Use.
- Maintain and update, as necessary, all taxable and tax-exempt properties.
- Assess Utility values
- Work with the Town's tax mapping consultant as necessary.
- Meet with taxpayers wishing to discuss their assessments.
- Assist in MS-1 preparation if requested.
- Assist the Select Board's Office in the management and maintenance of credits, exemptions and all other statutory assessing obligations as needed.
- Perform field inspections and review and verify sales in preparation for the NH DRA yearly ratio analysis. Submit data through the online system; as well as report to the Town of the condition of its assessments, with recommendations for the following tax year.
- Field review and make recommendations in writing to the Select Board on all abatement requests. Assist the Town in preparation work, and represent the Town and its best interests in all abatements and appeals.
- Make and submit all recommendations to the Select Board or their representative in writing. Meet with the Select Board as may be required.

- Conduct Data Verification (measure & list) on 25% of the improved properties annually during the first four years of the contract (2022-2026).
- Full Cyclical Revaluation Update in the 5th year (2026). This will include the following:

- Parcel by Parcel Field Review
- Notice of New Values
- Informal Hearings
- Review After Hearings
- All Data Processing
- Printing of Final Cards
- Defense of Values
- Sales verification
- Sales Analysis
- Development of New Cost Table (Land & Buildings)
- Testing of New Cost Tables
- Recalculation of All Values
- Final Sales Analysis & New Values

Please include in your proposal, name and qualifications of all individuals that would be assigned to do assessing work within the Town of Groton. The Town expects that all pertinent sections of the NH DRA 600 rules will be followed. Any contract related to an update of values will be reviewed by the New Hampshire Department of Revenue prior to acceptance. A bond may be required prior to the 2026 revaluation.

Please include a list of references (name, address and telephone number) for municipalities for whom similar work is currently being performed. Please include at least three towns similar in size to the Town of Groton.

The Town will provide the following support services for the benefit of assessor(s): office space, telephone, tax maps, and tax cards.

All work products used or created in conjunction with the services covered under this Agreement shall be the sole property of the Municipality.

The Town of Groton reserves the right to reject all proposals and to make a selection in the best interests of the Town, regardless of the lowest bid amount. Financial obligation is a strong consideration of the Board in the current economic climate. The town may engage in individual discussions with bidders deemed fully qualified, responsible and suitable based on initial responses and with emphasis on professional competence, to provide the required service. These bidders may be requested to make an oral presentation to explain their proposal and answer questions.

However, the Town may award a contract based on the offers received, without additional submissions. The proposal should be submitted on the most favorable terms, from all aspects, which the Bidder can submit.

After the bid opening the bidder may not amend, correct, modify, or change in any fashion a bid, which would be contradictory to the interests of the Town or fair competition. The Select Board may waive minor informalities, or allow the bidder to make corrections, as long as the intent of the bid is not disturbed.

The successful Bidder will be required to submit certificates of insurance, identifying the Town of Groton as an additional insured, in amounts satisfactory to the Select Board within 30 days after the signing of the contract. The Town will be notified within fifteen (15) days in the event of loss or change in coverage or conditions or amounts of coverage. Each policy of insurance shall be issued by a financially secure insurer, duly licensed to do business in the State of New Hampshire.

The relationship between the Contractor and the Town shall be that of an Independent Contractor. As such, the Contractor shall hold the Town, its agents, servants and employees harmless, at the Contractor's sole expense, to any liability or legal proceeding occurring as a result of the Contractors' action(s) or omissions, including injury, death, property damage, or any associated expense(s) including costs of defense and reasonable attorney's fees. It is understood by the parties that legal proceedings resulting from appeals of property valuations or constitutional interpretations concerning property valuations are not subject to this clause.

All bids shall detail out the specific cost of services, payment schedule, and any extra services not deemed part of the contract and their specific/itemized cost.

To be determined responsible, a prospective contractor must:

- a) have adequate financial resources and insurance requirements to perform the contract, or the ability to obtain them;
- b) be able to comply with the required or proposed delivery or performance schedules;
- c) have a satisfactory performance record;
- d) have a proven record of integrity and business ethics;
- e) have the necessary organization, experience, technical skills, and support staff, or the ability to obtain them;

Five (5) copies of the proposal should be submitted to the Select Board's Office not later than 4:00pm, Monday, November 22, 2021. *Facsimile proposals will not be accepted.*

Please submit bids in an opaque envelope, clearly marked with "CONTRACT ASSESSING BID."

All proposals should be addressed and delivered to:

Town of Groton
CONTRACT ASSESSING BID
Select Board's Office
754 North Groton Road
Groton, NH 03241

Questions can be directed to Sara Smith in the Select Board's Office at 603-744-9190; by email at selectmen@grotonnh.org or by US Mail at the address listed above.