



TOWN OF CHESTER, NEW HAMPSHIRE

INVITATION TO BID

The Town of Chester is accepting proposals from qualified and responsible firms for the complete statistical reappraisal of all taxable, non-taxable, and exempt properties situated within the Town of Chester, New Hampshire, utilizing the Town's CAMA system. The effective date of value for the revaluation shall be **April 1, 2024**.

Five (5) hard copies and one (1) electronic copy on a USB flash drive of the response to this Request for Proposal shall be submitted in a sealed envelope clearly labeled with the Bidder's name and "Request for Proposal – Revaluation Services" to the following address:

Revaluation Services
RFP 02-JUN-23
Town of Chester
84 Chester Street
Chester, NH 03036
Attn: Debra Doda, Town Administrator

Questions concerning this Request for Proposal shall be directed to Jean Packard, Assistant Assessor, at (603) 887-3636 x104 or JPackard@ChesterNH.org.

All proposals must be received no later than Thursday, June 22nd, 2023 at 3:00pm (time period may be extended at the discretion of the Selectboard) to be considered. It is the sole responsibility of the Bidder to have the packet at the designated location prior to the deadline date and time. Faxed submittals will not be accepted.

Sealed proposals must be signed by a duly authorized official of the Bidder. Proposal terms shall be valid for a period of ninety (90) days from receipt by the Town of Chester. It is anticipated but not guaranteed that a contract will be awarded to a Bidder based upon the RFP response and evaluation prior to (date).

All responses are governmental records subject to public disclosure under the Right-to-Know Law. The Town will not accept responses marked confidential in whole or in part.



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INSTRUCTIONS TO BIDDERS

By submitting a signed proposal, the proposing company warrants that it is sufficiently informed in all matters affecting the performance of this work; furnishing service, knowledge, labor, supplies, material and components needed to perform the specifications; that it has obtained copies of all necessary documentation; that it has made itself aware of all site-specific peculiarities, and that it is familiar with all field conditions; that it has properly and completely executed the bid documents; and that the prices are complete and a correct statement of performing the work and furnishing the service, knowledge, labor, supplies, materials and components specified by the RFP documents.

The Town of Chester reserves the right to amend any portion of the Request for Proposal. Copies of such amendments shall be furnished to all prospective Bidders. Where such amendments require changes in the scope of services, the final date for submission may be postponed.

Any costs incurred by Bidders responding to this Request for Proposal in anticipation of receiving a contract award shall be the responsibility of the Bidder. The Town of Chester shall not reimburse the Bidder for any such expenses.

Any contract resulting from this solicitation shall contain the terms and conditions included in this RFP, the successful proposal, and any addenda issued pursuant thereto.

DESCRIPTION OF PROPERTIES

Chester covers approximately 14,300 acres with 2,322 parcels. The following is a breakdown of the parcel count:

Single Family	1,762	
Multi-Family	41	
Commercial/Industrial	21	
Manufactured Homes	49	
Exempt	108	
Vacant Land	320	
Utility	21	(exempt from revaluation)

Chester's last revaluation was conducted in 2019. The Town's assessing information is currently contained on record cards produced by the Avitar CAMA software.

QUALIFICATIONS

Interested assessment companies ("Bidders") are invited to submit proposals that shall include:



1. The Bidder's ability to provide the services and minimum specifications described below, in accordance with applicable statutes and DRA and ASB rules;
2. Name and telephone number of person(s) to be contacted for further information and clarification;
3. Bidder's ability to complete the project by September 1, 2024;
4. A list of all personnel who will be assigned to Chester, including their years of experience and qualifications;
5. Listing of all municipal valuation updates completed during the past five (5) years, including client contacts, telephone numbers, and size of municipalities (indicated by number of real estate parcels, scope of services rendered, and date completed under present corporate entity). Such lists must include at least two (2) communities comparable to the Town of Chester.
6. Indication of how many years Bidder has been engaged as a company, corporation, partnership, or individual specializing in government assessing/revaluation services.
7. Bid Bond, certified check or equivalent to ten (10) percent of the proposal submitted.

SERVICES TO BE INCLUDED

All services shall be performed in a professional manner, in accordance with applicable State Statutes as well as DRA and ASB rules.

1. Perform complete exterior and interior inspection (full measure and list) and appraisal of all properties transferred between April 1, 2022 and April 1, 2024 within the Town. The existing property cards may be used for reference; however, all data on the cards, other than lot measurements, must be verified by measurement and inspection. New exterior photographs are required. The contractor should attempt to set up appointments with the property owner and if necessary, follow up with callbacks. Documentation of inspection and follow-up is required.
2. Perform sales analysis of all transfers determining appropriate classification using data from April 1, 2022 through April 1, 2024. The sales analysis and final values will be determined as of April 1, 2024.
3. Work with the Town's contract assessor during each phase of the project and provide responses to suggested input.



4. Input all property records and sales analysis data into Town's appraisal software (Avitar) and generate new values for the entire town.
5. Make at least monthly progress reports to the Selectboard and/or their representatives unless otherwise agreed to by both contract parties.
6. Perform public relations with the residents of Chester, including, but not limited to, press releases, ongoing progress reports, formal presentation to the Selectboard of macro results, notification of revaluation results, and informal reviews.
7. Provide, as an additional cost, the cost of defending appeals of assessments after the update.
8. Provide for a penalty for the failure to complete the project on time.

COMMENCEMENT AND COMPLETION OF WORK

1. The project shall begin no later than 30 days after the execution of a contract between the winning Bidder and the Town, or on such other date as agreed by both parties to the contract. The project shall begin with a meeting among Town officials, the winning Bidder, and the DRA.
2. The project shall be concluded and results delivered to the Selectboard and Assistant Assessor by September 1, 2024.
3. Appraisal software shall be updated by August 15, 2024, and shall contain current assessment data for all properties as of April 1, 2024.
4. The revaluation shall be considered complete only when informal reviews have been completed, the figures reviewed by the Selectboard, changes have been made as required, the Selectboard has accepted the new values, all data has been entered into the assessing program on the Town's computer system, and required USPAP manual has been provided.

CONTRACT AWARDS

The Town of Chester reserves the right to reject any or all proposals, or to accept the proposal that the Town deems to be in its best interest, regardless of the lowest bid amount.

The Town of Chester reserves the right to request additional data or information or a presentation in support of written proposals. However, the Town may award a contract



based on offers received, without additional submissions. Accordingly, the proposal should be submitted on the most favorable terms from all aspects, which the Bidder can submit.

The New Hampshire Department of Revenue Administration requires a contract before any work shall commence. Any contract awarded as a result of this RFP will comply with applicable Statutes and DRA and ASB rules.

REVALUATION SCHEDULE DATES

Completion dates of the below listed project milestones are to be provided by the proposal provider. State with specificity the start date, the turnover date (no later than September 1, 2024) and define all key milestones as to the progress plan of the project, including but not limited to the following events:

- Clerical start-up operations
- File maintenance timeline
- Sale Inspection start-up and completion
- Sales Analysis start-up and completion
- Modeling and Calibration start-up and completion
- Generation of preliminary valuations
- Final Field reviews
- Turnover of reviewed preliminary valuation for Monitor review
- Presentation of reviewed preliminary valuations to Selectboard
- Notice to taxpayers of preliminary valuations
- Informal Hearings schedule
- Request for final project Selectboard review
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PAYMENT

When payment is due, the Bidder shall submit an invoice, clearly marked:

Revaluation Services, RFP 02-JUN-23
Town of Chester
84 Chester Street
Chester, NH 03036
Attn: Marianne Duffy, Finance Officer



ACORD		CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YY) 06/01/2023	
PRODUCER Some Insurance Agency Name 100 Main Street City or Town, NH Zip		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSUREERS AFFORDING COVERAGE				
INSURED Name of Contractor or Vendor 111 Some Street or Drive City or Town, NH Zip		INSURER A: USA INSURANCE COMPANY INSURER B: AMERICAN INSURANCE INCORPORATED INSURER C: NH WORKERS' COMPENSATION INSURANCE CO.				
COVERAGES						
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
IN SR LT	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Additional Insured _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-AI1 (Example #)	07/01/23	06/30/24	EACH OCCURENCE	\$1,000,000
					FIRE DAMAGE (Any)	\$
					MED EXP (Any one)	\$
					PERSONAL & ADV	\$
					GENERAL	\$2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Additional Insured _____ <input type="checkbox"/> _____	SKLS-029499S (Example #)	07/01/23	06/30/24	COMBINED SINGLE (Each accident)	\$1,000,000
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
					AUTO ONLY-EA	\$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				OTHER THAN EA	\$
					AUTO ONLY: AGG	\$
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE	
					AGGREGATE	\$
						\$
						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37 (Example #)	07/01/23	06/30/24	WC	OTH-
					E.L. EACH ACCIDENT	\$100,000
					E.L. DISEASE-EA	\$500,000
					E.L. DISEASE - POLICY	\$100,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS TOWN OF CHESTER LISTED AS ADDITIONAL INSURED, WAIVER OF SUBROGATION APPLICABLE TO POLICIES LISTED ABOVE						
CERTIFICATE HOLDER X	ADDITIONAL INSURED; INSURER LETTER: CANCELLATION A & B					
Town of Chester ATTN: Board of Selectmen 84 Chester Street Chester, NH 03036		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE John Smith, CIC (EXAMPLE)				