



**TOWN OF TRUMBULL
ASSESSOR
REQUEST FOR QUALIFICATIONS & PROPOSAL
REAPPRAISAL AND REVALUATION SERVICES
RFQ/P: #6068 DUE: July 22, 2014 at 12:00 NOON**

GENERAL INFORMATION

Overview

The Town of Trumbull (herein after referred to as "Town") request qualifications and proposals from qualified firms (herein after referred to as contractor, responder, proposer, or candidate) to complete reappraisal and revaluation services of all taxable and exempt real property within the corporate limits of the Town of Trumbull, Connecticut.

The successful Contractor who executes the contract with the Town shall furnish all specified labor, materials, supplies, forms, and perform all work for the project in accordance with these contract specifications.

The successful Contractor shall be thoroughly familiar with the requirements of all specifications and the actual physical conditions of the various actual and proposed project sites. The submission of a proposal shall be construed as evidence that the Candidate has examined the actual job conditions, requirements, and specifications. Any claim for labor, equipment or materials required or difficulties encountered that could have been foreseen will not be recognized.

All work will be carried out and all forms, materials, supplies and systems utilized in this project, shall conform to and be carried out in accordance with the rulings of the Secretary of Office of Policy and Management, pertinent ordinances and agreements of the Town, pertinent state statutes and pertinent decisions of several courts. The revaluation will be performed under the direct supervision and approval of the Assessor of the Town of Trumbull, Connecticut.

The values to be determined shall be the full fair market value as defined in Section 12-63 of the Connecticut General Statutes and shall be based upon recognized methods of appraising.

1. PROPOSAL TIME AND SUBMISSION

FIVE (5) copies of your proposal must be received by 12:00 NOON on July 22, 2014; and shall be sealed and addressed as follows to:

**RFQ/Q 6068 REAPPRAISAL AND REVALUATION SERVICES
Town of Trumbull
Purchasing Agent
5866 Main Street
Trumbull, CT 06611**

- a. Proposals shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening.
- b. A firm may withdraw a proposal at any time prior to the above scheduled date and time. Any proposal received after the above scheduled date and time shall not be considered or opened.
- c. Five (5) complete sets of the proposal (responses) are to be submitted in a sealed envelope to the Purchasing Agent and clearly labeled and addressed as noted above.
- d. No oral, telephonic, emailed, or faxed responses shall be considered. No oral, telephonic, emailed, or faxed corrections, deletions, or additions to any response shall be accepted. The Town reserves the right to reject any or all

responses, and to waive any or all formalities in connection with this request. Any responses received after the above scheduled due date and time shall not be accepted or opened.

- e. Please be advised that the person signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations.

2. TOWN OPTIONS

- a. After Review of all factors, terms and conditions, including price, the Purchasing Authority of the Town of Trumbull reserves the Right to reject any and all bids, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of the Town of Trumbull.
- b. The Town shall be under no obligation to accept the lowest financial proposal if it is deemed in the best interest of the Town to do so.
- c. If a responder's qualifications and proposal do not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.
- d. The Town reserves the exclusive right to determine whether or not qualifications and a proposal meet or exceeds the stated specifications.
- e. The Town of Trumbull reserves the right negotiate changes to the proposed scope of work with each respondent to this RFP.
- f. The Town of Trumbull also reserves the right to not award a contract pursuant to this solicitation.

3. TAXES

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in proposal prices. A Town Tax Exemption Certificate shall be furnished upon request.

4. INQUIRIES AND ADDENDA

- a. All inquiries regarding this request must be submitted in writing to the following (faxed or emailed questions are acceptable) and shall be answered up to the close of business on JULY 17, 2014, after which time no additional questions will be accepted.
- b. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all proposers will be made available in writing or by Fax as appropriate to all proposers.
- c. All inquiries may be directed to Additional information or inquiries regarding this request may be directed to Mr. Mark DeVestern mdevestern@trumbull-ct.gov 203.452.5015.
- d. Additionally, after inquiries are received, the Town reserves the right to communicate with any or all of the proposers to clarify the provisions of Proposals.
- e. **It is the sole responsibility of the responding firm to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Any notice of addendum shall be published on the Town website www.trumbull-ct.gov (Purchasing Department). Failure to submit a proposal that does not address any changes or addendums may result in a disqualification of a proposal submission.**

5. AWARD AND AUTHORITY

The requested services shall be awarded to the firm whose proposal is deemed to best provide the services desired, taking into account the requirements, terms and conditions contained in the request for proposals and the criteria for evaluating proposals. The Town Purchasing Agent will issue notification of award in writing.

6. ACCEPTANCE PERIOD AND PRICING

In submitting the proposal, the Candidate agrees that the proposal will remain valid for a period of ninety (90) days after the closing date for submission, and may be extended beyond that time by mutual agreement. Prices quoted must be firm, for acceptance by the Town of Trumbull, for a period of ninety (90) days.

7. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting for work to be performed related to this request, in whole or in part, and any other interest in conjunction with Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

8. HOLD HARMLESS CLAUSE

The consultant agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under an agreement

with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.

9. CONFLICT OF INTEREST

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

10. INSURANCE

- a. The successful Candidate will be required to furnish and maintain insurance and a comprehensive general liability certificate of insurance naming the Town as additional insured. The insurance is to be suitable liability, worker's compensation, and professional coverage. The Certificates of Insurance will be provided by companies licensed in the State of Connecticut and will be in reasonable amounts satisfactory to the Town, which will not be less than Two Million Dollars.
- b. The successful firm shall procure and maintain in effect during the life of the agreement commercial General Liability Insurance with a minimum limit per occurrence for Bodily Injury and Property Damage of \$1,000,000 per occurrence and an aggregate limit of \$2,000,000, Automobile Liability Insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles; Workers Compensation Insurance in the amount as required in the State of Connecticut, and Employer's Liability Insurance with a minimum limit of \$500,000 each accident, \$500,000 Disease, Policy Limit \$500,000 Disease, each employee; Professional Liability Errors and Omissions Insurance with a \$1,000,000 combined single limit; and Umbrella Excess Liability Insurance coverage with a limit of \$3,000,000. Evidence of required insurance shall be presented prior to contract execution. Insurance coverage shall not be canceled without prior written notification to Town.

11. TAXES, FEES, CODE COMPLIANCE, LICENSING

The candidate shall be responsible for payment of any required permits, licenses, taxes or fees associated with the execution of the performance contract. The company shall be responsible for compliance with all applicable codes and laws. If there are tax credits that Town is not qualified for but the company is, those savings will be passed on to Town.

12. FEDERAL, STATE AND LOCAL LAWS

All applicable Federal, State, and local laws, and rules and regulations of all authorities having jurisdiction over the locality of the project shall apply to the contract and are deemed to be included herein.

Submission Requirements

Proposals shall include the following information organized in the following format:

1. A Letter of Transmittal signed by the individual authorized to negotiate for and contractually bind the Contractor stating that the offer is effective for at least ninety (90) calendar days from the deadline for the submission of proposals.
2. Listing of all municipal revaluations completed during the past five (5) years, including client contact information.
3. Listing of all municipal revaluations now underway or under contract, including client contact information.
4. Listing of personnel proposed to be assigned to the Town of Trumbull's revaluation project, including years of experience in current positions and other revaluation positions, municipalities served and their roles in those revaluations. Resumes of personnel proposed to be assigned must be included along with Connecticut Revaluation Certifications.
5. Listing of revaluation projects completed utilizing the Town's current CAMA system, AppraisalVision v6.5.
6. Description of the methodologies to be used for valuing residential, commercial, industrial, exempt, public utility and vacant parcels.
7. Description of sales analysis to be performed to verify accuracy of valuations.
8. Description and outline summary of the proposed public relations program that would be available during the revaluation project.

9. Copy of Contractor's current Connecticut Revaluation Certification issued pursuant to Connecticut General Statutes 12-2c.
10. Indication of how many years the Contractor has been engaged as a company, corporation, partnership or individuals specializing in municipal revaluation services.
11. Copy of the Contractor's Financial Statement for the last fiscal year.

Definitions

- Assessor: The word "Assessor" shall mean the duly appointed Town Assessor of the Town of Trumbull.
- Contract Specifications or Specifications: The terms "Contract Specifications" or "Specifications" shall mean this Exhibit A, which has been attached to and made a part of a certain Contract between the Town and the Company and any addenda thereto.
- Project: The word "Project" shall mean the reappraisal and revaluation of all taxable real property and all exempt real property within the corporate limits of the Town of Trumbull.
- Company: The word "Company" means any person, firm, corporation, association or other entity performing the revaluation work under contract.
- Contractor: The word "Contractor" shall mean and shall be used interchangeably with the word "Company".
- Town: The word "Town" shall mean the Town of Trumbull, Connecticut.
- Jurisdiction: The word "Jurisdiction" shall mean the Town of Trumbull, Connecticut, and shall be used interchangeably with the word "Town".

Basic Scope

The complete reappraisal and revaluation of all taxable and exempt Real Property within the corporate limits of the Town of Trumbull, Connecticut.

The successful Contractor who executes the contract with the Town shall furnish all specified labor, materials, supplies, forms, and perform all work for the project in accordance with these Contract Specifications.

All work will be carried out and all forms, materials, supplies and systems utilized in this Project, shall conform to and be carried out in accordance with the rulings of the Secretary of Office of Policy and Management, pertinent ordinances and agreements of the Town, pertinent state statutes and pertinent decisions of several courts. The revaluation will be performed under the direct supervision and approval of the Assessor of the Town of Trumbull, Connecticut.

The values to be determined shall be the full fair market value as defined in Section 12-63 of the Connecticut General Statutes and shall be based upon recognized methods of appraising.

The revaluation project will cover and include all property in the Town of Trumbull in the following categories:

1. All taxable real estate, land, building and improvements,
2. All tax exempt real estate, land, buildings and improvements.

The revaluation Project shall not include the valuation of taxable personal property.

The Town is requesting two (2) options for this project:

- 1) A revaluation with sales validation, data mailers, limited field data verification, property and record card digital images, building permit inspections, new construction inspections ("Limited Data Verification").
- 2) A revaluation with complete field data verification, sales validation, data mailers, property and record card digital images, building permit inspections, new construction inspections ("Full Data Verification"). a. NOTE: Both options

requested to be broken into separate cost proposals for the residential parcels and commercial, industrial, apartment, Public utilities, exempt and special purpose properties (See page 3).

Effective Date: The effective date of this revaluation project shall be the assessment date of October 1, 2015. All final values will reflect the October 1, 2015 market value. Assessments will be 70% of market value as required by state statute, rounded off to the nearest one hundred dollars.

Computer Assisted Mass Appraisal: This revaluation project is to utilize Computer Assisted Mass Appraisal (CAMA) technology. The Company will utilize Vision Government Solutions Inc. AppraisalVision v.6.5 software to conduct the revaluation and enhance and verify the existing database.

The Town has no desire to replace the existing AppraisalVision CAMA system; all work shall be carried out using the Town's in-house AppraisalVision CAMA system. Proposals submitted using any software other than that which the Town currently utilizes shall be considered unresponsive and shall be subject to disqualification.

Town Information

- o Town Data: The Town of Trumbull is located in the southwest portion of the State of Connecticut in southeastern Fairfield County. Trumbull has an estimated population of 35,752 and a land area of approximately 23 square miles (per 2013 CERC Town Profile).
- o The current basis of assessment is 70%. Trumbull's last revaluation was effective for the October 1, 2011 Grand List. The Taxable Grand List as of October 1, 2013 was \$4,561,636,585.
- o Government: The Town of Trumbull has a First Selectman / Board of Finance / Town Council form of government.
- o Parcel Information: Contractor's price for the revaluation is based upon the following anticipated parcel counts (source is the M-13 report required by the State Office of Policy and Management for the October 1, 2013 Real Estate Grand List):
 1. Residential 11,996
 2. Commercial 230
 3. Industrial 31
 4. Public Utility 7
 5. Vacant Land 433
 6. Use Assmt (490) 25
 7. Apartments 2
 8. Tax Exempt 289
 9. Total Properties 13,013

Additional charges by the Company for differences in parcel counts shall not be permitted by the Town. It is the responsibility of the Company to estimate adjustments in parcel counts from the estimated parcel counts stated for October 1, 2013, to the actual parcel counts for October 1, 2015.

Minimal Qualifications

A. Project Manager or supervisor: Administration of this project shall be assigned by the Company to a Project Manager or Supervisor. He/she shall be certified by the State of Connecticut pursuant to Section 12-2b (C.G.S.) as a revaluation supervisor and have not less than five (5) years of practical appraisal experience involving extensive experience on commercial, industrial, apartment, public utility and residential type properties.

The Project Manager shall be responsible for all work performed by the Company. The project manager shall serve as an advisor in assisting the Assessor in determining all land, building and improvement values for this project.

The Project Manager or Supervisor shall be subject to the approval of the Assessor.

B. Reviewers and Appraisers: Reviewers and Appraisers shall be certified under the Connecticut Revaluation Certification Program pursuant to Section 12-2b (C.G.S.) and shall not have less than two (2) years of practical appraisal experience in the appraisal of the particular type properties for which they are responsible.

C. Measurers and Listers: Measurers and Listers shall have not less than six (6) months of experience and training in this phase of a revaluation project. Any field person who does not meet the above qualifications must work under the direct supervision of an Appraiser, Reviewer, or Project Manager, who is certified pursuant to Section 12-2b (C.G.S.). The Project Manager is required to notify the Assessor of the names, starting dates, qualifications, and field assignments of all Measurers and Listers.

The Company must exercise extreme vigilance over the instruction and supervision of the Measurers and Listers, emphasizing the absolute necessity for the Measurers and Listers to help establish a good relationship with the property owners. Supervisory personnel will oversee the Measurers and Listers on no more than a one to five ratio through the data collection phase of the project. The supervisor(s) and Measurers and Listers shall work closely with the Assessor to assure accuracy and reliability in data collection.

The Company shall give all Measurers and Listers clear and unequivocal instruction that they shall not discuss with any property owner or property occupant in the Town, the value or the assessment of any property they inspect, the property taxes being paid on the property being inspected, or any aspect of the local budget or various Town issues or political matters.

Employment, Release or Transfer: Whenever any person who is employed by the Company and is assigned to this project is released from employment, or transferred from this project, the Assessor shall be notified in writing of the individual's name and date of occurrence.

Whenever new personnel are assigned to this project in any capacity, the Assessor shall be notified in writing of the individuals name, qualifications, starting date, and assigned duties.

All personnel assigned to this project shall be subject to the approval of the Assessor.

Selection Process

Candidates will be evaluated based on the following criteria:

1. Demonstrated specialized experience and technical competence.
2. Experience and qualifications of the proposed team, and the capacity and capability to complete all work on time and within budget.
3. Examples of work produced for and past performance on similar projects.
4. Experience with and knowledge of federal, state and municipal processes, requirements and procedures.
5. Suggestions for improvements / innovations.
6. Fee proposal schedule.

The Town may short-list Respondents for interview in order to clarify qualifications and verify its evaluation. Additional services or significant changes to the submittals during the interview will not be entertained.

Based on the responses received, the Town may choose to continue or cancel the RFQ/RFP process.

Negotiations with Respondents

The responsibility for the final selection rests solely with the Town; the Town may commence negotiations with a selected Responder after review of the proposals, or at its sole option may cancel the process at any time. During this negotiation phase, the Town may discuss any cost, charge or service. The Town shall not be liable to any firm for any costs associated with

responding to the Request for Qualifications and Proposals, and the firm's participation in any interview, or for any costs associated with negotiations.

Terms and Conditions

Identification: All field personnel shall carry suitable ID cards, which shall include an up-to-date photograph, supplied by the Company and signed by the appropriate municipal official. Any personnel who misplace their ID card will not be allowed in the field until a new ID card is obtained. All automobiles used by field personnel shall be registered with the Trumbull Police Department and the Assessor giving license number, make, model, year and color of the vehicle. The Assessor will be given a copy of each Company employee driver's license and the Assessor will have the latitude to perform a police history/background check of each and every Company employee prior to work in the Town of Trumbull.

Conflict of Interest: It is specifically agreed that the Company shall employ no resident of the Town or Town employee, other than in a clerical capacity, without the written approval of the Assessor.

Protection of the Town:

1. Bonding:

a. The Company awarded the Contract, shall, to secure the faithful performance by the Company of the terms of this agreement, furnish to the Assessor a Performance Surety Bond in the amount this Contract, which bond shall be issued by reputable bonding company licensed to do such business in the State of Connecticut and acceptable to the Town. Said bond shall be in form satisfactory to and approved by the Town Attorney. The performance bond shall be delivered to the Assessor within fourteen (14) days after signing of the Contract and prior to commencement of actual work. This bond shall include the appeal requirements of these Contract Specifications.

b. Commencement of the work prior to the approval by the Town of the Performance Surety Bond submitted by the Company and prior to written notice to proceed from the Town shall be grounds for the cancellation of the Contract.

c. It is understood and agreed that upon completion of approved delivery to the Town of the revaluation, that the performance bond shall be reduced to 10% of the value of the contract to cover the defense of appeals. This reduced amount of bond shall become effective after the revaluation has been completed and has been approved by the Assessor and after the completion of the duties of the Board of Assessment Review.

The reduced amount of the bond shall remain effective until a final resolution in the appeal process of any timely appeals (either pursuant to Section 12-117a, Section 12-118 or Section 12-119 of Connecticut General Statute as from time to time revised) as taken from the doings of the Board of Assessment Review or Assessor on the list of October 1, 2015.

2. Indemnification and Insurance: The Company agrees to defend and save harmless the Town, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery, and judgments of every kind and description arising out of the performance of this Agreement, for personal injury or property damage brought or recovered against it by reason of any negligent action or omission of the Company, its agents, or employees and with respect to the degree to which the Town is free from negligence on the part of itself, its employees and agents.

Except as provided above, the Town agrees to defend and indemnify and save harmless the Company, its officers, agents and employees against all claims, demands, payments, suits, actions, recovery and judgments of every kind and description arising out of any valuation disputes, or challenges to the methodology employed under this Agreement brought or recovered against it, whether based in contract, negligence or otherwise.

Neither party shall be liable to the other for consequential, indirect or incidental damages, including, but not limited to, loss of tax revenue or claims related to valuation of property, whether based in contract, negligence, and strict liability or otherwise.

In any event, the Company's liability for damages (except for damage to real or personal property or personal injury as provided above) under any theory of liability or form of action including negligence shall not exceed the total amount paid by the Town to the Company under this Agreement.

The Company shall carry Public Liability Insurance in the amount of \$1,000,000 including protection for bodily injury and property damage with a combined single limit of \$1,000,000 and \$500,000 for each occurrence.

The Company shall also maintain Automobile Liability Insurance providing limits of \$1,000,000 per occurrence, and the Company shall provide Workers' Compensation Insurance. The Workers' Compensation Insurance shall provide coverage under the Compensation Act of Connecticut and shall provide employer's liability insurance in the amount of \$100,000.

Upon the request by the Town, Certificates of Insurance shall be supplied to the Town by the Company detailing the above coverage. A carrier authorized to do business within the State of Connecticut will issue these certificates.

3. Bankruptcy, Receivership, Insolvency: If the Company does not pay its debts as they shall become due, or if a receiver shall be appointed for its business or its assets and not voided within sixty (60) days, or if the Company shall make an assignment for the benefit of creditors, or otherwise, or if interest herein shall be sold under execution or if it shall be adjudicated insolvent or bankrupt, then, and forthwith thereafter, the Town shall have the right at its option and without prejudice to its rights hereunder to terminate the Contract and withhold any payments due.

4. Liquidated Damages: Failure by the Company to complete all work on or before the dates specified herein shall be cause for payment by the Company on the written request of the Assessor for each day beyond the specified date of completion. For the purposes of this section, the following completion dates are subject to the One Hundred Dollar (\$100.00) per day penalty:

- November 16, 2015: All completed appraisals given to Assessor for review.
- December 10, 2015: All assessment notices addressed and mailed.
- January 8, 2016: Latest date for Informal hearings to be completed, informal hearing determination notices to be completed and mailed, the computer file updated for all final values as they appear on the property record cards, all property record cards finalized and delivered to Assessor and all revaluation records, items and systems are delivered to the Assessor in accordance with this Contract and Contract Specifications.

Liquidated damages due under this clause, shall be deducted from the Contract price and represent a fair and equitable estimate of the damages the Town will suffer if the Company's work is not completed on or before the specified dates or is not in conformity with the standards of these Specifications . The Town shall have the right to use the funds withheld from each periodic payment under terms of these Contract Specifications to satisfy in whole or in part, the liquidated damages provided in these Specifications. Delays occasioned by war, strike, explosion, Act of God or order of Court or other public authority are accepted.

5. Termination: If the Company fails to perform the Contract in accordance with the terms of the Contractor these Contract Specifications or if the Town reasonably doubts that the Company 's work is progressing in such a manner as to ensure compliance with the schedule of completion dates set forth in these Contract Specifications and any addendum thereto, or if the Company fails to maintain Connecticut certification as required in these Contract Specifications, the Town shall have the right, in addition to all other remedies it may have, upon seven (7) days written notice to the Company and its surety or bonding company, to declare the Contract in default and thereby terminated, and to award the project, or the remaining work thereof, to another Contractor. If this termination clause is invoked, the Company's agents and employees shall, at the Assessor's direction, vacate in an orderly fashion any office space provided by the Town, leaving behind all records, properly filed and indexed, as well as all other property of the Town.

Any funds held by the Town, under the Contract, shall become the property of the Town to the extent necessary to reimburse the Town for its costs in obtaining another Contractor and supervising the transition. Termination of the Contract and retention of

funds by the Town shall prevent the Town from bringing an action against the Company for damages or exercising any other legal, equitable or contractual right the Town may possess, in the event of the Company's failure to perform.

6. Severability: In the event any part of any clause or provision of this Contractor Contract Specifications is judicially determined to be unenforceable, it shall be deemed severable from the remainder of the clause or provision and such remainder shall be binding upon the parties to this Contract.

7. Waiver: No action or failure to act by the Town shall constitute a waiver of any right or duty afforded it under the Contractor Contract Specifications, nor shall it prohibit the Town from future exercise of any such a right.

8. Misrepresentation or Default: The Town may void this agreement if the Company has materially misrepresented any offering or defaults on any contract with a Connecticut municipality. The Company shall, also, immediately notify the Town of any claim or case formally brought against the Company.

9. Company Right to Stop Work for Non-Payment: Payment of billings is due within thirty (30) days after the date of each billing. Failure of the Jurisdiction to make payment when due shall entitle the Company, in addition to its other rights and remedies, to suspend, temporarily, further performance of this Agreement without liability.

Time Schedule

1. Awarding of Contract: Within a reasonable time after the opening of the Proposals, the Town will award a Contract for the revaluation project. The Town reserves the right to reject any, or any part of, **or all Proposals**.

2. Signing of Contract: Within fifteen (15) days after the Town has sent Notice of Award to the selected Company that Company shall execute with the Town a Contract based on these Contract Specifications, as possibly revised by negotiation.

- Changes: Changes in these Contract Specifications will be permitted only upon written mutual agreement of the Company and the Town.
- Subletting: The Company shall not assign or transfer the Contract or any interest, or any 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 Company from any responsibility or liability as covered in these Contract Specifications. The Town may retain consultants to review the Company's work as necessary.

3. Revaluation Schedule:

- Start: The Company shall start the revaluation work thirty (30) days after a contract has been executed by both parties and such other date as agreed to by the Assessor. Thereafter the Company must continue in a diligent manner so as to ensure completion within the schedule of completion dates as set forth below.

4. Completion Dates: The following phases of the revaluation project must be completed in accordance with the following schedule:

1. Complete residential data verification with digital images by March 31, 2015
2. Complete commercial, industrial, apartment, public utility, special purpose properties and tax exempt parcel data verification with digital property images by April 30, 2015.
3. Pricing, review, and final valuation of all property classes by November 16, 2015.
4. Complete land study and values analysis to begin appraisals by June 1, 2015.
5. Complete building cost manual to begin appraisals by June 1, 2015.
6. Complete market data study to begin appraisals by June 1, 2015.
7. Complete study of market rents, expenses and capitalization factors to begin appraisals by June 1, 2015.
8. Assessor completes his/her review and final market adjustments are made no later than December 4, 2015.

9. Assessment notices shall be mailed no later than December 15, 2015.
10. Informal hearings are to begin no later than December 21, 2015 and end no later than January 8, 2016.
11. Informal hearings completed; determination notices completed and mailed; the computer file is updated for all final appraisals; all property record cards are finalized and delivered to the Assessor in order, all revaluation records, all other digital images, items and systems are delivered to the Assessor in accordance with the Contract and Contract Specifications no later than January 15, 2016.

5. Assessor Review: Printout of the previous assessment and assessment for the October 1, 2015 Grand List will be supplied to the Assessor starting no later than July 1, 2015, and periodically thereafter until the completion of the public hearings. In addition, all changes made by the Assessor in property values as a result of his/her review will be changed within one week of receiving the changes from the Assessor and shall be included in the printout for the following period.

6. Assessment Date: The completed appraisals, upon approval by the Assessor will serve as a basis for assessments effective on the Grand List of October 1, 2015. Notwithstanding the dates mentioned above for any task, all values are to be based on the assessment date of October 1, 2015 and the properties, as they exist in Trumbull on that date.

7. Delays: The Company shall not be liable for delays caused by reason of war, strike, explosion, Act of God, Order of Court or other public authority.

J. Payment Schedule:

Periodic Payments, Progress Reports and project Work Plan:

- On the last business day of the month following the execution date of this contract, and on the last business day of each month thereafter during the period covered by this Contract, the Company is to certify by written progress report to the Assessor, the percentage of the total work completed under the Contract which the Company has performed during the said month.
- The Town, upon determination by the Assessor, that the certification of the Company concerning work during said period is accurate, will pay to the Company a percentage of the total compensation under this Contract equal to the percentage of the work certified as having been performed during said period, less ten (10%) percent which is to be retained by the Town for payment to the Company on the Town's determination, as certified by the Assessor, that the Company has performed fully and satisfactorily all its obligations and requirements under the Contract, except for Litigation Support.
- If the Assessor determines that the Company's certification is inaccurate, the periodic payment shall be omitted, delayed or adjusted accordingly.
- Each Contractor is required to submit, with their Bid Proposal, a detailed project work plan and a schedule of completion dates and a corresponding listing of percentage of work completed.
- Within thirty (30) days of the signing of the Contract, the Company shall submit to the Assessor for approval a complete project work plan.
- Said plan should list key project activities and include the start and completion date for each. The plan should estimate the total work days required to complete an activity, type of personnel required for each activity and the number of such personnel to be assigned to the activity.
- The project work plan, biweekly written progress reports, requests for payment and periodic meetings shall form the basis for management of the project by the Assessor and the Company.
- Upon completion of the duties of the Board of Assessment Appeals with respect to the October 1, 2015 Grand List, and upon determination by the Town and certification by the Assessor that the Company has performed fully and satisfactorily all its obligations and requirements under the Contract or Contract Specifications, except for Litigation Support, the Town will pay all payments due the Company.

Following is an example of a billing breakdown. The Company will submit similar breakdowns for the options proposed with its Proposal.

Payment Schedule for Percentage of Completed Work

The cost associated with revaluation services should be billed to approximately correspond to the table below:

TASK, % AMOUNT

Bonding, office set-up, project setup, public relations 15%

Data mailers, quality control, data entry 5%

Residential valuation 17%

Commercial/Industrial Valuation 13%

Residential field review, data entry 17%

Commercial/Industrial field review, income production, reconcile cost and income approaches 8%

Property photo imaging, documentation 10%

Impact notices, residential and commercial/industrial hearings, related field work, data entry 10%

Project finalization, change notices, special land pricing, client meetings, all other digital images, support of values, goodwill 5%

Note: Cost of litigation is included as part of bonding costs. Bidders are asked to estimate dates and amounts of billings.

Responsibilities of Revaluation Company

- Good Faith: The Company shall, in good faith, use its best efforts to assist the Assessor in determining accurate and proper market valuations, and shall not undervalue or overvalue any land, building or other property to avoid or minimize its responsibilities under this Contract and Contract Specifications. The Company is responsible for fulfilling all of the stated requirements in this Contract and Contract Specifications in a timely fashion, consistent with a good faith effort. The Company shall provide training for appropriate Town personnel, adequate to provide them with the knowledge necessary to understand and use the appraisal system.
- Public Information: Adequate public understanding of the revaluation program is essential to its success. The Company will assist the Town, as requested, with media releases, public information sessions, and development of worldwide web content. All public information and media releases must have prior approval of the Assessor.
- Conduct of Company Employees: As a condition of this Contract, the Company's employees shall, at all times, treat the residents, employees and taxpayers of the Town with respect and courtesy. The Company shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision.
- Records: The Town shall provide all forms, literature, and papers to be used in this project.
- CAMA System: The Town shall provide the in-house AppraisalVision Computer Assisted Mass Appraisal (CAMA) system, and be responsible for a reliable interface that effectively bridges the CAMA system with the grand list administrative system. All project related data entry throughout the project shall be the responsibility of the Company.

- Additional Supplies: All forms used in this project shall be subject to approval by the Assessor as to format, design, content, shape, size, color, quality and quantity, and shall further be subject to approval by the Secretary of the Office of Policy and Management as required by the Connecticut General Statutes. The Contractor shall be responsible for all forms and postage related to the project.
- Records are Town Property: The original or a copy of all records and computations including machine readable data bases made by the Company in connection with any appraisal of property for this project shall, at all times, be the property of the Town and upon completion of the project or termination of this Contract by the Town, shall be left in good order in custody of the Assessor. Such records and computations shall include, but not be limited to: (1) tax maps; (2) land value maps; (3) materials, wages and cost investigations and schedules; (4) data collection cards (listing cards), property record cards (field cards) with property valuations and separate sketch cards or plot plans, if necessary; (5) sales data; (6) income, expense and capitalization rate data; (7) depreciation tables; (8) computations of land and building values; (9) all forms of correspondence including letters or memoranda to individuals, corporations, property owners, or groups of organizations explaining the revaluation, or assessments or appraisal methods used in this Town or on this project ; (10) duplicate "Notices of Assessment Change", (11) duplicate of hearing determination notices.
- Assessor's Records: The Company shall use a system approved by the Assessor to accurately account for all records and maps which may be taken from the files of the Assessor in connection with this Project. All such records and maps shall be returned immediately.
- Building Permits: The Assessor will screen and make available on a timely basis to the Company copies of all active building permits to allow the inclusion of all new construction, additions, and remodeling in the Company's appraisals. Qualified Company personnel will inspect all properties with active building permits on an ongoing basis, include all updated construction data in the Company's appraisals, and report updated construction data to the Assessor. The Company shall code as unfinished construction all property records which have incomplete improvements on the October 1, 2015 Grand List. The CAMA system will show the percentage of completion, based upon a schedule approved by the Assessor, and reflect a percentage of completion in the valuation.
- Sales Analysis: The Company with the Assessor shall conduct an analysis of all sales for 2.5 years prior to October 1, 2015 (or such other reasonable period as deemed necessary by the Assessor). These sales shall be reduced to appropriate units of comparison and segregated into the following major categories: vacant residential land, vacant commercial land, vacant industrial land, residential condominiums, commercial condominiums, residential properties, commercial properties, apartment properties and industrial properties. Further subcategory breakdown such as ranch, split level, cape, retail, office, gas station, etc. will also be required. All existing sales information will remain in the Assessors data base for informational purposes. No values shall be set until such an analysis is presented to, reviewed by and accepted by the Assessor. The Assessor is to approve final market adjustments no later than November 16, 2015.
- Assessment Notices: No later than December 15, 2015, a notice in accordance with Section 12-55 (C.G.S) shall be sent, at the Contractor's expense, by first class mail, to each owner of record as of October 1, 2015, setting forth the old assessment of land and buildings as well as the new valuation that has been placed upon the property identified in the notice. The notice shall be prepared by the company in duplicate and conformity with the Connecticut General Statutes. The duplicate copies will be arranged alphabetically by street order or parcel identification number and shall be left with the Assessor. Further, information specifying the dates, times and place of the informal public hearings, with an explanation of the purpose of a revaluation and how assessments were determined will be enclosed. Such notices and information shall be subject to approval by the Assessor. The Contractor will also provide the Town with the electronic files used to generate the assessment notices in either .pdf or .doc formats.
- Informal Hearings: The Company shall hold informal hearings, at such times and at such location as the Assessor may specify, so that owners of property, or legal representatives of owners may appear at appointed times to discuss with qualified members of the Company's staff, the assessed valuations of their

property. The Town shall provide adequate space for the informal hearings phase of the project. The Company's personnel shall explain the manner and methods of arriving at value. Informal hearings, at the discretion of the Assessor, may be held on weeknights and Saturdays as well as during business hours. The Company, in conjunction with recommendations of the Assessor, shall schedule a sufficient number of hearings and provide sufficient qualified personnel certified by the State of Connecticut and approved by the Assessor to handle said hearings expeditiously and fairly. The Company shall request that each person(s) or their legal representative who appears at a hearing sign a form indicating whether the Company shall re-inspect the property/properties being discussed, such decision to re-inspect to be at the reasonable discretion of the Company. Any such re-inspection shall be made as soon as possible. This form shall be approved by the Assessor and provided by the Company. The completed and signed forms shall be turned over to the Assessor at the conclusion of the hearings. Any information offered by the taxpayer shall be given consideration, and adjustments shall be made where warranted. The Contractor shall, at its expense, by first class mail, notify in writing each taxpayer who has appeared at an informal hearing of the results of that hearing, whether the assessment has been changed or not. The content and form of such notices shall be subject to the prior approval of the Assessor. Such notice shall include: 1) the adjusted assessment, or (2) an indication that no change was made. They will also provide the Town with the electronic files used to generate the informal hearing result notices in either .pdf or .doc formats.

- Board of Assessment Appeals: The Company shall have a qualified staff member, available for attendance at any deliberations of the Board of Assessment Appeals next to be held after the completion of the revaluation, Sundays excluded, to explain the valuations made. Such availability and attendance shall not be required after the date, including extensions as provided by statute, for the completion of the duties of the Board of Assessment Appeals on the October 1, 2015 Grand List. Prior to the commencement of the Board's hearings, the Company and the Assessor will conduct an educational session for the Board including information on how the revaluation was conducted, data available supporting the valuation tables, and guidance on Connecticut statutes, guidelines, and relevant case law.
- Litigation: In the event of appeal to the courts or appeals boards, either pursuant to Section 12-117a, Section 12-118 or Section 12-119 of the Connecticut General Statutes (as amended from time to time), the Company shall furnish a competent witness or witnesses. Any such witness is subject to the approval of the Assessor. It is understood that the Contractor shall furnish said witness or witnesses on any court action instituted on the October 1, 2015 Grand List assessments for up to five days at no charge. After the initial five days, a per diem rate of \$500.00 for residential properties and \$600.00 per diem for commercial/industrial properties shall be charged. Time will be accounted for as follows: Pretrial meetings with an Attorney representing the Town or for Court /Appeal Board appearances of less than 3.5 hours attendance on any given day shall equal one-half person day. Such meetings or appearances of 3.5 hours or more on any given day shall equal one full person day. The Contractor shall provide supporting data, including written appraisal if deemed necessary by the Assessor, for any said court appeals. The Contractor shall also comply with any request by the Town to answer any interrogatories, provide witnesses for depositions or to otherwise participate in the discovery process pertaining to any litigation described herein. The Contractor shall not be held responsible for any assessment changed from the original valuation figure by parties other than the Contractor.
- Information to Assessor: The Company shall give to the Assessor any and all information requested pertaining to the revaluation work for a period of two years after completion of the duties of the Board of Assessment Appeals on the October 1, 2015 Grand List, without further cost to the Town. Throughout the project, the Company shall satisfy all requests made by the Town for information as to the Company's planned work schedule for the Project, personnel employed on the project, appraisal methods and procedures utilized, and the status of the work. Written periodic progress reports are required throughout the duration of the project, commencing thirty (30) days from the date the Contract is signed.
- Appraisal Schedules: The Company shall supply and leave for the Town, not less than four (4) copies of all project appraisal schedules. Appraisal schedules are all tables, factors, models and model descriptions,

which were employed in the project to process value estimates as required in the section of this Contract entitled "Appraisal Specifications". A draft copy of these appraisal schedules shall be turned over to the Assessor upon approval of the schedules by the Assessor. These schedules shall be in the form of a bound manual and will be the same schedules used in the CAMA system.

- Office Space: The Town shall furnish to the Company sufficient office space in Trumbull to carry out the terms of this Contract. Office equipment, including phone and internet service shall be the responsibility of the Company.
- Mail: For any mail required to send in conjunction with this Contract or Contract Specifications, it is the responsibility of the Town to investigate all returned mail for updated name or address and to re-mail such mail.

Valuation Standards

A. Sales Comparison/Market Approach

- The Contractor must describe in detail its particular methods for generating values with the market value approach. The comparative sales approach, or a statistical modeling approach, is the two preferred techniques. If a statistical modeling approach is used, the Contractor must specify the techniques employed and the types of property that will be valued with these techniques. If the direct sales comparison method is employed, all adjustment techniques must be described by the Contractor in its proposal.

B. Sales Verification

The validity of all sales for 2.5 years prior to October 1, 2015 shall be determined by the Contractor and the Assessor. A complete inspection and measurement check effort must be made of sold properties to determine the accuracy of the current physical listing. A sales file shall be developed to reflect the property characteristics of the sold property as of the date of sale. These validated sales will be the basis for the comparable sales/market approach for the residential properties. The Contractor shall develop and provide the Assessor with written documentation for the sales verification effort. All sold property owners who purchased property during the revaluation year are to be sent a sales verification questionnaire at the Company's expense.

C. 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 the October 1, 2015 valuation date.

D. Income Approach

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

E. Land Valuation

The 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 Assessor. In the event of any disagreement between the Assessor and the Contractor, the Assessor shall have the final decision confirming all land values and methods. Both full value and the PA 63-490 (Farm, Forest, or Open Space classification) value, if applicable, shall be calculated by the Contractor or any consultant the Town may retain to assist in the calculation of farm, forest, or open space values.

F. Neighborhood Delineation

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

G. Depreciation Analysis

The Contractor shall develop, and explain separately, each depreciation on the property record card and/or worksheet (if used). Land values shall be added to the depreciated improvement value. The depreciated replacement cost of each property is to be compared with the value produced via income analysis or sales comparison, and obsolescence guides developed by type of property and location. Analysis should be reviewed with the Assessor and a copy shall be provided at the completion of the project.

H. Validity and Reliability Testing of Valuation Estimates

The Company will comply with Ratio Testing Standards pursuant to CGS 12-62i and will certify that the revaluation meets the performance-based revaluation standards of subsections (b) or (c) of section 12-62i-2 of the Regulations of Connecticut State Agencies. Validity and reliability tests include, but are not limited to the following:

Coefficient of Dispersion (COD) and Variance testing, Price Related Differential (PRD) testing, isolating the effects of age, style, and location on value, statistical measures of Standard Deviation, Mean, Mode, and Median, tracking of sales and listings, and verification of sales data to include conditions of sale, financing, and terms of transfer.

Appraisal Specifications

A. General: The Company shall calculate a value estimate for each parcel that will be comprised of 1) land value, 2) building value, 3) other improvement value and 4) total value. Valuation pretests will be performed during the development of cost schedules, market adjustments, income, expense and capitalization factors. The pretests will involve the selection of representative sample properties, at the discretion of the Assessor, for processing through CAMA calculations and for review in the field. This pretest review may then result in further refinement to the components used in value calculations. In addition to this pre-test, all appraisals will be reviewed by the Assessor and market data which becomes available during the time up through October 1, 2015 will be considered and tested against value estimates for the Project. The end result of this value testing process will be the unit land values, the cost schedules, the market modules, the comparable sale selections and adjustment factors, the market rent, market expense and capitalization factors approved by the Assessor for the reappraisal and revaluation of real property in the Town.

B. Appraisal of Land: The Company shall appraise all land within the Town: residential, commercial, industrial, public utility, tax exempt or any other land whether vacant or improved. All valuations are subject to the approval of the Assessor.

- Land Value Study: Land shall be valued on the basis of an analysis of sales data as specified in the section of these Contract Specifications entitled "Sales Analysis". The analysis and application of sales data shall be governed by procedures and techniques commonly used in the appraisal of land and shall be approved by the Assessor.
- Land Value Units: The Company shall prepare land unit values by square foot, acreage, or fractional acreage; whichever in the judgment of the Assessor most accurately reflects the market for the appraised land. All necessary tables and charts shall be developed by the Company for the valuing of land. These charts shall be prepared according to standard appraisal practices and subject to the approval of the Assessor.
- Neighborhood Delineation: The Company shall, with the cooperation and approval of the Assessor, review neighborhood delineation units within the Town.

C. Appraisal of Residential Buildings and Structures

- Sales Validation: The Company shall be responsible for validation of all sales and data changes resulting from that review.
- Sales Analysis: The Company shall analyze all valid residential sales and establish land, cost and depreciation tables. The Company shall work with the Assessor's office with all testing of the proposed tables.
- Valuation Review: Not later than June 1, 2015, the Company's personnel will provide the Assessor with property valuation spreadsheets detailing old and new valuations as initial residential property valuations are completed. The Company's personnel will provide the Assessor with these property valuation spreadsheets detailing old and new valuations on at least a weekly basis. The Assessor will regularly review the spreadsheets and recommend value adjustments as necessary. Additionally, a full field review of the values will be performed by the Company's personnel certified as reviewers, as previously prescribed in these specifications. This field review will take place both during and at the conclusion of valuation production.

Option 1 – Limited Data Verification

1. Residential Data Mailers - The Company will be responsible for mailing data mailers to all property owners. Forms, postage, and handling will be paid for by the Company. Included with these mailers will be a stamped, return-addressed envelope and a cover letter which explains the purpose and content of the mailer. The format and content of the data mailer, as well as the cover letter, shall be subject to the approval of the Assessor. The mailer will ask the property owner to verify the data on file and request that they make any necessary changes and return the completed mailer to the Company for further review. The Company will utilize the following procedure for the handling of data mailers:
 - Data Mailers received through the mail, telephone calls or walk-ins are logged by the Company's clerical staff. Initially, mailers are reviewed by the Company's clerical staff for allowable clerical changes and/or missing or incomplete information, as identified and approved by the Project Supervisor and approved by Assessor prior to the mailing of data mailers. Data mailers are reviewed by Company appraisers who determine if field checks or further telephone verification is required. If a field visit or telephone verification is required, the Company's clerical staff will handle scheduling for appraiser. If the returned mailer lists changes to attributes such as zoning, land size, etc. and the appraiser is unable to ascertain the accuracy of information furnished by the Town, the returned mailer will be brought to the attention of the Town for further review or verification. All returned mailers will be logged to a return log and the mailer data entered into the CAMA system. Returned data mailers are to be identified as to when received, how they were received and what action was taken. The log sheets are a deliverable item to the Town at the completion of the project. The CAMA system data entries will allow the Town to solicit any parcels with a returned data mailer for historical records. For any property whose owner fails to return a data mailer, pursuant to CGS 12-62b(4), the Company will perform full data collection and verification of the property to ensure property data accuracy. The Company will be responsible for making any changes to the CAMA database as a result of returned data mailers and field inspections.
2. Images: The Company will gather a minimum of one digital image for all real residential property and multiple images, if needed, for commercial, industrial, apartment, public utilities and special purpose parcels, taken from a public way, review for quality and attach these images, along with images of previous property record cards, to current CAMA database records.
3. Permits/New Construction: The Company will perform field interior and exterior inspections of all building permits as defined by the Assessor for a period from the commencement of the contract through October 1, 2015. These inspections will include data collection, data entry, and reporting of updated construction data to the Assessor.

Option 2 – Full Data Verification

The Company shall make a careful and complete onsite listing of physical details for all residential buildings and structures and all structural improvements appurtenant to residential property in the Town.

1. **Physical Inspections:** The Company will be provided a copy of the current property record card from existing Town records. The Company's representative will attempt to gain entry for an interior inspection of all floors in the house. The representative will measure and verify all exterior dimensions of the improvements and any ancillary buildings on the parcel along with verifying all pertinent physical data relating to improvements, including, but not limited to, exterior measurements of each section, year built, style, story height(s), etc. If no interior inspection is obtained during the initial visit, the Company will mail a letter to the property owner explaining that a representative was at the property and no interior entry was gained. The Company will pay the mailing costs. The letter will request the homeowner contact the Company to schedule an appointment for an interior inspection, which will be offered days, evenings or Saturday.
2. **Residential Data Mailers:** The Company will be responsible for mailing data mailers to all property owners. Forms, postage, and handling will be paid for by the Company. Included with these mailers will be a stamped, return-addressed envelope and a cover letter which explains the purpose and content of the mailer. The format and content of the data mailer, as well as the cover letter, shall be subject to the approval of the Assessor. The mailer will ask the property owner to verify the data on file and request that they make any necessary corrections and return the completed mailer to the Company for further review. The Company will utilize the following procedure for the handling of data mailers:
 - Data Mailers received through the mail, telephone calls or walk-ins are logged by the Company's clerical staff. Initially, mailers are reviewed by the Company's clerical staff for allowable clerical changes and/or missing or incomplete information, as identified and approved by the Project Supervisor and approved by Assessor prior to the mailing of data mailers. Data mailers are reviewed by Company appraisers who determine if field checks or further telephone verification is required. If a field visit or telephone verification is required, the Company's clerical staff will handle scheduling for appraiser. If the returned mailer lists changes to attributes such as zoning, land size, etc. and the appraiser is unable to ascertain the accuracy of information furnished by the Town, the returned mailer will be brought to the attention of the Town for further review or verification. All returned mailers will be logged to a return log and the mailer data entered into the CAMA system. Returned data mailers are to be identified as to when received, how they were received and what action was taken. The log sheets are a deliverable item to the Town at the completion of the project. The CAMA system data entries will allow the Town to solicit any parcels with a returned data mailer for historical records. The Company will be responsible for making any corrections to the CAMA database as a result of returned data mailers and field inspections.
3. **Images:** The Company will gather a minimum of one digital image for all real residential property and multiple images, if needed, for commercial, industrial, apartment, public utilities and special purpose parcels, taken from a public way, review for quality and attach the images to the current CAMA database records.
4. **Permits/New Construction:** The Company will perform field interior and exterior inspections of all building permits as defined by the Assessor for a period from the commencement of the contract through October 1, 2015. These inspections will include data collection, data entry, and report updated construction data to the Assessor.
5. **Pricing and Valuations:**
 - **October 1, 2015 Market Value:** Pricing and valuation of all land, buildings and improvements must reflect the market value as of October 1, 2015, and shall be done from and in accordance with the previously approved manuals and schedules (market values shall be rounded to the nearest hundred).
 - **b. Final valuation:** The final valuation of any property in the Town shall be the market value of the land, buildings and other improvements as they exist on October 1, 2015.

6. Preliminary Town Acceptance: Prior to the mailing of assessment notices, the Company's Project Manager will review the final values, as computed by the Company, with the Assessor, to ensure that the Town is prepared to accept the Company's work. The Assessor will make the final judgment on the final value. If deemed to be unacceptable, the Company as required or specified by the Assessor will revise the values.

D. Appraisal of Commercial, Industrial, Public Utility, Exempt and Special Purpose Properties:

Option 1 – Limited Data Verification

1. Limited Data verification: There will be limited data verification of commercial, industrial, public utility, exempt and special purpose properties under this option.
2. Permits/New Construction: The Company will perform field interior and exterior inspections of all building permits as defined by the Assessor for a period from the commencement of the contract through October 1, 2015. These inspections will include data collection, data entry, and reporting of updated construction data to the Assessor.
3. Income Approach: Income and expense data gathered by the Town shall be utilized by the Company for income producing commercial, industrial, and special purpose properties. Any income and expense data including OPM form number M-58 with accompanying summary reports and rent schedules shall become property of the Town. All information filed and furnished with the M-58 report shall not be a public record and is not subject to the provisions of Section 1-19 (Freedom of Information) of the Connecticut General Statutes. From these returns and other data sources, the Company will establish market or economic rent and expenses for income producing properties. The Company shall also develop capitalization rates by investigating sales and income data. Rates shall be established for various classes of property. When the rates, factors and methods have been approved by the Assessor, the Company shall make appraisals including the income approach in accordance with the Connecticut General Statutes. The Town shall be responsible for the preparation, mailing and collection of all Income and Expense Forms. The Town shall be responsible for the collection of the M-58 (income and expense data) reports.
4. Images: The Company will gather multiple images, if needed, for commercial, industrial, apartment, public utilities and special purpose parcels, taken from a public way, review for quality, and attach the images to the current CAMA database records.
5. Review: Ongoing and final reviews shall be made in a similar manner and for the same purposes as prescribed for residential properties. The reviewer shall be competently trained, certified and fully experienced in the appraisal of the particular type and kind of commercial, industrial, public utility or special purpose building for which the reviewer is responsible for the final value.
6. Preliminary Town Acceptance: Prior to the mailing of assessment notices, the Company's Project Manager will review the final values, as computed by the Company, with the Assessor, to ensure that the Town is prepared to accept the Company's work. The Assessor will make the final judgment on the final value. If deemed to be unacceptable, the Company as required or specified by the Assessor will revise the values.

Option 2 – Full Data Verification

1. Full Data Verification: All commercial, industrial and tax exempt property data will be verified in field in the same manner as residential properties, as set forth previously in these specifications.

2. Permits/New Construction: The Company will perform field interior and exterior inspections of all building permits as defined by the Assessor for a period from the commencement of the contract through October 1, 2015. These inspections will include data collection, data entry, and reporting of updated construction data to the Assessor.
3. Income Approach: Income and expense data gathered by the Town shall be utilized by the Company for income producing commercial, industrial, and special purpose properties. Any income and expense data including OPM form number M-58 with accompanying summary reports and rent schedules shall become property of the Town. All information filed and furnished with the M-58 report shall not be a public record and is not subject to the provisions of Section 1-19 (Freedom of Information) of the Connecticut General Statutes. From these returns and other data sources, the Company will establish market or economic rent and expenses for income producing properties. The Company shall also develop capitalization rates by investigating sales and income data. Rates shall be established for various classes of property. When the rates, factors and methods have been approved by the Assessor, the Company shall make appraisals including the income approach in accordance with the Connecticut General Statutes. The Town shall be responsible for the preparation, mailing and collection of all Income and Expense Forms. The Town shall be responsible for the collection of the M-58 (income and expense data) reports.
4. Images: The Company will gather multiple images, if needed, for commercial, industrial, apartment, public utilities and special purpose parcels, taken from a public way, review for quality, and attach the images to the current CAMA database records.
5. Review: Ongoing and final reviews shall be made in a similar manner and for the same purposes as prescribed for residential properties. The reviewer shall be competently trained, certified and fully experienced in the appraisal of the particular type and kind of commercial, industrial, public utility or special purpose building for which the reviewer is responsible for the final value.
6. Preliminary Town Acceptance: Prior to the mailing of assessment notices, the Company's Project Manager will review the final values, as computed by the Company, with the Assessor, to ensure that the Town is prepared to accept the Company's work. The Assessor will make the final judgment on the final value. If deemed to be unacceptable, the Company as required or specified by the Assessor will revise the values.

Transmittal of Records to the Assessor

Regular periodic delivery of appraisals, as completed, and in accordance with the schedule provided in the section of these Contract Specifications entitled "Completion Dates", shall be made to the Assessor for review.

All completed and corrected records shall be turned over to the Assessor as of January 22, 2016.

Property data, and/or appraisals and records shall not be made public until after the assessment notices are mailed, except to the extent public access may be compulsory under the provisions of applicable law.

Responsibility of Town

- A. Nature of Service: It is clearly understood and agreed that the services rendered by the Company are in the nature of assistance to the Assessor and all decisions as to proper valuations, taxable or tax-exempt status shall rest with the Assessor. The Company shall, in good faith, use its best efforts to assist the Assessor in determining accurate and proper valuations and shall not undervalue or overvalue any land, building or other property to avoid or to minimize its responsibilities as outlined in these Contract Specifications. With regard to viewing all real property in the Town by physical inspection in the conduct of this revaluation project, the

Assessor will designate the Company to view by physical inspection all real property in the Town in compliance with Connecticut General Statutes.

- B. Cooperation: The Assessor, Town, and its employees will cooperate with and render all reasonable assistance to the Company and its employees in the course of this Project.
- C. Items Furnished or Made Available by Town to the Company: The Town shall furnish, or make available, the following:
 - Maps: The Town shall furnish two (2) sets of Assessor maps showing streets, property lines, and parcel identification numbers.
 - Land Dimensions: The Town will make available lot sizes and total acreage to the Company of all property from current property record cards or the current computer data base (subject to the provisions of the section in these Contract Specifications entitled "Assessor's Records").
 - Zoning: The Town will furnish one (1) set of the current Town zoning regulations and a zoning map.
 - Software Support: The Assessor will make available to the Company the current CAMA database and CAMA Software, the AppraisalVision GIS Software, and online access to the Town Building Department's inspection logs.
 - Property Transfers: The Town shall notify the Company, on a regular basis, of property splits and transfers occurring after the initial establishment of the Company's database for this information. The Town will regularly update its records.
 - Mailing Address: The Town shall furnish through the Assessor's Office the current mailing address of all property owners.
 - Office Space: The Town shall furnish to the Company sufficient office space to carry out the terms of this Contract.
 - Office Equipment: All necessary office and computer equipment shall be the responsibility of the Company.

Responsible to the Assessor

It is understood and agreed that the reappraisal of properties covered by this agreement shall conform to the procedures and technical requirements of the Assessor and, at least weekly, the Company's Project Manager (Supervisor) and Assessor shall discuss the progress and various other details of the project. These discussions may be scheduled to occur more frequently if it is found to be necessary by the Assessor.

General Conditions

- A. Project Award: The Town of Trumbull, hereinafter termed the Town, reserves the right to reject any, or any part of, or all Proposal; to waive informalities and technicalities and to accept that Proposal which the Town and the Assessor deem to be in the best interest of the Town whether or not it is the lowest dollar amount. Consideration in the awarding of the contract will be given, but not limited to, price, the accuracy and responsiveness of the Contractor, the experience, competence and financial condition of the Contractor, time for completion and/or labor force adequate to perform the work, the nature and size of the Contractor's organization, quality of similar projects (please identify specific projects) that it has performed and completed

in the past in Connecticut, experience in utilizing AppraisalVision software, and a determination by the Town that the Contractor has the ability to complete the project successfully.

- B. Certification: The Company, must hold from the time of submission of the Proposal through the completion of all work herein required, a valid Connecticut Revaluation Company Certification pursuant to section 12-2c (C.G.S.).
- C. Proposal Requirements: Each Proposal submitted by a company, corporation, partnership, or individual, thereafter termed Company shall itemize the Company 's qualifications and experience. Also the Company shall submit a complete client list of Connecticut municipalities to which it has rendered services, and the nature of those services, during the last five (5) years. The proposal shall also include a statement showing the number of years that the Company actually has been engaged as a company, corporation, partnership or individual specializing in governmental assessment revaluation services. The Company must submit, as part of its Proposal, a schedule and percentage of completed work based upon the experience of the Company in performing revaluations, and based upon the Contract Specifications as set forth in this Contract in the sections entitled "Payment Schedule" and "Completion Dates".
- D. Office Hours & Staffing: The Company shall maintain an office in the Town of Trumbull. This office shall be staffed with clerical personnel as well as other qualified and certified personnel so as to insure the successful completion of this Project in accordance with the completion dates set forth in these Contract Specifications and any addenda thereto. The Town shall provide office space.
- E. Personnel: The Company shall provide experienced and qualified personnel, as hereinafter provided and must comply with the requirements of the Equal Employment Opportunity provisions of federal and state government.
- F. Equal Opportunity Affirmative Action Requirements: The Company must be in compliance with all municipal, state and federal Affirmative Action and Equal Opportunity requirements. The Company shall be in compliance with State of Connecticut Executive orders 13 and 7 and all applicable rules and guidelines as set forth by the State Labor Commissioner.
- G. Qualifications of Personnel: All personnel assigned to this project shall be subject to approval by the Assessor and shall be cause to be removed from this project by the Company upon written recommendation of the Assessor. All personnel assigned to this project shall be certified by the State of Connecticut at the appropriate level at which they will be working on this project. At the commencement of the project, the Company shall submit to the Town own a written list of all personnel assigned to this project with their duties, starting date and qualifications, and shall maintain this list throughout this project. Additionally, the Company shall provide the Assessor with a copy of the Connecticut Certificate of each person required to be certified in accordance with Section 12-2b of the Connecticut General Statutes and who shall be assigned to this project. The Certificates shall be provided prior to any actual work on this project by those personnel.



**TOWN OF TRUMBULL
ASSESSOR
REQUEST FOR QUALIFICATIONS & PROPOSAL
REAPPRAISAL AND REVALUATION SERVICES
RFQ/P: #6068 DUE: July 22, 2014 at 12:00 NOON
PROPOSAL FORM**

REQUEST FOR PROPOSAL FOR THE REVALUATION OF ALL REAL PROPERTY LOCATED WITHIN THE TOWN OF TRUMBULL EFFECTIVE ON THE GRAND LIST OF OCTOBER 1, 2015

Under penalty of perjury and other remedies available to the Town of Trumbull, the undersigned certified proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, proposal and contract documents, including any addenda, which are all made part of this proposal.

Option 1 – Limited Data Verification (Residential, Commercial, Industrial, Apartment, Public Utilities, Exempt & Special Purpose Properties)

1. Residential Properties:
Proposed Amount \$ _____
2. Commercial, Industrial, Apartment, Public Utilities, Exempt & Special Purpose Properties.
Proposed Amount \$ _____

Option 2 – Full Data Verification (Residential, Commercial, Industrial, Apartment, Public Utilities, Exempt & Special Purpose Properties)

3. Residential Properties:
Proposed Amount \$ _____
4. Commercial, Industrial, Apartment, Public Utilities, Exempt & Special Purpose Properties.
Proposed Amount \$ _____

Pricing is Firm Fixed Pricing (FFP) and shall remain in effect for _____ days.

Company Name

By (Signature)

Address

Print Name

Company Name

Title

Date

Telephone/Fax

Email: _____

Website: _____