



TOWN OF WESTON
CONNECTICUT

REQUEST FOR PROPOSAL

COMPLETE REAPPRAISAL AND REVALUATION
OF REAL PROPERTY

FOR THE

OCTOBER 1, 2018 GRAND LIST

[DATE ISSUED: April 1ST 2017](#)

[DATE DUE: April 28th 2017](#)

Proposals and questions shall be submitted electronically to:

dhames@westonct.gov

Denise L Hames, CCMA II

Assessor Town of Weston

**SPECIFICATIONS FOR REAPPRAISAL AND REVALUATION
WESTON, CONNECTICUT**

SCOPE OF REVALUATION

The project shall be for the complete physical reappraisal of all taxable real estate, and exempt real estate within the corporate limits of the TOWN of WESTON, Connecticut, as of **October 1, 2018**, as described below.

1. All taxable real estate, land, buildings, and improvements.
2. All exempt real estate, land, buildings, and improvements.
3. All public utility land, and buildings.

All work to be carried out in this project and all forms, materials, and supplies utilized in this project shall conform to and be executed in accordance with the requirements of the Secretary of the Office of Policy and Management and the Connecticut General Statutes and regulations pertaining hereto, and shall be subject to the direct supervision and approval of the Assessor of Weston, Connecticut.

The value to be determined shall be (70) percent of the full fair market value as defined in the Connecticut General Statutes and shall be based upon recognized methods of appraising.

TOWN DATA

1. The last revaluation was effective as of October 1, 2013.
2. The population is estimated to be 10,372 (as of 2015).
3. The area of the TOWN is 20.7 square miles.
4. Administration\Tax Billing System is Quality Data.
5. CAMA System presently used is Vision.

The CONTRACTOR shall value all newly constructed improvements created prior to October 1, 2018, or those incomplete as of this valuation date, and these parcels shall be included in the contract price and valued in the same manner as stated above, and as provided hereinafter.

APPROXIMATE NUMBER OF TAXABLE ACCOUNTS
January, 2016

DESCRIPTION	# OF ACCOUNTS	ASSESSMENT
RESIDENTIAL		
101 Single Family	3,591	2,043,042,010
102 Two Family	4	1,367,600
103-109 Multi Family	110	105,035,900
104 Single w/Acc Apt	100	50,484,600
105 Condominium	3	1,051,000
106 Vacant w/OB	7	1,780,200
Total Residential	3815	2,202,761,310
COMMERCIAL		
200-231	11	24,336,300
Total Commercial	11	24,336,300
PUBLIC UTILITY		
400-452	1	3,360,000
Total Public Utility	1	3,360,000
USE ASSESSMENT		
600 Farm Forest	11	69,650
Total Use	11	69,650
GRAND TOTALS	3834	2,230,527,260

**APPROXIMATE NUMBER OF EXEMPT ACCOUNTS
JANUARY, 2016**

DESCRIPTION	# OF RECORDS	ASSESSMENT
Municipal / BAAX	57	138,459,400
Public / BEAX	2	3,480
Vol Fire / CAAX	1	1,430,700
Education / DBAX	1	390,600
Historical / DDAX	1	686,800
Charitable / DEAX	94	41,038,900
Religious / HAAX, ICAX, JAAX	8	14,800,100
Group Home / KAAX	1	367,400
State Owned / OGBX, OIBX, OJAX	11	1,145,700
Cemeteries / GAAX	1	29,800
TOTALS	177	198,352,880

BUILDING PERMITS ISSUED 2016	160
IMPROVED EXEMPT PARCELS	19
2016 SALES-HOMES	174

SPECIFICATIONS FOR REAPPRAISAL AND REVALUATION

I. GENERAL CONDITIONS

A. CONTRACTOR

1. Certification

Each CONTRACTOR, corporation, partnership, or individual, hereinafter termed CONTRACTOR, must hold from the time of submission of the bid through the completion of all work, a valid Connecticut Revaluation CONTRACTOR Certificate pursuant to Section 12-2c of the Connecticut General Statutes.

2. Bid

Each BID PROPOSAL submitted shall include a copy of the CONTRACTOR'S Connecticut Revaluation CONTRACTOR Certificate, shall itemize the CONTRACTOR'S qualifications and experience. The CONTRACTOR shall submit a complete client list of municipalities to which it has rendered services during the last five years and the nature of those services. The BID PROPOSAL shall also include a statement showing the number of years the bidder has actually been engaged as a CONTRACTOR, corporation, partnership, or individual specializing in municipal tax revaluation services.

3. The CONTRACTOR shall not make any changes to this Request for Proposal as presented. The bid shall reflect all costs required for fulfilling the contract as stated. The bid shall be in the same format as this RFP.

B. PERSONNEL

The CONTRACTOR shall provide experienced and qualified personnel in compliance with the requirements of the Equal Employment Opportunity provisions of both the federal and state governments. The CONTRACTOR shall adhere to all other legislation relating to employment procedures.

1. Qualifications of Personnel

All personnel assigned to this project shall be subject to approval of the Assessor and shall be subject to removal from this project by the CONTRACTOR upon the written request of the Assessor.

2. Minimal Qualifications

a. Project Manager or Supervisor

The administration of this project shall be assigned by the CONTRACTOR to a project manager or supervisor who shall be certified by the State of Connecticut as a Revaluation Supervisor and shall have not less than five years of practical appraisal experience in the appraisal of residential, commercial, industrial and farm properties.

b. Reviewers and Appraisers

Reviewers and appraisers shall be certified under the Connecticut Revaluation Certification Program and shall have at least three years of practical experience in Connecticut in the appraisal of particular types of properties for which they are responsible. There will be no more than two different reviewers/appraisers for this project. They will view all useable property sales encompassing this project.

c. Measurers and Listers

Shall have, not less than, three years of experience and training in this phase of the project. No more than three different individuals shall perform this work. These individuals will be required to note all observed home businesses and accessory apartments. The measurer/lister must be qualified to apply a grade factor to the dwelling.

3. Identification

All field personnel shall carry suitable identification cards supplied by the CONTRACTOR and signed by the appropriate municipal official. Such cards shall be laminated and include a recent photograph. All motor vehicles used by field personnel shall be reported to the appropriate municipal official, giving license number, make, model, year and color of vehicle.

Each CONTRACTOR employee shall agree to allow a background check by local law enforcement, and be subject to the Assessors' approval.

4. Conflict of Interest

No resident or TOWN employee shall be employed by the CONTRACTOR, except for clerical purposes, without prior approval of the Assessor.

C. PROTECTION OF THE TOWN

1. Bonding

The CONTRACTOR shall, to insure the faithful performance by the CONTRACTOR of the terms of this contract, furnish to the TOWN a performance surety bond in the amount of this contract, which bond shall be issued by a

bonding CONTRACTOR authorized to do such business in the State of Connecticut. Said bond shall be in a form satisfactory to and approved by the TOWN attorney. The performance bond shall be delivered to the TOWN prior to the commencement of actual work. This bond shall include the appeal requirements of these specifications. It is understood and agreed that upon the completion of the approved delivery to the TOWN of the Revaluation Project, that the performance bond shall be reduced to 10% of the value of the contract to cover the defense of any appeals as described below. This reduced amount of bond shall become effective after the Revaluation Project has been completed and has been approved by the Assessor and after the completion of the duties of the Board of Assessment Appeals. The reduced amount of the bond shall remain effective until a final resolution in the courts of any timely appeals taken from the doings of the Board of Assessment Appeals on the Grand List of October 1, 2018.

2. Insurance

The CONTRACTOR shall, at its own expense, provide and keep in force the following:

a. The CONTRACTOR shall carry worker's compensation insurance in accordance with the Connecticut Worker's Compensation Laws of the State of Connecticut.

b. Liability

The CONTRACTOR shall carry public liability and property damage insurance naming the TOWN as the "insured" on all policies to save the TOWN of Weston harmless and to completely indemnify the TOWN against all claims and damages with limits of at least one million dollars (\$1,000,000) per person and five million dollars (\$5,000,000) per occurrence for bodily injury and, at least, one million dollars (\$1,000,000) for property damage; such policies shall be written by an insurer acceptable by the TOWN, and shall provide that the insurer shall have duty to defend the TOWN against any and all claims arising from the conduct of the CONTRACTOR or any of its agents or employees.. A certificate of insurance to this effect shall be on file in the TOWN Selectman's office before any phase of this project is begun. The CONTRACTOR shall keep all insurance current and the policy shall state that the TOWN will receive 30 days written notice for non-renewal or cancellation. The insurance must cover claims for damages because of injury arising out of ownership, maintenance or use of a motor vehicle.

3. The CONTRACTOR shall save the TOWN harmless from liability of any nature or kind, including costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles, or processes used in the performance of this contract.

4. Penalties

Failure by the CONTRACTOR to complete all work prior to the date specified herein, **December 30, 2018**, shall be cause for a penalty, to be

paid by the CONTRACTOR, on demand by the Assessor, in the amount of five hundred dollars (\$500.00) per day beyond the date of completion, which is December 30, 2018. For the purposes of this penalty clause only, completion of all work by the CONTRACTOR, is defined as follows:

1. Completed Street cards with all measurements, listings, pricing, review, images and final valuation as of **October 1, 2018**.
2. Assessment notices sent out, hearings completed for all those wishing to be heard, and all calculations completed and ready for the Board of Assessment Appeals by **December 30, 2018**.
3. Written certification by the Assessor that the CONTRACTOR has fulfilled all contractual requirements of said project.

Penalties due under this clause shall be deducted from the contract price, and represent a fair and equitable estimate of the damages that the TOWN will suffer if the CONTRACTOR'S work is not completed by December 30, 2018. The TOWN shall have the right to use the funds withheld from each periodic payment to satisfy in whole or in part, this liquidated damage clause.

- D. BANKRUPTCY, RECEIVERSHIP, INSOLVENCY – If the CONTRACTOR does not pay its debts as they 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 CONTRACTOR shall make an assignment for the benefit of creditors, or otherwise, or if interest herein shall be sold under execution or 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.
- E. TERMINATION – If the CONTRACTOR fails to perform the contract in accordance of the terms of the CONTRACT or these Contract Specifications or if the TOWN reasonably doubts that the CONTRACTORS' work is progressing in such a manner as to insure compliance with the schedule of completion dates set forth in these Contract Specifications and any addendum thereto, the TOWN shall have the right, in addition to all other remedies it may have, upon seven (7) days written notice to the CONTRACTOR and its surety or bonding CONTRACTOR, 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 in invoked, the CONTRACTORS' agents and employees shall, at the Assessor's direction vacate, in orderly fashion, the 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 of the TOWN shall become the property of the TOWN for its costs in obtaining another contract and supervising the transition. Termination of the CONTRACT and retention of funds by the TOWN shall not prevent the TOWN from bringing an action against the CONTRACTOR for damages or exercising any other legal, equitable, or

contractual rights the TOWN may possess in the event of the CONTRACTOR'S failure to perform.

F. COMPLETION DATE AND TIME SCHEDULE

1. Awarding of Contract

Within a reasonable time after the opening of the Bid Proposals, the TOWN of Weston shall award the contract for the reappraisal and revaluation project.

2. Signing of Contract

Within thirty (30) days after the receipt of notice of acceptance by the TOWN of Weston of its Bid Proposal, the CONTRACTOR shall execute with the TOWN of Weston the contract upon the basis of these Specifications for Reappraisal and Revaluation.

3. Changes and Subletting of Contract

a. Changes

Changes in these specifications for reappraisal and revaluation in the contract will be permitted only upon written mutual agreement of the CONTRACTOR and the TOWN of Weston.

b. Subletting

The CONTRACTOR shall not assign, transfer, or sublet the contract or any interest or part therein, without first receiving written approval from the TOWN of Weston and the bonding CONTRACTOR. It shall be mutually agreed and understood that said consent by the TOWN of Weston shall in no way release the CONTRACTOR from any responsibility or liability as covered in these Specifications for Reappraisal and Revaluation and the contract.

4. Time Schedule

The revaluation work shall be started not later than thirty (30) after the execution of the CONTRACT, and must continue in a diligent manner so as to insure completion within the schedule of completion dates set forth below. The CONTRACTOR is subject to penalties if the following completion dates are not met:

a. Completion Dates

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

1. Initial data collection of street cards with all measurements, installed on current computer system for review by the Assessor by **April 1, 2018**. Pricing, review, and final valuation by **November 1, 2018**.
2. Initial building cost and land value tables submitted for review by **August 1, 2018**.
3. Assessment notices addressed and prepared for mailing by **November 10, 2018**.
3. Informal hearings to begin no later than **December 1, 2018**, to end no later than **December 20, 2018**.
4. All street cards, as corrected and finalized after the informal hearings, to be turned over to the Assessor no later than **December 30, 2018**.
5. Completion of the project shall not be final until both the Assessor certifies the entire project by signing the appropriate forms, and if applicable, the CONTRACTOR fulfills all requirements set forth in the regulations by OPM.
 - a. Assessment Date
The completed appraisals, upon approval of the Assessor, will serve as a basis for assessment effective on the Grand List of **October 1, 2018**.
 - b. Project Timetable
The CONTRACTOR is required to submit before the commencement of the project, the timetable for the entire project. The timetable must be followed by the CONTRACTOR. Any variation of the timetable must have the express consent of the Assessor.

b. Penalties for failure to meet "Completion Dates"

All completion dates set forth in these specifications are mandatory. The company warrants and guarantees that it can and will complete the work no later than the dates specified or within the time as extended by the Assessor. Failure by the company to complete the work within the stipulated times, shall be cause for penalty to be paid by the Contractor, on demand by the Assessor, in the amount of Five Hundred Dollars (\$500.00) per day beyond the date of completion.

G. PAYMENT SCHEDULE

Payments shall be made in the following manner:

1. At the end of each thirty day period during the period covered by this

contract, the CONTRACTOR is to certify in writing in the form of a progress report to the Assessor the percentage of the total work completed under the contract which the CONTRACTOR has performed during the said thirty day period. Such notification will itemize and accurately indicate the extent and nature of work performed by volume, street, category, or in any other manner required by the Assessor.

2. The TOWN of Weston, upon determination by the Assessor that the certification of the CONTRACTOR concerning work during said period is accurate, will pay to the CONTRACTOR a percentage of the total compensation under this contract equal to the percentage of work certified as having been performed during said period in accordance with the schedule below, less ten percent (10%) which is to be retained by the TOWN of Brookfield for payment to the CONTRACTOR at such time that it has performed fully and satisfactorily all of its obligations, requirements, and litigation under the contract. The retained ten percent (10%) of the contract price is to be paid upon the Board of Assessment Appeals completion of its duties on the **October 1, 2018** Grand List.

Payment Schedule for Percentage of Completed Work

STAGES OF COMPLETION	% OF TOTAL
1. Bonding, Office Set-up and Project Start-Up	10%
2. Data Collection	30%
3. Data Entry	10%
4. Supervision	10%
5. Valuation Analysis	5%
6. Field Review	10%
7. Final Valuations; Assessment Notices Mailed	10%
8. Informal Hearings Completed and Final Adjustments Made to File	5%
9. Training	5%
10. Board of Assessment Appeals Completion of Duties	5%
11. Litigation (Included in Performance Bond)	0%
TOTAL	100%

II. CAMA REQUIREMENTS

A. ASSESSMENT ADMINISTRATION MODULE

1. Before commencement of sales data collection, each parcel on the legal file/administrative file must be located and matched with the tax maps. A list of all discrepancies between the legal file/administrative file and the tax maps shall be submitted to the Assessor together with recommendations for correcting such discrepancies. The CONTRACTOR must implement the recommendations approved by the Assessor.

2. Presently the TOWNS' assessment administration module has the ability to interface with the CAMA System and tax collection modules. The CONTRACTOR is responsible for matching all parcels and accounts in the appraisal file with the administrative file. The CONTRACTOR shall be responsible for entering an account number or other acceptable means of parcel identification on the CAMA System from which the ability to transfer values from one system to other arises. A list of all discrepancies between the appraisal and administrative system shall be submitted to the Assessor with recommendations for correcting such discrepancies. The CONTRACTOR shall be responsible for all costs of bridging the CAMA System to the

Administrative/tax billing system.

B. CAMA SYSTEM

1. The valuation module shall provide for the determination of the value of all real property based on accepted appraisal methodology, using a table- or formula –driven system. At a minimum, the valuation module shall have the ability to perform the tasks described below and conform to all requirements and recommendations of the Office of Policy & Management. The CAMA System must meet the requirements as provided for in Section 12-62f-1 to 12-62f-6 of the Regulations of Connecticut State Agencies.

a. With respect to land, the valuation module shall have the capacity to compute value based upon one or more of the following: Square feet; acreage; standard lot size; frontage/depth; and or unit. In addition, said module shall allow for the editing of land values based upon market-derived adjustment factors, using at least two of the following: unit value; fractional acreage; and front foot adjusted for depth.

b. With respect to residential property, the valuation module shall have the capacity to: Compute replacement cost new, less depreciation; provide user-modifiable tables or formulas for various types of buildings; provide user-modifiable depreciation tables for age and condition variables; compute the value of each yard improvement (e.g., swimming pool, tennis court, detached garage, and shed); allow for the acceptance, rejection or adjustment of table- or formula - derived values; allow for on-line sketch input; provide for the automatic computation of total square footage; provide for the automatic computation of gross living area; and provide for the computation of other area measurements as defined by the user . In addition, the valuation module shall have the capacity to allow user modifiable selection criteria to identify up to three properties that are most comparable to the property for which a value is being determined.

c. With respect to apartment, commercial and industrial properties, the valuation module shall have the capacity to: Compute replacement cost new, less depreciation; compute the value of each yard improvement (e.g., paving, and fencing); allow for the acceptance, rejection or adjustment of table- or formula-derived values; and provide for the automatic computation of total square footage. In addition, said module shall have the capacity to compute the value of property using the income approach, by use of the direct capitalization method.

2. The valuation module shall also have the capacity to: Print a property record card with the appropriate fields listed in the data management module; allow flexibility of design of the data printed on a property record card, based on the discretion of the assessor; provide for the random printing of cards; provide for the printing of sketches showing dimensions; insure the closure of such sketches; and provide for the creation of multi-page property record cards for a parcel.

3. The valuation module shall include a general report writer capable of printing two screen and hard copy, and/or providing the data listed in the data management module to a magnetic diskette. In addition, such application shall have the capacity to produce reports for statistical and comparable sales analysis based upon pre-defined and user-defined criteria.

4. Output to standard analytical software programs the following measurements and

sales/assessment ratios by property type and neighborhood: Sales prices; assessments; the mean sales/ assessment ratios by property type and neighborhood: Sales prices; assessments; the mean sales /assessment ratio; the median sales/assessment ratio; the coefficient of dispersion; the standard deviation; the coefficient of variation; the price-related differential; and the "unsold property test".

C. IMAGING

Updating of **all** existing images, as well as, images of all new construction and any properties presently missing an image from our database, shall be included in the cost of the bid by the CONTRACTOR.

III RESPONSIBILITIES OF REVALUATION CONTRACTOR

The CONTRACTOR is responsible for the fulfilling of all requirements stated in this Request for Proposal in a timely fashion, and in a professional and satisfactory manner. During the course of this project, the CONTRACTOR shall work cooperatively with and shall provide any reports, invoices, schedules and other information required by this RFP or requested by the Assessor

A. PERIODIC STATUS REPORTS

The CONTRACTOR shall submit to the Assessor monthly status reports as well as any work completed that is to be reviewed by the Assessor. The report shall contain specifics as to the work completed and the work to be done in the next month. The Assessor shall review and evaluate the progress of the project, and shall notify the CONTRACTOR whether the work performed is satisfactory and timely or not.

B. MANAGEMENT PLAN

The CONTRACTOR is required to provide such plan as required by the Connecticut State Statutes or OPM.

C. PUBLIC RELATIONS

The CONTRACTOR shall provide reasonable assistance to the Assessor in conducting a program of public information through the press and other media (including the Town web site), such as meeting with taxpayers, public officials as requested and/or service clubs as a means of establishing an understanding of and support for the revaluation program and sound assessment administration. The CONTRACTOR shall supply visual aids and other media at its disposal to this end. The Assessor, prior to the release, shall approve all public releases.

The CONTRACTORS' employees shall, at all times, treat the residents, employees, and taxpayers of the TOWN with respect and courtesy. The CONTRACTOR shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision.

D. RECORDS

The CONTRACTOR shall provide all record cards, supplies, equipment, forms, literature and papers to be used in this project at no additional cost to the TOWN.

1. Records are TOWN Property – The original records and computations, including machine-readable data bases, made by the CONTRACTOR in connection with any appraisal of property in Weston, 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 the custody of the Assessor. Such records and computations shall include all information pertaining to the revaluation work for a period of one year after the completion of the duties of the Board of Assessment Appeals, but not be limited to:

Tax maps; Land Value Maps; Materials and Wages, Cost investigations and Schedules; Property cards with Property valuations; Sales Data; Capitalization Rate Data; Depreciation Tables; Computations of Land and Building Values; Cost documents for each parcel; All letters or memoranda to individuals or groups explaining methods used in appraisal; Operating Statement of Income Properties; and Duplicate Notices of Increases.

2. Street Cards

Field record cards are to be filed in Street order. These cards shall contain all manner of information affecting value, including but not limited to, information as to location of property, classification as to usage, current and prior owner of record, current and prior assessment, source of title, size, shape and physical characteristics of land, with the breakdown of acreage along with the unit of value, public utilities available, public improvements, P.A. 490 calculations, and zoning regulations in effect as of assessment date.

3. Sketches

All physical improvements shall be measured, giving a listing of all interior and exterior construction details, quality of construction, age, condition, replacement values, percent of physical and functional depreciation; depreciated values, fair market values, as well as 70% assessment value will be shown. Sketches of buildings, including dwellings, shall be drawn to scale with dimensions.

IV. VALUATION STANDARDS

All valuation methods shall comply with Connecticut General Statutes, regulations and policies of OPM.

1. **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 are the two preferred techniques. If a statistical modeling approach is employed, 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, the CONTRACTOR in its proposal must describe all adjustment techniques.

a. Sales Verification

The CONTRACTOR and the Assessor shall determine the validity of all sales for the past two years. A complete inspection and measurement check must be made of the property to determine the correctness of the current physical listing. A sales file shall be developed which will reflect the property characteristics of the property as of the date of sale. These validated sales will be the basis for the comparable sales approach for the residential properties. The CONTRACTOR shall develop and provide the Assessor with written documentation for the sales verification effort.

2. COST ANALYSIS

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 of Weston during the year immediately preceding the **October 1, 2018** valuation date.

3. 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.

4. 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. The CONTRACTOR, if applicable, shall calculate both full value and the 490 values.

5. 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. Compare the depreciated replacement cost of each property with the value produced via income analysis, or sales comparison, and develop obsolescence guides 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.

V. VALUATION OF REAL ESTATE

The CONTRACTOR will calculate a market value for each parcel that will be comprised of a land, building, outbuilding, and total value. The final value shall reflect 70% of fair market value as of **October 1st, 2018**. The CONTRACTOR shall compute to the nearest 10 dollars the value of all properties identified above.

As part of the collection process, data mailers will be sent to all property owners.

Data Mailers will be sent via first class mail to all improved Residential properties. Included with these mailers will be a stamped, return-addressed envelope and a cover letter which explains the purpose and content of the mailer. All of the costs associated with the Data Mailers, including construction, printing, outgoing postage, receiving, organizing, correlating, and data entry in the TOWN's CAMA system will be the responsibility of the CONTRACTOR.

Data Mailer responses will be reviewed by the CONTRACTOR. Data entry shall be made into the visit history indicating if the Data Mailer was returned and if any changes were made. Data Mailers with serious discrepancies as directed by the ASSESSOR and PROJECT MANAGER shall be filed separately and require further investigation to determine if an interior inspection is required. The format and content of the data mailer, as well as the cover letter, shall be subject to the approval of the ASSESSOR.

The CONTRACTOR will provide 500 inspections for properties that require on-site inspections due to Data Mailer discrepancies or property owners which do not provide a Data Mailer response. CONTRACTOR should also provide a (per parcel) cost for any additional inspections over the 500. This cost per parcel should include associated data entry

- a. Inspection – Contractor to perform onsite inspections of all sale properties to be utilized in the analysis, minimal of 12 months of sales will be used in the sales analysis.

The data collector shall have each interior inspection dated and verified by having an adult owner or resident of each building or dwelling unit sign the data collection form.

When entrance to a building for an inspection is refused, the data collector shall make note of the fact and within two (2) working days, notify the ASSESSOR of the fact in writing, giving the facts as to the time of the visit and if possible, the name of the party refusing entrance and other pertinent information. The ASSESSOR shall review the situation, and if he/she shall be unable to gain the cooperation of the party involved, he/she shall so notify the CONTRACTOR, and they shall proceed to estimate the value of the building on the basis of facts ascertainable without entry and make adequate notations of the lack of cooperation, and the manner of arriving at value, conspicuously on the property record card.

The data collection form shall indicate the initials of the data collector and the date(s) of the inspection(s) and attempts, if multiple. The field card must also have the initials of the person whom completed the data entry as well.

All inspections shall be conducted in a courteous, dignified, respectful and careful manner so as to minimize any disturbance to the use and occupancy of such structures.

Exterior Field Review

All properties shall be reviewed in the field by CONTRACTOR's personnel qualified as reviewers as previously prescribed in these specifications.

The properties shall be reviewed for classification, final value, and to assure that they are correlated to comparable properties. The ASSESSOR shall be notified of the dates of review and be entitled to accompany the reviewers during this phase of the revaluation.

Field Recording: Physical data and characteristics of the land parcel shall be observed in the field and recorded.

b. Verification – The lister shall have each interior inspection verified, including the date of the inspection, by having an adult owner or resident of each building or dwelling unit sign the field record card.

c. Entrance Refused – When entrance to a building for an inspection is refused, the lister shall make note of the fact on the record card. The CONTRACTOR shall proceed to estimate the value of the building on the basis of facts ascertainable without entry and make adequate notes of the lack of cooperation and the manner of arriving at value on the record card.

d. Lister Identified – The record card shall indicate the initials of the lister and the date(s) of the listing.

e. Call Backs – Where necessary, the CONTRACTOR shall make two (2) call backs, one of which must be a weekday after 5:00 P.M., and one of which must be on a Saturday. The time and date at which the call back was made shall be duly noted on the field record card by the lister making such callbacks.

f. Notification Letter – If after two (2) call backs, contact was not established with a property owner, a notification letter, approved by the Assessor, shall be mailed by the CONTRACTOR notifying the property owner that the representatives of the CONTRACTOR were not able to make contact, and request that, within a prescribed time limit, the property owner contact the CONTRACTOR, by telephone or mail, for alternative arrangements for the inspection of the property.

A. RESIDENTIAL PROPERTIES

The market approach is the preferred valuation methodology for parcels in the residential category. A summary of the cost approach for a subject and up to 5 comparable sales, showing the basic inventory information for each, will be used. The comparable sales in the same market environment will not be merely similar properties, but will be the three to five most comparable sales in the entire sales file. This determination will be made by calculating a weighted measure of comparability based on the relative importance of each physical characteristic (location, size, age, grade, & condition etc.). The sales, which most closely resemble the subject, will then be selected as comparable.

Each individual selling price will then be adjusted to reflect differences in sales dates and physical descriptions to arrive at an adjusted selling price for each sale.

B. COMMERCIAL/INDUSTRIAL PROPERTIES

The appraisal of income producing properties relies heavily on an analysis of what the prudent investor would pay for a given property based on the income stream that the property could reasonably be expected to produce. In this regard, the actual income/expense information for each property will be collected and analyzed to arrive at a capitalization rate reflective of the market environment.

All three approaches to value will be considered in determining the most accurate reflection of market value with relation to all commercial and industrial properties. The income approach cannot be relied upon as the single determinant. Comparable sales in adjoining towns may be used if Weston lacks sufficient sales levels.

The TOWN of Weston will be responsible for the collection of these income/expense forms, while the CONTRACTOR will be responsible for the field verification of this data. The CONTRACTOR subject to the approval of the Assessor will handle the analysis of the data. Any income and expense data, including OPM Form #M-58 with accompanying summary reports and rent schedules, shall become the property of the TOWN. It shall be understood by the CONTRACTOR and the Assessor that all information filed and furnished with Form #M-58 is not public record subject to the provisions of Section 1-19 (Freedom of Information Act) of the Connecticut General Statutes.

The CAMA System will give the appraiser the ability to model the market place by physical characteristics, construction type, and actual use for income producing properties and apply the results of the models to individual commercial or industrial properties. The models are used to assign appropriate economic rent and expense information that is keyed to the location of the property and the allocation of building space for potential or actual use.

The review appraiser will be provided with a single review document which provides information regarding the physical characteristics of the property, the indicated cost approach, and one or more approaches to value that have already been adjusted to reflect the location, age, and condition of the subject property.

Capitalization rates shall be developed by type of property, and location. When the Assessor has approved capitalization rates and techniques, the CONTRACTOR shall perform income approaches using both actual and economic income and expense data.

C. FIELD REVIEW

The CONTRACTOR will field review all parcels after values have been set. The CONTRACTOR is responsible for the review of value estimates for all real property parcels to verify that the application of the valuation methodology employed has resulted in the uniform and consistent valuation of comparable properties. The CONTRACTOR shall be required to submit final values in a timely manner to be determined by the Assessor. The CONTRACTOR will record on the CAMA data file the source of the final appraisal value (cost, market, income, appraiser override, etc.)

Individuals conducting this phase of the program must have valuation expertise, field review experience and knowledge of the valuation techniques employed in the TOWN of Weston, as well as complete familiarity with the revaluation project. During review valuation changes are made due to data error, the data must be corrected on the property file by the CONTRACTOR.

The CONTRACTOR shall provide the Assessor with written procedures for the conduct of valuation field review at least ten (10) days prior to the scheduled date for the commencement

of the valuation field review. The Assessor shall be entitled to accompany the supervisor during this phase of the revaluation.

D. ASSESSMENT NOTICES

At the close of the revaluation, a notice shall be sent at the CONTRACTORS' expense including envelope, by first class mail, to each owner of record, setting forth the valuation that has been placed upon the property identified in the notice. The notice shall be prepared in duplicate and in conformity with the Connecticut General Statutes, as from time to time amended. Further, enclosed with such notice shall be a letter specifying the dates, times, and place of the informal public hearings with an explanation as to the appeal process. Such notices and letters shall be subject to the approval of the Assessor. A duplicate copy of all letters sent shall be arranged in alphabetical order and left with the Assessor. Where applicable, a letter shall be enclosed to explain the benefits of and the effect on the new assessment for properties classified as FARM, FOREST, or OPEN SPACE. The Assessor prior to its mailings shall approve said letter.

Access to assessment data shall be available to the public online during the informal hearing process.

E. INFORMAL PUBLIC HEARINGS

1. At a time mutually agreeable to the Assessor and the CONTRACTOR following completion of all review work by the Assessor and the CONTRACTOR, the CONTRACTOR shall hold public hearings so that property owners, or their legal representatives, may appear at specified times to discuss their new assessments with qualified members of the CONTRACTORS' staff.
2. The CONTRACTOR, in conjunction with recommendations of the Assessor, shall schedule a sufficient number of hearings and provide adequate personnel to handle said hearings expeditiously and fairly. Any information offered by the taxpayer shall be given consideration and adjustments shall be made when warranted.
3. The CONTRACTOR shall have an adequate number of days for the informal public hearings, said hearings to include at evenings and Saturdays. Every property owner shall have the opportunity to an informal hearing with the CONTRACTOR within said period of time agreed upon by the Assessor and the CONTRACTOR.
4. The CONTRACTOR shall mail a notice that reflects the result of the informal hearings at the Contractor's expense. The Assessor prior to mailing must approve this notice. A duplicate copy of such notice shall be submitted to the Assessor.

F. BOARD OF ASSESSMENT APPEALS

The CONTRACTOR shall have the project supervisor available for a 3-hour Training session with the Board of Assessment Appeals prior to the Board's hearings on the 2018 Grand List, and shall have a qualified member of its staff available for attendance at any deliberations of the Board of Assessment Appeals meetings to be held after the completion of the revaluation, Sundays excluded, including any permitted extension, for the completion of the duties of the Board of Assessment Appeals on the **October 1, 2018** Grand List, to assist in the settlement of complaints and to explain the valuations made. The CONTRACTOR shall enter all changes to the file of all valuations made by the Board of Assessment Appeals and generate new street

cards and summary reports if requested by the Assessor.

G. LITIGATION

In the event of appeal to the courts, the CONTRACTOR shall furnish a competent witness or witnesses to defend the valuation of the properties appraised, it being understood that the CONTRACTOR shall furnish five days of said witnesses for each court action instituted on the **October 1, 2018** Grand List assessments at no charge, after the initial five days, a per diem rate of \$500.00 will be charged. A single per diem shall be defined as eight (8) hours.

The CONTRACTOR shall furnish, if requested, at an additional cost to the TOWN, at least one Connecticut appraiser or MAI certified to perform residential, commercial and industrial appraisals, with first hand knowledge of the project and the CONTRACTORS' duties under the contract, to defend the valuation of the properties appraised and/or the methods and techniques used by the CONTRACTOR, it being understood that the CONTRACTOR shall furnish said witness or witnesses in any court action until final adjudication by the courts.

The CONTRACTOR shall also provide supporting data including written appraisals, if deemed necessary by the Assessor, for any said court appeal(s). The CONTRACTOR shall also comply with any request by the TOWN to answer interrogatories provide witnesses for depositions, or to otherwise participate in the discovery process pertaining to any litigation described in the first sentence of this section. The CONTRACTOR shall not be held responsible for any assessment changed from the original revaluation figure by parties other than the CONTRACTOR unless the figure determined by the CONTRACTOR was unreasonable, unsupported, or erroneous in the view of the Assessor.

If an action arises to revoke the revaluation of the **October 1, 2018** Grand List, the CONTRACTOR shall provide competent witnesses to defend the revaluation at a reasonable set cost to the TOWN.

H. CAMA COSTS AND SOFTWARE

The CONTRACTOR shall provide an itemized list of costs for software, license fees, customizations to the TOWNS' CAMA system, if any, warranty and maintenance fees, and upgrades. Any new software must be able to integrate with the TOWNS' present system and have the ability to generate various reports.

I. ASSESSORS' OFFICE STAFF TRAINING PROGRAM

The CONTRACTOR will be responsible for training local staff in such manner that, at the end of the project, the Assessors' Office will be knowledgeable in the operation of all phases of the valuation system. On-the-job training where feasible shall consist of the municipal assessors and their office staff working in the appropriate phases of this project under the CONTRACTOR'S supervision.

The CONTRACTOR shall submit a reasonable training plan and schedule to achieve the objective stated above prior to the commencement of the project.

J. TRANSMITTAL OF RECORDS TO THE ASSESSOR

Regular periodic delivery of appraisals, as completed, shall be turned over to the Assessor for review. All appraisals of buildings either completed or under construction and all completed and corrected records shall be turned over to the Assessor by the dates specified in the schedule

agreed upon by the Assessor. All documentation employed in conjunction with this program, including software programs, shall become the property of the Assessor. The final inspection and review shall take into consideration any known or apparent changes in the individual property since it was first inspected in order that the final appraisal of property shall be made as of **October 1, 2018**. This information and/or appraisal or record shall not be made public until after the informal hearings.

K. CERTIFICATION

The CONTRACTOR shall meet all requirements set forth in this document and no exceptions and or amendments may be made unless expressly authorized by the Assessor. The Assessor must certify that the values resulting from this project represent 70% of the fair market value pursuant to section 12-63 of the Connecticut State Statutes. As a condition of a successful project completion, the Contractor's work product must meet all the performance-based testing standards as adopted by the Office of Policy and Management through a requirement set forth in Connecticut General Statute 12-62(i) (as amended by Public Act 95-283 and Public Act 06-148)

VI RESPONSIBILITY OF TOWN

A. NATURE OF SERVICE

It is clearly understood and agreed that the services rendered by the CONTRACTOR are in the nature of assistance to the Assessor and all decisions as to proper valuations, taxable or tax exempt, shall rest with the Assessor.

B. COOPERATION

The Assessor, the TOWN, and its employees will cooperate with and render reasonable assistance to the CONTRACTOR and its employees.

C. ITEMS FURNISHED BY THE TOWN

The TOWN shall furnish the following to the CONTRACTOR:

1. Maps

The Assessors shall provide two (2) copies of available tax maps. The Assessors shall also provide available parcel identification data for each parcel of real property including at a minimum the following items all current legal information, i.e. ownership, property location, mailing address, map-lot number.

2. Land Dimensions

The Assessor shall be responsible for providing accurate lot sizes and total acreage of all pieces of property where the tax maps or present records fail to disclose measurements or acreage.

3. Zoning

The TOWN shall provide current zoning and planning regulations and zoning maps.

4. Property Transfers

The TOWN shall notify the CONTRACTOR on a regular basis, of transfers and property splits occurring after October 1, 2016. The CONTRACTOR shall update owner and street property record cards.

5. Data Inventory

The following data: owner of record, location of property, deed references, map and lot references, age and date of construction of all buildings, if available, and lot size or amount of acreage, or any other pertinent information shall be given to the Contractor.

6. Building Permits

Records of all building permits issued during the course of the revaluation project up to October 1, 2018. All such records shall be returned to the TOWN of Weston.

7. Mailing Address

The Assessor shall provide through the Assessor and/or the Tax Collector's Office the current mailing address of all property owners.

8. Office Space

Office space, as available, will be provided to the CONTRACTOR to carry out the terms of this contract.

D. BID AWARD

The TOWN of Weston reserves the right to reject any and all bids, and reject any part of any bid. The TOWN of Weston reserves the right to waive any informalities in any and all bids deemed not in the best interest of the TOWN. The TOWN of Weston reserves the right to negotiate with any bidder any amendments to the contract. The TOWN of Weston has the right to accept the BID PROPOSAL, which the TOWN deems to be in the best interest of the TOWN, whether or not it is the apparent lowest dollar bid.

Consideration in the awarding of the CONTRACT will be given to price, prior experience and competence of the bidder, the nature and size of the bidder's organization and familiarity with the area, and the quality of similar projects the bidder has completed in the past.