



TOWN OF ALLENSTOWN
REQUEST FOR PROPOSALS FOR
GENERAL ASSESSING SERVICES

Issued: August 1, 2011
Town of Allenstown Board of Selectmen
16 School Street
Allenstown, NH 03275

LEGAL NOTICE
Town of Allenstown, New Hampshire
Request for Proposals
GENERAL ASSESSING SERVICES

The Town of Allenstown, New Hampshire is accepting proposals for General Assessing Services and Cyclical Data Verification.

The complete Request for Proposals and Proposal submission instructions are available on the Town's website: www.allenstown.org in "Important Notices" or upon request from the Allenstown Selectmen's Office, 16 School Street, Allenstown, NH 03275, Tel: 603-485-4276 or E-mail: allenstownsecretary@comcast.net.

Proposals must be sealed and marked "GENERAL ASSESSING SERVICES" and must be received in the Town of Allenstown Selectmen's Office by 5:00 p.m., Thursday, September 1, 2011. The Town of Allenstown reserves the right to reject any and/or all proposals for whatever reason the Board of Selectmen determines is in the best interest of the Town.

ALLENSTOWN BOARD OF SELECTMEN

Manchester Union Leader – August 1, 2011

Posted Monday, August 1, 2011: Town Hall, Town Website www.allenstown.org

**TOWN OF ALLENSTOWN, NH
REQUEST FOR PROPOSALS FOR
GENERAL ASSESSING SERVICES & CYCLICAL DATA
VERIFICATION**

I. REQUEST FOR PROPOSALS

The Town of Allenstown, NH is soliciting proposals for general assessing services. Proposals shall be based on a per hour rate for general assessing services and pick-ups and a per parcel rate for cyclical verifications. The Town will enter into a three-year contract with the successful bidder after approval by the Department of Revenue.

II. BACKGROUND

The Town has a total of 1900 parcels. The total assessed value of the town is \$257,520,544 (2010 MS 1). The Town of Allenstown recently completed a 2010 Certification of Assessed values with the Department of Revenue and will be soliciting proposals for the 2015 Certification early in 2014.

III. TERMINATION/RESIGNATION

Nothing in the Agreement shall prevent, limit or otherwise interfere with the rights of either party to terminate the Agreement subject to the terminating party giving thirty (30) days written notice to the other party, prior to the effective date of separation.

The Town of Allenstown may terminate the Contract at any time, by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. In that event, all finished and unfinished work product shall become the property of the Town. If the contract is terminated by the Town, as provided herein, the Contractor will be paid an amount, which bears the same ratio to the total compensation as the services actually performed bear to the total services covered by the Contract, less payment of compensation previously made. Termination of the Contract or the retention of funds by the municipality shall not preclude the Town or the Contractor from bringing an action against either party for damages or exercising any other legal, equitable, or contractual rights by the Town or Contractor may possess in the event of the Contractor's failure to perform.

The Town of Allenstown may void all contracts(s) at any time if the Contractor has materially misrepresented any offering or defaults on any contract with a New Hampshire municipality.

In the event that any Contract person or employee assigned to the Town of Allenstown is convicted of any act resulting in personal gain in the execution of services provided through this agreement, then the Town shall have no obligation of prior notice, and may immediately terminate all contracts.

IV. TRANSFER, ASSIGNMENT, SUB-LETTING

The Contractor will not assign any part of this agreement without express written permission by the Town of Allenstown.

V. PERFORMANCE REQUIREMENTS

Perform all normal and routine assessing tasks, including but not limited to the following:

Office Hours:

- The Assessor's hours will remain flexible according to the immediate needs of the Town of Allenstown, but will follow the general pattern of one day per week, January through December, and occasional meetings with the Board of Selectmen.
- The Town will provide a work area with telephone, photocopier and computer terminal with access to the VISION CAMA system.
- The Town of Allenstown will provide support staff to process all real estate transfers as reported by the Registry of Deeds, input any changes to property record cards as provided by the assessing agent, input all building permits issued into the assessing system, and maintain the exemptions, credits.
- The Contractor will submit invoices on a monthly basis according to the services provided. The Town shall issue payment no later than fifteen (15) days after reviewed and acceptance of the invoice from the previous month's activities.

VI. SCOPE OF SERVICES

ANNUAL ASSESSING

- 1). The careful measuring, listing, taking digital photos and valuation of new or newly modified properties as a result of the issuance of permits, filing of inventories, or any other applicable source. (Pick-ups) Annual pick-ups to be completed no later than April 1, of each calendar year.
- 2). Perform field inspections on all properties that have transferred during the contract period, and investigate and verify the circumstances surrounding all sales.
- 3). Perform field inspections and other studies to review all abatement requests. Consider all properly filed abatement requests by any taxpayer and after review and research shall make a recommendation to the Board of Selectmen in writing.
- 4). Review 20% of the town properties, utilizing a systematic measure and listing of all properties each year. Review to include the exterior measurement of all principal buildings, and a minimum of two attempts for an interior inspection or refusal. When the taxpayer is not at the residence, the Contractor shall estimate the features of the building using the best available evidence. In all cases of entry, the property owner or occupant shall be at least 18 years of age or the appraiser shall not enter to perform the inspection.
- 5). Assess timber, excavation and land use change taxes and maintain current use properties.
- 6). Meet with taxpayers wishing to discuss their valuations and local level tax appeals.
- 7). Meet with the Town Administrator or Board of Selectmen upon request.
- 8). Represent the Town of Allenstown and its best interest in all abatements or appeals.
- 9). Meet and work with the State Monitor to ensure that the Town of Allenstown is meeting all certification requirements of DRA and to maintain in a good working relationship.
- 10). Perform annual assessment to sales ratio studies for informing the Selectmen of the need for a full revaluation, partial revaluation or statistical update to be compliant with RSA 75:8 and balance values to assure equity and fairness in the overall assessments.
- 11). Maintain and review applications for current use, discretionary easements, subdivisions, lot-line adjustments, mergers and updates to Town tax maps.
- 12). Meet all State of NH applicable filing and report deadlines.

VII. ADDITIONAL REQUIREMENTS

- 1). The Contractor shall be compensated as an independent contractor and shall be responsible for providing FICA, Workmen's Compensation, Unemployment Compensation & Liability to all employees assigned to the Town of Allenstown.

- 2). If the contractor finds it necessary to employ additional personnel, they shall be approved by the NH Department of Revenue in the grading, classifying and appraising of all property covered by this contract. All necessary field assistants shall be competent to perform the work they are called upon to do.
- 3). The Contractor shall not compensate, in any way, a town officer, employee, or any member of the family of such officer or employee in the performance of any work under this contract.

VIII. INSURANCE SPECIFICATIONS

Certificates of insurance, identifying the Municipality as co-insured, will be submitted to the Municipality no more than thirty (30) days after the signing of the contract. The Municipality will be notified within 15 days in the event of loss or change in coverage or conditions or amounts of coverage. A financially secure insurer, duly licensed to do business in the State of New Hampshire, shall issue each policy of insurance.

- 1). Worker's Compensation – Statutory requirements and benefits if utilizing any additional employees.
- 2). Commercial General Liability - \$1,000,000,000 combined single limit. The Town of Allenstown is to be named as an additional insured with respect to the services being procured. This coverage is to include Independent Contractor's Liability, Personal Injury Liability, Blanket Contractual Insurance, Broad Form Property Damage, and Premises, Operations and Completed Operations.
- 3). Errors and Omissions Insurance with no less than \$1,000,000 combined single limit.
- 4). Automobile Liability - \$1,000,000. A copy of the insurance certificate shall be forwarded to the Town of Allenstown and the NH Department of Revenue before starting any work.

IX. EVALUATION OF PROPOSALS

Evaluation of the responses will be based on the extent to which the response meets the requirements of the solicitation and the town's determination as to the extent to which the respondent is likely to be able to achieve the desired results and fulfill the purposes of the solicitation. Proposers are welcome to submit supporting information or references, demonstrating how they have shown their performance to be in terms of quality and timeliness in tasks performed for other clients or the Town of Allenstown and how responsive they will be in terms of cost efficiency to the Town of Allenstown.

X. PROPOSAL DEADLINE

Proposals are due by 5:00 p.m., Thursday, September 1, 2011, in the Allenstown Selectmen's Office, 16 School Street, Allenstown NH 03275. Proposals received after the deadline will be rejected.

XI. SELECTION PROCESS

The town may engage in individual discussions with bidders deemed fully qualified, responsible and suitable based on initial responses and with emphasis on professional competence, to provide the required service. These bidders may be requested to make an oral presentation to explain their proposal and answer questions.

XII. PROPOSAL REQUIREMENTS

The Town of Allenstown reserves the right to reject all proposals and to make a selection in the best interests of the Town.

To be deemed qualified, the Proposer(s) must demonstrate the requisite experience, skills, and resources necessary to successfully perform services requested in the Request for Proposals. The Proposer must be certified by DRA as a Property Assessor supervisor as outlined in Asb 304.04. All questions about this Request for Proposals should be submitted to:

Paul Apple, Town Administrator
Office of the Selectmen
16 School Street, Allenstown, NH 03275
Tel: (603) 485-4276
Fax: (603) 485-8669

Proposal Preparation: In order to facilitate evaluation of the proposals, the proposer is instructed to be concise and to follow the outline below in responding. Proposals that do not follow the outline, or do not contain the required information, may be considered as invalid proposals. Additional detailed information may be annexed to the proposal.

Format of Proposal: Proposers are instructed to be concise and proposals should include, in order, the following:

1. Letter of Transmittal;
2. Executive Summary to include understanding of the project and scope of work;
3. Brief organization profile, including background and experience of the firm;
4. Previous project summaries, including reference contact information for a minimum of three (3) projects, which are similar in scope to the project described herein that demonstrate pertinent corporate and key personnel experience; listing of the pertinent projects may be included (the Town reserves the right to contact any references provided by the proposer or otherwise obtained);
5. Approach to work – a detailed outline of the proposed services for executing the requirements of the Proposed Scope of Services and availability to the Town as needed;
6. Proposed schedule to meet the needs outlined in the RFP;
7. Billing rate for services outlined and estimate of annual cost to municipality given the scope of work described in the RFP.

Bids must be in a sealed envelope clearly marked: **“GENERAL ASSESSING SERVICES”**.

Signature/Certification: An official authorized to bind the offer shall sign the proposal and shall contain a statement to the effect that the proposal is a firm offer for a ninety (90) day period from opening. The proposal shall also provide the following information: name, title, address and telephone number of the individual(s) with authority to contractually bind the company and who may be contacted during the period of proposal evaluation for clarifying submitted information.

Proposal Withdrawal: the determination of whether a proposal may be withdrawn is solely at the discretion of the Town of Allenstown. However, in no event shall a proposal be withdrawn unless the request for withdrawal is filed within five (5) days of the date of the opening and proposer establishes that the proposal contains a material mistake and the mistake occurred despite the exercise of reasonable care.