

IMPORTANT INFORMATION TO PARTICIPANTS

It is YOUR responsibility to register with the office of First Selectman if you use the TOWN WEB SITE to download this RFP. Failure to register may prevent you from receiving important addendums, changes or answers to questions submitted by other vendors regarding the specifications. The Town of Clinton assumes no responsibilities for defects and/or omissions in Proposal responses due to failure to register with the Office of First Selectman.

It is strongly recommended that you E-mail the following information to MSchettino@clintonct.org

Name:

E-mail Address:

Phone:

Bid Name:

TOWN OF CLINTON, CONNECTICUT



REQUEST FOR PROPOSALS

REAPPRAISAL & REVALUATION OF REAL PROPERTY FOR 2025 GRAND LIST

**Michelle Benivegna
Town Manager**

**TOWN OF CLINTON
REQUEST FOR PROPOSAL
REAPPRAISAL & REVALUATIONS OF REAL PROPERTY
2025 GRAND LIST**

The Town of Clinton, Connecticut is undertaking a program to do a Reappraisal and Revaluation of all Real Property Effective October 1, 2025. Qualified firms interested in providing the Revaluation Services are invited to deliver one original and two copies of the proposals to the Andrews Memorial Town Hall, Town Manager's Office, 54 East Main Street, Clinton Ct, no later than **Wednesday, May 07, 2025, by 12:00 p.m.**, at which time and place such proposals will be opened. The complete request for proposal package is available on the Town of Clinton's website at www.clintonct.org. Proposals received after the date and time will be rejected.

Inquiries regarding the specifications should be emailed to Donna Sempey, Assessor at dsempey@clintonct.org with a copy to mschettino@clintonct.org no later than Wednesday, May 02, 2025.

The Town of Clinton reserves the right to reject any or all Proposals, or waive defects in same, if it deems such to be in the best interest of the Town of Clinton.

Michelle Benivegna
Town Manager

Published: New Haven Register
Date: April 4, 2025

**REQUEST FOR PROPOSALS
FOR THE REAPPRAISAL
AND REVALUATION OF TAXABLE REAL AND EXEMPT PROPERTY
LOCATED WITHIN THE CORPORATE LIMITS OF
CLINTON, CONNECTICUT
Effective October 1, 2025**

The Town of Clinton, Connecticut is undertaking a program to do a Reappraisal and Revaluation of all Real Property Effective October 1, 2025. Contractors interested in providing the Revaluation Services set forth in the attached Specifications are invited to deliver one original and two copies of the proposals to the Town Manager's Office, 54 East Main Street, Clinton Ct, no later than **Wednesday, May 07, 2025, by 12:00 p.m.**, at which time and place such proposals will be opened and read.

All proposals shall be sealed, addressed to the Town Manager and marked:

Town of Clinton Proposals for Year 2025 Revaluation Services

All information pertaining to the Contractor's technical and management approach to completing this Project, as well as the proposed cost, timetable and staffing plan, shall be presented in the proposal. The proposal must address, at a minimum, each of the issues set forth in the Request for Proposals in order to be considered responsive. Any proposal which does not respond to each issue in the Request for Proposals shall be rejected by the Town as non-responsive.

The Town reserves the right to amend this proposal for the Revaluation Program for equitable assessments at any time prior to the deadline for submission of proposals and to reject any or all proposals received if they determine it to be in the best interests of the Town. The Town of Clinton has a license to use the current version of Vision Appraisal CAMA software. The Contractor must include in this proposal a price to install a CAMA system or upgrade the present appraisal CAMA software. The proposal must include training. The system must be fully loaded with all assessment data before the revaluation is completed. Any conversion and software upgrade cost must be specified in your proposal. Transferring of the video images and Installation of the Video software to the new CAMA system must be completed no later than November 15, 2025 The proposal must address the method and costs associated with the conversion of this data and the method for maintaining both the data and the values in-house. Any conversion is solely the Contractor's responsibility. All data entry will be done on-site by a qualified technician with the approval and/or assistance of the assessor, to include on-going reports of all updates, changes and adjustments made. In addition to addressing each of the items in the Specifications, the Contractor must submit, as part of its proposal, the following information:

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 sixty (60) Calendar Days from the deadline for the submission of proposals.

2. A list of Connecticut Municipalities for which the Contractor has completed Revaluation Programs.
3. A list of Connecticut Municipalities for which the Contractor has performed Video Imaging Services.
4. A list of Connecticut Revaluation Contracts for which the Contractor is currently committed.
5. Listing of Connecticut Municipalities, the contractor has converted the Appraisal Vision CAMA Software.
6. Listing of Connecticut Municipalities, the contractor has used the Appraisal Vision G.I.S. software.
7. Description of the Contractor's public relations program that would be used during the revaluation.
8. Copy of Contractor's current Connecticut Revaluation Certificate.
9. Bid Bond or certified check for ten (10) percent of the proposal submitted.

Proposal Date

Proposal #: **RFP#1 2024/2025**
Commodity Title: Reappraisal & Revaluations of Real Property for 2025 Grand List
Issue Date: April 03, 2025

Proposal Opening

Day/Date: Wednesday, May 07, 2025
Time: 12:00 PM
Mail: Andrews Memorial Town Hall
Town Manager's Office
54 East Main Street
Clinton, CT 06413

Directions: All Proposals are opened in the Andrews Memorial Town Hall, Town Manager's Office, 54 East Main Street, Clinton.

Proposal Contents

Request for Proposal
General Conditions & Instructions
Specifications-Scope of work
Supplementary Conditions
Proposal Form for 2025 Revaluation
Non-Collusion Statement
Affirmative Action Statement
Form W-9

Sealed written responses must be received by Town Manager's Office no later than the date, time and location indicated above for the proposal opening. **Late responses will be not accepted-no exceptions.** Submittal of response by fax or email is not acceptable. Please note: When returning proposals, it is important to have the Proposal number and description on the outside of the envelope that contains your Proposal.

Inquiries regarding the specifications should be emailed to Donna Sempey, Assessor at dsempey@clintonct.org with a copy to mschettino@clintonct.org no later than Wednesday, May 02, 2025. Only questions submitted in this manner will be answered. All bidders will receive copies of questions and answers upon request.

PLEASE SUBMIT ONE (1) ORIGINAL AND TWO (2) COPIES OF COMPLETED PROPOSAL TO THE TOWN MANAGER'S OFFICE

Note: this Proposal does not constitute an order for the goods or services specified.

SPECIFICATIONS FOR REAPPRAISAL AND REVALUATION – 2025 CLINTON, CONNECTICUT

SCOPE OF REVALUATION

The complete reappraisal and revaluation of all taxable real estate and exempt real estate within the corporate limits of the town of Clinton, Connecticut, as of October 1, 2025, 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 Clinton, 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.

DEFINITIONS

1. ASSESSOR: the word "ASSESSOR" shall mean the duly appointed Town of Clinton Assessor.
2. CONTRACTOR: The word 'CONTRACTOR' means any person, firm, corporation, association, or other entity performing the revaluation work under contract.
3. TOWN: The word "TOWN" shall mean the Town of Clinton, Connecticut.
4. JURISDICTION: The word "JURISDICTION" shall mean the Town of Clinton, Connecticut, and shall be used interchangeably with the word "TOWN".

TOWN DATA

1. The last revaluation was effective as of October 1, 2020.
2. The population is estimated to be 13,402.
3. The area of the town is 17.1 square miles.
4. Administration\Tax Billing System is Quality Data Services.
5. CAMA System presently used Vision Appraisal Technology.

The CONTRACTOR shall value all newly constructed improvements created prior to October 1, 2025, 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.

PARCEL COUNT

CONTRACTOR'S price for the revaluation is based upon the following anticipated parcel counts (estimated by Town as of October 1, 2025).

# OF ACCTS	DESCRIPTION
5964	RESIDENTIAL
237	COMMERCIAL
56	INDUSTRIAL
9	PUBLIC UTILITY
327	VACANT LAND
43	USE ASSESSMENT
21	APARTMENTS

Section I

I. GENERAL CONDITIONS

A. CONTRACTOR

1. Certification

Each company, 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 Company 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 Company 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 company, corporation, partnership, or individual specializing in municipal tax revaluation services.

3. The Company shall not make any changes to this Request for Proposal as presented. The bid shall reflect all costs required 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 Company 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.

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.

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 city/town a performance surety bond in the amount of this contract, which bond shall be issued by a bonding company 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 city or town prior to the commencement of actual work. This bond shall include the appeal requirements of these specifications. It is understood and agreed upon that 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, 2025.

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 city/town as the "insured" on all policies to save the city/town harmless and to completely indemnify the city/town against all claims and damages with limits of \$1,000,000 for bodily injury and \$1,000,000 for property damage. A certificate shall be provided to the city/town, prior to the commencement of actual work and shall be in a form satisfactory to and approved by the town attorney.

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

a. Failure by the CONTRACTOR to complete all work prior to the date specified herein, shall be cause for a penalty. Payment by the CONTRACTOR on request of the Assessor in the amount of five hundred dollars (\$500) per day beyond the date of completion. For the purposes of this penalty only, completion of all work by CONTRACTOR, is defined as follows:

1. Completed street cards with all measurements, listings, pricing, review, and final valuation.
 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.
 3. Written certification by the Assessor that the CONTRACTOR has fulfilled all contractual requirements of said project.
- a. This penalty, if applied, shall be deducted from the contract price. Delays occasioned by war, strike, explosion, acts of God, or an order of court or other public authority is excepted.

D. COMPLETION DATE AND TIME SCHEDULE

1. Awarding of Contract

Within ten days (10) after the opening of the Bid Proposals, the Town shall award the contract for the reappraisal and revaluation project. The Town reserves the right to reject any and all bids as previously stated.

2. Signing of Contract

Within ten (10) days after the receipt of notice of acceptance by the Town of its Bid Proposal, the CONTRACTOR shall execute with the Town 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.

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 and the bonding company. It shall be mutually agreed and understood that said consent by the Town 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 must be started by March 2025. 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. Completed street cards with all measurements, listings, by October 1, 2025. Pricing, review, and final valuation by October 1, 2025
2. Assessment notices addressed and prepared for mailing by November 6, 2025.
3. Informal hearings to begin no later than November 13, 2025 to end no later than December 4, 2025.
4. All street cards, as corrected and finalized after the informal hearings, to be turned over to the Assessor no later than December 31, 2025.
5. Completion of the project shall not be final until either 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, 2025.

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.

E. 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, 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 for payment to the CONTRACTOR at such time that it has performed fully and satisfactorily all 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, 2025 Grand List.

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. The assessment administration module shall have 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

A visual imaging database integrated within the CAMA System installed by the CONTRACTOR shall be in place by the completion of this project. This will provide the Town with the ability to randomly retrieve an image of any parcel described on the CAMA data file. The imaging shall be included in the cost of the bid by the CONTRACTOR.

SECTION III RESPONSIBILITIES OF REVALUATION CONTRACTOR

The CONTRACTOR is responsible for the fulfilling 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.

B. MANAGEMENT PLAN

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

IV. VALUATION STANDARDS

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, all adjustment techniques must be described by the CONTRACTOR in its proposal.

a. Sales Verification

The Town shall mail at their own expense, Sales Verification Questionnaires for each sale commencing October 1, 2023 to February 1, 2025. The Town will turn these forms over to The CONTRACTOR for exterior property inspection, analysis, verification of information and determination of the usability of the sale. The CONTRACTOR shall provide the Assessor with written documentation regarding the analysis.

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 during the year immediately proceeding October 1st, 2025 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. Both full value and the 490 value, if applicable, shall be calculated by the CONTRACTOR.

5. 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.

6. 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 value estimate 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, 2025. The CONTRACTOR shall compute to the nearest 100 dollars the value of all properties identified above.

A. RESIDENTIAL PROPERTIES

The market approach is the preferred valuation methodology for parcels in the residential category. The CAMA system as installed for the Town will contain proven techniques for developing market estimates of value.

The CAMA System will present a summary of the cost approach for a subject and up to 5 comparable sales, showing the basic inventory information for each. 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.

The review appraiser can then choose the final market value estimate, the cost approach or arrive at a separate value estimate based on the information available.

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.

The TOWN 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.

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 2023 to July 1, 2025 sales & new construction, and inspect up to 200 specific building permits submitted by the Assessor. All other residential properties that have sold between 2020 and 2022 shall be “drive by” inspections, looking for any discrepancies from the previous revaluation sketches.

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.

D. VALUE REVIEW

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, as well as complete familiarity with the revaluation project. During review valuation, if changes are made due to data error, the data must be corrected on the property file by the CONTRACTOR.

E. 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.

F. 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 CONTRACTOR'S staff.
2. The CONTRACTOR, in conjunction with recommendations of the Assessors, 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.

G. BOARD OF ASSESSMENT APPEALS

The CONTRACTOR shall have a qualified member or members of its staff available for attendance at any deliberations of the Board of Assessment Appeal meetings to be held after the completion of the revaluation, Sundays excluded, but such availability and attendance shall not be required after the date, including any permitted extension, for the completion of the duties of the Board of Assessment Appeals on the October 1, 2025 Grand List, to assist in the settlement of complaints and to explain the valuations made.

. LITIGATION

In the event of appeal to the courts, the CONTRACTOR shall provide complete assistance by the Project Supervisor to the Assessor for the property in question in order to defend the appraised value. The CONTRACTOR shall furnish 5 days of said support for each court action instituted on the October 1, 2025 Grand List assessments at no charge. After the initial five (5) days, a per diem rate of \$500 will be charged.

H. INFORMATION

The CONTRACTOR shall give to the Assessor any and all information, including but not limited

to, pricing schedules, hearing information etc., necessary pertaining to the revaluation work for a period of one year after completion of the duties of the Board of Appeals on the October 1, 2025 Grand List without further cost to the Town.

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 the program, including software programs, shall become the property of the Assessors. 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, 2025. This information and/or appraisal or record shall not be made

public until after the informal hearings, except to the extent that public access may be compulsory under the provisions of applicable law.

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 certification requirements of the Assessor.

SECTION III 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 one set 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/block/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 city/town shall provide a current city/town 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, 2024. 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, 2025. All such records shall be returned to the Town.

7. Mailing Address

The Assessor shall provide the current mailing address of all property owners.

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

D. AWARD

The Town reserves the right to reject any, or any part of, or all PROPOSALS; to waive informalities and technicalities; and to accept the PROPOSAL which the Town Manager and the Assessor deem 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, familiarity with the area, and the quality of similar projects the bidder has completed in the past.

Rev. 03-19-2025

PROPOSAL FORM FOR 2025 REVALUATION

**Project: THE COMPLETE REAPPRAISAL AND REVALUTAION UPDATE OF REA (TAXABLE & EXEMPT)
PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWN OF CLINTON,
CONNECTICUT EFFECTIVE OCTOBER 1, 2025.**

The undersigned duly authorized agent for the individual, partnership, corporation or the entity (hereinafter called CONTRACTOR) submitting this Proposal affirms and declares:

1. That this PROPOSAL is executed by said CONTRACTOR with full knowledge and acceptance of the CONTRACT (including the Reappraisal and Revaluation Specifications) enclosed with the REQUEST FOR PROPOSAL on the subject, unless specifically noted in the CONTRACTOR'S proposal.
2. That should this PROPOSAL be accepted in writing by the Town of Clinton, Connecticut, (hereafter called TOWN) said CONTRACTOR will furnish the services, for which this PROPOSAL is submitted at the dollar amount indicated and in compliance with the provisions of the said CONTRACTOR and CONTRACTOR SPECIFICATIONS.
3. That this PROPOSAL is accompanied by surety in the amount of ten percent (10%) of the Bid in the form and amount indicated below:

_____ BID BOND Amount \$ _____

_____ CERTIFIED CHECK Amount \$ _____

4. If a Bid Bond is submitted, it shall be issued by a company authorized to issue such surety bond in the State of Connecticut and acceptable to the TOWN. If a Certified Check is submitted, it shall be made payable to the "Town of Clinton".
5. That the CONTRACTOR or his or her representative has visited the Town; is familiar with its geography, general character of housing and its commercial and industrial areas; has examined the quality and condition of the Assessor's records; and has met with the Assessor to make himself or herself knowledgeable of those matters and conditions in the Town which would influence this PROPOSAL.
6. That all items, document, and information required to accompany this PROPOSAL of the aforesaid PROPOSAL FORMAT AND CONTENTS are enclosed herewith.

7. That the CONTRACTOR proposes to furnish the services and materials required to complete the subject in accordance with the aforesaid Specifications for the total amount of:

Complete Update Revaluation Using Town's Existing CAMA System

\$ _____	_____
PROPOSAL IN FIGURES	PROPOSAL PRICE IN WORDS

ADDITIONAL COSTS:

Litigation Support:

The CONTRACTOR shall supply to the TOWN litigation support-at per diem rate of:

\$ _____	_____
PROPOSAL IN FIGURES	PROPOSAL PRICE IN WORDS

Digital Imaging:

Option #1- Digital Images of all sales and new construction will be captures from the public way using company-owned digital cameras and then loaded into the system. (10/01/15 through 10/01/20)

\$ _____	_____
PROPOSAL IN FIGURES	PROPOSAL PRICE IN WORDS

8. Proposed scheduled prices for aforementioned proposals are valid for forty-five (45) days.
9. The TOWN reserves the right to reject any or any part of, or all Proposals; 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.
10. Consideration in the awarding of the CONTRACT will be given, but not limited to, price, experience and competence of the Proposer, the nature and size of the Proposer's organization, experience of the Proposer with the Town's CAMA system, and quality of similar projects if has performed and completed in the past and determination by the TOWN that the CONTRACTOR has the ability to complete the WORK.
11. Payment schedule for percentage of completed work. The CONTRACTOR shall submit a schedule for percentage of completed work similar to that found below, which be consistent with the work being proposed.

	Percentage of Completion
1. Bonding, planning and organizing; project start-up	%
2. Data Mailers	%
3. Sales Verification; analysis and valuation	%
4. Field review	%
5. Building permits	%
6. Date entry	%
7. Final Valuations; assessment notices mailed	%
8. Informal hearings completed & final adjustments made	%
9. Board of Assessment Appeals completion of duties	%
TOTAL	<u>%</u>

FIRM NAME
OF PROPOSER:

BY (SIGNATURE):

CONTACT PERSON:

TITLE:

TELEPHONE NUMBER

FAX NUMBER

DATE:
