



**TOWN OF RYE
REQUEST FOR PROPOSALS FOR
GENERAL ASSESSING SERVICES**

Issued: September 28, 2015
Town of Rye Board of Selectmen
10 Central Road
Rye, NH 03870

Town of Rye General Assessing Services

LEGAL NOTICE

**TOWN OFFICES, RYE, NH
REQUEST FOR PROPOSALS
ASSESSING SERVICES**

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

The complete Request for Proposals and Proposal submission form is available on the Town's website: www.town.rye.nh.us in "Legal Notices" or upon request from the Rye Selectmen's Office, 10 Central Road, Rye, NH 03870, Telephone: 603-964-5523 or E-mail: jireland2@town.rye.nh.us.

Proposals must be sealed and Marked "GENERAL ASSESSING SERVICE" and must be received in the Town of Rye Selectmen's Office by 3:00 p.m., Tuesday, October 20, 2015.

Proposals will be opened at the Board of Selectmen's meeting, Monday, October 26, 2015.

The Town of Rye reserves the right to reject any and/or all proposals and to waive any informalities or irregularities in procedure.

RYE BOARD OF SELECTMEN

REQUEST FOR PROPOSALS FOR GENERAL ASSESSING SERVICES & CYCLICAL DATA VERIFICATION

I. REQUEST FOR PROPOSALS

The Town of Rye, NH is soliciting proposals for general assessing services. Proposals shall be based on a per hour rate for general assessing services and a per parcel rate for cyclical verifications and pick-ups or a flat hourly rate for general assessing services, cyclical verifications and pick-ups not to exceed 20 hours a week. The Town will enter into a one year contract renewable annually, with the successful bidder after contract review by the Department of Revenue.

II. BACKGROUND

The Town has approximately 3,138 parcels with 275 parcels that are vacant and 97 that are commercial/industrial. The total assessed value of the town is \$1,780,644,200. (2014 MS 1). The Town of Rye successfully completed a 2012 Certification of Assessed values with the New Hampshire Department of Revenue and a USPAP compliant 2012 update.

III. 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 Rye, but will follow the general pattern of 2 days per week, January through December, and occasional meetings with the Board of Selectmen.

The Town will provide office space with a desk, phone, photocopier and computer with access to the VISION CAMA system.

The Town of Rye 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.

IV. SCOPE OF SERVICES

ANNUAL ASSESSING

- 1) The careful measuring, listing, 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 June 15th of each calendar year.
- 2) Measure and attempt to inspect 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% - 25% of the town properties, utilizing a systematic measure and listing of all properties each year. Review to include the exterior measurement of all principle buildings,

Town of Rye General Assessing Services

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 Rye and its best interest in all abatements or appeals.
- 9) Meet and work with the State Monitor to ensure that the Town of Rye is meeting all certification requirement of DRA and to maintain a good working relationship.
- 10) Perform annual assessment to sales ratio studies for the purpose of 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) Assist with and monitor any other contractors hired by the town to conduct assessing work such as statistical updates, revaluations, or utility appraisals.

V. 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 Rye.
- 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 or employee or any member of the family of such officer or employee in the performance of any work under this contract.

VI. 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. Each policy of insurance shall be issued by a financially secure insurer, duly licensed to do business in the State of New Hampshire.

1. Worker's Compensation - Statutory requirements and benefits if utilizing any additional employees.
2. Commercial General Liability - \$1,000,000 combined single limit. The Town of Rye 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..

Town of Rye General Assessing Services

4. Automobile Liability - \$1,000,000. A copy of the insurance certificate shall be forwarded to the Town of Rye and the NH Department of Revenue before starting any work.

VII. 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 Rye and how responsive they will be in terms of cost efficiency to the Town of Rye.

VIII. PROPOSAL DEADLINE

Proposals are due by 3:00 p.m., Tuesday, October 20, 2015 in the Town of Rye Board of Selectmen's Office, 10 Central Road, Rye, NH 03870. Proposals received after the deadline will be rejected. Facsimile transmissions of proposals will be accepted but confidentiality of the bid is not guaranteed.

IX. SELECTION PROCESS

The Town may engage in individual discussions with bidders deemed fully qualified, responsible and suitable on the basis of 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.

X. PROPOSAL REQUIREMENTS

The Town of Rye reserves the right to reject any and 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:

Office of the Selectmen
10 Central Road, Rye, NH 03870
Phone: (603) 964-5523
Fax: (603) 964-1516

Proposal Form Submission

Bids shall be accepted on the attached form and must be in a sealed envelope clearly marked: **ASSESSING SERVICES**.

Proposal Withdrawal

No proposal can be withdrawn after it is filed unless the Proposer makes a request in writing to the Town prior to the time and date set for the opening of proposals or unless the Town fails to award or issue a notice of intent to award a Contract within 60 days after the date and time set for opening proposals.

Town of Rye General Assessing Services

**GENERAL ASSESSING SERVICES
PROPOSAL**

Name: _____

Contact Person: _____

Phone: _____

Address: _____

2015-2016 GENERAL ASSESSING

Approximately 2 days per week, Selectmen's meetings as required _____ per hour
Includes annual sales review and analysis.

CYCLICAL DATA VERIFICATION

_____ per improved parcel
_____ per vacant parcel

Includes exterior measurements, two visits or an interior inspection or refusal

NEW CONSTRUCTION/PICK UPS

_____ per parcel

Includes new and unfinished construction and subdivisions.

ADDITIONAL ASSESSING SERVICES

_____ per hour

(Defense of values before the BTLA Hearings and Superior Court)

OR

Hourly Rate for All of the Above, not to exceed 20 Hours per Week

_____ per hour

Please return this proposal to:
Due: **October 20, 2015**
3:00 PM

Office of the Selectmen
Town of Rye
10 Central Road
Rye, NH 03870

CLEARLY LABEL ENVELOPE: GENERAL ASSESSING SERVICES