



TOWN OF BERLIN, VERMONT

Washington County

Selectboard:

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Town Administrator

Dana Hadley

REQUEST FOR PROPOSALS

Professional Assessing Service

The Berlin Selectboard seeks proposals for a Professional Assessor on a contractual basis to provide assessing services for the Town of Berlin. This will be a three year period from December 1, 2017 and to November 30, 2020. The contract will contain an option to renew the contract with the consent of both parties in writing by at least 60 days prior to the contract end or by October 1, 2020. Proposals are to be received no later than September 27, 2017. Proposals must be either mailed or brought to the Berlin Town Office and be in a sealed envelope clearly marked Berlin Assessing Services. The Selectboard reserves the right to accept the bid that they feel is in the best interest of the community or to reject any or all bids. For questions please contact: Dana Hadley, Town Administrator. 802-552-8801 or townadministrator@berlinvt.org

General Information

The purpose of this RFP is to obtain the services of a professional assessor on a contractual basis. The assessor(s) will report to the Selectboard. The assessor will be responsible for performing all aspects of the Town's property assessments, reviewing all subdivisions, changes related to building permits, scheduling the inspection of properties, data entry, recording of property updates and providing an updated grand list annually. The assessors will maintain regular weekly office hours to be available to work with Town staff and taxpayers, to answer questions and address concerns. The assessor will be available for quarterly evening meetings with the Selectboard to keep them advised as to assessing activity.

The assessor will be hired as an independent contractor and will be responsible for their liability insurance, professional insurance, payroll and other taxes as applicable.¹

The assessor will be subject to the conflict of interest policy as prescribed by state statute, the town's charter and administrative code.

No other work may be subcontracted without specific written approval from the Selectboard.

Proposal Format and Contents

Please provide the following information:

Name and contact information of person to be contacted for further information and clarification.

Cost proposal, including estimated weekly hours

Resume detailing the assessor's professional and educational background

Listing of all towns for which you have completed appraisals and/or assessing work during the past (5) years, including person to contact for references;

List of Professional Certifications:

Written description of experience with CAMA and other assessing software;
Listing of all current municipal revaluations and/or current employment contracts;
Listing of personnel to be assigned to the assessing work, including resume of assigned personnel.

Description and discussion of the accepted practices used in assessing the value of land parcels in the state of Vermont.

AWARD OF CONTRACT

The contract will be awarded to the professional that the Selectboard deems to be in the best interest of the Town based on all factors. The Board reserves the right to reject any or all proposals. The board also reserves the right to grant the contract as solicited under **Additional Services Required** to a firm other than the firm who is granted the award for assessing services as stated below.

¹ Please see further description under additional requirements.

ADDITIONAL REQUIREMENTS

Insurance

The Contractor shall obtain and maintain, at all times, Comprehensive General Bodily Injury Liability Insurance, Property Damage Liability to protect them and any employee for personal injury, including accidental death, as well as, from claims for property damage, which may arise from operations under this work, whether such operations by themselves or by any employee or by anyone directly or indirectly employed by them. The Contractor shall have minimum umbrella coverage of \$1,000,000 per occurrence. Also required is professional insurance to protect the Town in the event of errors or omissions. The Town is to be provided a copy of the insurance coverage with the Town listed as an additional insured party.

Indemnification

The Contractor shall and agree to indemnify, save harmless and defend the Town of Berlin from the payment of any sum of money to any person whomsoever on account of claims or suits growing out of injuries to persons, including death, or damages to property caused by the Contractor, the Contractor's employees, agents of sub-Contractors or in any way attributable to the performance and prosecution of the work herein contracted for, including (but without limiting the generality of the foregoing), all claims for service, labor performed, materials furnished, provisions and supplies, injuries to persons or damage to property, liens, garnishments, attachments, claims, suits, costs, attorney's fees, cost of investigation and of defense.

Community Profile

The Town of Berlin is located in Washington County, Vermont between the capital of the state, Montpelier, to the north and the City of Barre to the south. The latest population figure is 2847. Daytime population is significantly higher due to a healthy commercial presence in Town. The Town is 36.9 square miles in area with approximately three fourths of the Town predominantly rural and the remaining fourth commercial. The Town is home to the Central Vermont Medical Center, the Vermont Psychiatric Hospital, Blue Cross and Blue Shield of Vermont, three major grocery stores, major department stores and the Edward Knapp state airport. The grand list totals \$498,134,400 representing 1,701 taxable parcels. The parcels consist of 1,443 real estate parcels and 258 personal property assessments. The total of exempt parcels is 82.

Additional Services Required

The results of the 2016 equalization study showed the common level of appraisal (CLA) rising from 104.14% in 2015 to 105.84% in 2016. The coefficient of dispersion (COD) from 14.64% to 17.13%.

For this reason, the board seeks a **separate proposal** for a categorical real estate re-appraisal for un-landed mobil homes to be effective on April 1, 2019 or 2020, whichever is practical. The Board reserves the right to grant one firm a contract for professional assessing services and another firm may be chosen for the categorical real estate re-appraisal.