

**TOWN OF HAMPTON FALLS
RFP NO. 2023:04
REQUEST FOR PROPOSALS FOR
GENERAL ASSESSING SERVICES**

Issued: August 15, 2023

Hampton Falls Town Office
1 Drinkwater Road
Hampton Falls, NH 03844

RFP NO. 2023:04
REQUEST FOR PROPOSALS FOR
GENERAL ASSESSING SERVICES & CYCLICAL DATA
VERIFICATION

I. REQUEST FOR PROPOSALS

The Town of Hampton Falls, 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 pick-ups and cyclical verifications. The Town will enter into a three-year contract, from 1/1/2024 through 12/31/2026 with the successful bidder after approval by the Department of Revenue. In accordance with the Municipal Budget Act, the contract is contingent on funding on an annual basis.

II. BACKGROUND

The Town has approximately 1600 parcels with 100 parcels that are seasonal RVs in a campground. The town has a small commercial base. The Town of Hampton Falls completed a 2023 Certification of Assessed values with the Department of Revenue.

III. PERFORMANCE REQUIREMENTS

Selected contractor shall hold the designation of DRA Certified Property Assessor Supervisor as required by Asb 304.04. Supervisor may assign a DRA Certified Property Assessor Assistant to perform all normal and routine assessing tasks, including but not limited to the following:

Office Hours:

The Assessor will need to maintain regular office hours but shall remain flexible according to the immediate needs of the Town of Hampton Falls, which may follow the general pattern of 1 day per month, 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 AVITAR CAMA system.

The Town of Hampton Falls staff will print out all real estate transfers as reported by the Registry of Deeds and process/maintain the exemptions, credits, timber and yield taxes and input all building permits issued into the assessing system. The vendor will input all changes to property record cards as provided by the assessing agent. The Town of Hampton Falls will prepare the annual MS 1 for review by the assessing agent prior to submittal to the Department of Revenue by the Town.

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, new construction, renovations or any other applicable source. (Pick-ups) Annual pick-ups to be completed between April 1 – April 30 of each calendar year and entered into the assessing system by May 15th.
- 2) Perform field inspections on all properties that have transferred during the contract period, and investigate and verify the circumstances surrounding all sales. Sales reviews to be

completed by August 15th of each calendar year. Contractor shall complete the Equalization Study for review by the Town prior to submittal to the Department of Revenue.

- 3) Perform field inspections and other studies to review all residential abatement requests. Consider all properly filed abatement requests by any taxpayer and after review, 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. Cyclical reviews to be completed by August 15th of each calendar year. Price shall be based per parcel – inclusive of mailings and data entry.
- 5) Work with the Town Administrator to manage and maintain the current use properties and LUCT assessments.
- 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 Hampton Falls and its best interest in all residential abatements or appeals.
- 9) Meet and work with the State Monitor to ensure that the Town of Hampton Falls is meeting all certification requirement of DRA and to maintain a good working relationship.
- 10) Perform annual assessment to sales ratio study (EQ Study). Report results to the Board of Selectmen and determine 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.

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 Hampton Falls.
- 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 Greenland 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 Hampton Falls 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 Hampton Falls and how responsive they will be in terms of cost efficiency to the Town of Hampton Falls.

VIII. PROPOSAL DEADLINE

Proposals are due by 3:00 p.m., September 21, 2023 in the Office of the Hampton Falls Board of Selectmen 1 Drinkwater Road, Hampton Falls, NH 03844. Email 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 Hampton Falls 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:
Karen Anderson, Town Administrator
townadministrator@hamptonfalls.org

Proposal Form Submission

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

RFP 2023:04 ASSESSING SERVICES. In addition to the bid form, a copy of the resume of the person to be assigned to the Town of Hampton Falls and three municipal references must be included.

Proposal Withdrawal

No proposal can be withdrawn after it is filed unless the offeror 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.

GENERAL ASSESSING SERVICES
RFP: 2023:04
PROPOSAL

Name: _____

Contact Person: _____

Phone: _____

Address: _____

Email: _____

2024-2026 GENERAL ASSESSING

Office hours - approximately 1 days per month.

Selectmen's meetings as required;

_____ per hour

Includes annual sales review and analysis.

CYCLICAL DATA VERIFICATION

_____ per improved residential parcel

_____ per vacant parcel

_____ per commercial/industrial parcel

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

CONSTRUCTION/PICK UPS

_____ per parcel

Includes new and unfinished residential construction and subdivisions.

COMMERCIAL CONSTRUCTION/PICK UPS

_____ per parcel

Includes new and unfinished commercial/industrial.

ADDITIONAL ASSESSING SERVICES

_____ per hour

(BTLA Hearings)

Please return this proposal along with the required resume and references to:

Due: September 21, 2023
3:00 PM

Board of Selectmen
Town of Hampton Falls
1 Drinkwater Road
Hampton Falls, NH 03844

CLEARLY LABEL ENVELOPE: RFP 2023:04 GENERAL ASSESSING SERVICES