



**Town of Windham
Request for Proposals**

Real Estate Statistical Revaluation Services

Released: December 5, 2020

Proposal Submission: Firms wishing to submit proposals should do so by no later than **12:00 p.m. Tuesday, January 5, 2021**. Please submit one electronic copy and two paper copies of the proposal and supporting materials to:

Town of Windham
Attn: Tammy Hodgman
8 School Road
Windham, ME 04062

Proposal shall be clearly marked **Town of Windham Statistical Revaluation RFP**.

Questions concerning this RFP may be directed to Elisa Trepanier, Assessor at (207) 777-1983 or by email: eatrepanier@windhammaine.us.

Site visits can be scheduled, and questions directed to Elisa Trepanier.

Proposal Evaluation: Proposals will be evaluated based on company experience, quality of previous work, time to completion and price.

THE TOWN OF WINDHAM RESERVES THE RIGHT TO NEGOTIATE, ACCEPT OR REJECT THE TERMS OF ANY AND ALL PROPOSAL(S), WHICH MAY BE DEEMED TO BE IN THE BEST INTEREST OF THE TOWN. WE ALSO RESERVE THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS OR PARTS OF PROPOSALS AND TO WAIVE ANY FORMALITIES AND TECHNICALITIES.

Project Summary:

The Town of Windham is soliciting proposals from qualified vendors for a town-wide statistical revaluation of real estate assessments. The selected vendor will work with the town assessor to design, implement, and update all taxable real property valuations within Windham. The goals are to analyze the local real estate market, update building cost schedules for improvements, updated land values of delineated assessing neighborhoods, make necessary inspections, and hold valuation hearings with property owners. Project to commence February 1, 2021, with values finalized for commitment July 15, 2021. Preference will be given to a vendor that is familiar with VGSI assessing software, and the Maine real estate market.

Project services required are:

- Perform a sales analysis utilizing sales from April 1, 2020 through April 1, 2021.
- Field Review of all sales properties that will be utilized in the Sales analysis.
- Update land values for assessing neighborhood codes.
- Update cost models for residential and commercial/industrial improvements.
- New cost model for residential and commercial/industrial improvements.
- Income analysis and valuation on all commercial/industrial properties.
- Field reviews of both residential and commercial/industrial sale properties.
- Perform data entry.
- Mailing impact notices of updated valuations to all property owners.
- Holding residential and commercial/industrial hearings and resulting fieldwork and data entry.
- All associated data entry required for the project.

The Town of Windham requires an extremely high level of service for the implementation of equitable real estate valuations. Timeliness and courtesy are crucial. Reliability as well as high quality customer service are critical concerns to the Town of Windham.

SECTION A:

Existing CAMA systems:

The Town of Windham currently has 9,000 taxable properties, and utilizes VGSI's version 8.2 assessing software, which is hosted on the cloud. Proposals must include a detailed methodology to interface with these programs to accomplish the project.

SECTION B:

Submittal Requirements

The vendor's response must be explained in detail and shall indicate how the vendor proposes to satisfy each requirement where necessary. At the very least the vendor must indicate compliance, non-compliance, or exception for each line item.

- 1) Company name, address, and telephone number(s) of the vendor submitting the proposal.
- 2) Describe how your firm is positioned to provide the services listed above and provide a history of experience on providing similar services.
- 3) Describe your approach to providing these services and providing technical support.
- 4) Describe a detailed methodology to interface with existing local software to accomplish the project.
- 5) Summarize the experience and technological expertise of the staff that will be supporting the Town of Windham. Provide detail of a vendor team member that holds a current Certified Maine Assessor designation.
- 6) The proposal must contain a cost of services fee schedule that includes hourly rates for proposed services. Describe how your services are priced and any specific pricing you can provide. Any additional charges shall be noted.
- 7) Name, title, address, email address, and telephone number of the person or persons to contact who are authorized to represent the company and to whom correspondence should be directed.
- 8) Statement that indicates that the proposal and cost schedule shall be valid.
- 9) Evidence of insurability (certificate of insurance) or ability to post a bond.
- 10) The Town of Windham shall be named as an additional insurer.
- 11) The vendor's response must be explained in detail and shall indicate how the vendor proposes to satisfy each requirement where necessary.
- 12) Vendors shall provide a list of customer references. Three references minimum outlining similar services provided to clients. Provide detail of actual services provided and the length of time providing services to this client.
- 13) The proposal shall be signed by the person authorized to legally bind the proposal and cost schedule.
- 14) The proposal shall designate an authorized negotiator who will be empowered to make binding commitments.
- 15) Vendor shall provide a written project management and implementation plan specifying time of completion.
- 16) Final payment of 30% shall be made 30 days after final acceptance by the Town of Windham.
- 17) Lien waivers to be provided from contractor when the project is done prior to final payment.

SECTION C:

Responding Vendors Responsibility:

- 1) It is the responsibility of the responding vendors to review, evaluate and request clarification prior to submittal of a proposal.
- 2) Responding vendors shall take all responsibility for any errors or omissions in their proposal.
- 3) The respondent shall be fully responsible for all proposal development and submittal costs. Town of Windham assumes no contractual or financial obligation as a result of issuance of this RFP.
- 4) The successful vendor shall comply with all local, state and federal rules, regulations, ordinances, codes and laws relating to the work or the conduct thereof and shall secure and pay for any permits and licenses necessary for the execution of the work.
- 5) The successful vendor shall agree to maintain General Liability Insurance, Worker's Compensation and Employer's Liability Insurance, where applicable, to cover all its personnel engaged in the performance of the services herein described as well as damages arising as a result of the performance of such services. Vendor further agrees to require its subcontractor(s), if any, to maintain General Liability Insurance, Worker's Compensation and Employer's Liability Insurance, where applicable. The amounts of such coverage shall be in accordance with industry standards.

SECTION D:

Evaluation and Selection Criteria:

Vendor proposals will be evaluated according to the following criteria:

- 1) Fulfillment of technical and functional specification requirements.
- 2) Technical support services offered.
- 3) Integration with the current assessing software.
- 4) Price.
- 5) Time to project completion.