

**REQUEST FOR PROPOSAL  
FOR  
CITY ASSESSOR SERVICES**

**Issued by the  
CITY OF VERGENNES  
120 Main Street  
Vergennes, VT 05676**

**Date of Issue: September 9, 2020**

**Bid Due Date: October 13, 2020 at 4:30 PM**

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## **DESCRIPTION OF PROPOSAL**

The City of Vergennes is requesting proposals for assessment services of all real property from January 1, 2021 through January 1, 2022.

## **PURPOSE AND OBJECTIVES**

The objective is to hire an assessor or assessment firm on a part-time hourly basis for the yearly inspection and assessment of all new residential and commercial properties, to assess parcels with permits for additions and changes, assess parcels that warrant review and/or inspection based on sales and/or transfer data, as well as newly formed parcels through subdivision. Services are intended to replace the current services provided by NEMRC Assessing, whose contract expired.

The City is looking for a proposal for **HOURLY** rates. The City Manager and other fulltime employees complete many of the Grand List duties throughout the year. The City is seeking an individual or a firm to complete assessments.

## **CITY PROFILE**

Vergennes is located in the northwest quadrant of Addison County bordered by the towns of Ferrisburgh, Panton, and Waltham. It is Vermont's oldest city and the third-oldest incorporated city in New England, being succeeded by Hartford and New Haven, Connecticut. Vergennes has a population of about 2,600 residents with a land area of about 2.5 square miles, making it Vermont's smallest City. Conveniently located between route 22A and route 7 and 45 minutes south of Burlington, Vergennes' ideal location makes it a destination for visitors, tourists, residents, and small business owners.

The taxable real estate in Vergennes contains approximately 966 properties made up of 750 residential properties, 74 unlanded and 8 landed mobile homes, 3 utilities, and 71 commercial properties. There are 20 non-taxable properties.

The city uses New England Municipal Resource Center (NEMRC) software and Microsolve CAMA software. The City's NEMRC and CAMA programs are on the cloud and can be accessed remotely. The Assessor must have knowledge of and be capable of working with these programs.

## **AVAILABLE INFORMATION**

- Copies of all Building Permits.
- Current parcel data, identification numbers and acreage.
- Current zoning maps.
- Surveys where available.
- Examples of current land schedules and Microsolve manuals.
- Property descriptions from current CAMA system.

## **SUBMISSION REQUIREMENTS**

- Scope of Services.
- Names of the principals of the firm together with their professional resumes, work experience and qualifications.

- Resumes, work experience and qualifications of the assessor or the staff of an assessment firm who may be assigned to the project.
- The cost proposal.
- Documentation of insurance coverage, to include general liability, automotive liability and workers' compensation.
- List of references.

### **SCOPE OF SERVICES**

- Inspect and assess new residential and commercial properties. Inspect and assess parcels with permits for additions and changes.
- Update CAMA program with new information for residential and commercial properties resulting from assessing inspections, zoning permits, and construction to properties that occurs throughout the year.
- Notifies City Manager/Listers Assistant when errors in Grand List and/or CAMA are found and prescribes course of remedial action.
- Review property and update record files including property transfers, splits and normal correspondence.
- Review real estate data and general information of trends in real estate (CLA, COD).
- Review equalization process (CLA, COD).
- Cooperate and assist other city departments with issues that involve assessments.

### **CITY INVOLVEMENT (SUCH AS, BUT NOT LIMITED TO):**

- City Council and the City Manager will take an active role in the selection process for the successful Proposer.
- The City will provide workspace for the Assessor at the city office.
- The City will provide phone and computer access, filing cabinets, and copies of records.
- The City Office staff will provide administrative services such as providing information and answering basic taxpayer questions.
- The City will be responsible for the cost of supplies such as paper, post cards, postage and the mailing of the change of assessment notices to taxpayers showing the new values.
- The City will provide access to existing NEMRC and CAMA systems.
- The City Manager will act as the Lister's Assistant whose duties will include:
  - Implementing and updating exemptions including Homestead, Current Use and Veterans.
  - Validate Sales of Property.
  - Create Tax Book.
  - Send change of assessment letter, and schedule and attend Grievance Hearings
  - Coordinate and schedule inspections for the assessor (proposer).

### **TENTATIVE SCHEDULE**

The agreement for assessment services will begin January 1, 2021 and extend through January 1, 2022. This agreement may be extended for additional years as agreed upon by both parties.

### **DELIVERABLES**

The final work product and documentation produced will include the following:

- Updated property record cards and updated files
- Cost sheets and documentation which support values and percentage complete forms
- Pictures of all new structures and updates
- Updated sketches and road maps as required
- Updates to the CAMA and Grand List software that reflect the new values
- All data, data collection sheets, schedules, photos, computer or hand drawn sketches, maps, reports, forms, worksheets etc. shall belong to and become the property of the City of Vergennes.

### **ADMINISTRATIVE INSTRUCTIONS**

Proposals are due to either:

In-person: City Hall  
120 Main Street  
Vergennes, VT 05491

OR

Mail: City of Vergennes  
PO Box 35  
Vergennes, VT 05491

The paper proposal shall be submitted in a sealed envelope, clearly marked “**Vergennes Assessment Services**”.

The proposed time frame is preferred, but the City encourages all bids and will consider other time frames presented by the Proposer when considering bid packages.

The work shall not be assigned or sublet without previous consent of the City of Vergennes and shall not either legally or equitably assign any of the moneys payable under this agreement, unless by and with consent of the City.

The City of Vergennes reserves the right to accept or reject any or all bids, to waive formalities and technicalities, select other than the lowest Proposer, and to select the proposal which the City Council deems to be in the best interests of the City. The proposal price shall be a consideration, but the lowest dollar cost proposal shall not be the sole criterion to be considered. Price, experience, competence of Proposer, project schedule, quality and experience of the Proposer’s personnel, the nature and size of the Proposer’s organization, the quality of similar projects performed by the Proposer in the past, proposed timeframe, and any other relevant criteria shall be considered.

The proposals will become public upon award of a contract to an Assessor.

### **EVALUATION OF PROPOSAL**

The evaluation of the proposals will be based on:

1. Proposer’s understanding of the scope.
2. Qualifications of the contractor.
3. Cost proposal – **Hourly Rate for Services**

## **INDEMNIFICATION**

The Proposer shall and hereby agrees to indemnify, save harmless and defend the City of Vergennes from the payment of any sum of money to any person whomever on account of claims or suits growing out of injuries to persons, including death, or damages to property caused by the Proposer, the Proposer's employees, agents of subcontractors 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, attorneys' fees, cost of investigation and of defense.

## **CITY CONTACT:**

City of Vergennes  
Daniel Hofman, City Manager  
120 Main Street  
PO Box 35  
Vergennes, VT 05491  
Phone (802) 877-3637  
Email [dhofman@vergenes.org](mailto:dhofman@vergenes.org)