



TOWN OF SPRINGFIELD
2750 MAIN STREET, PO BOX 22
SPRINGFIELD, NH 03284-0122
PHONE (603)763-4805

REQUEST FOR PROPOSALS (RFP)
ASSESSING FULL STATISTICAL REVALUATION SERVICES
2025

You are hereby invited to submit proposals for assessing a full statistical revaluation service for values as of April 1, 2025.

The technical specifications and the information necessary to complete the proposal(s) are listed in Attachment I of this invitation for proposals.

Technical questions should be directed to George Hildum, via email at ghildum@comcast.net, or phone 603-344-0447. Questions on procedures can be directed to the Springfield Board of Selectmen Office at 603-763-4805 or admin@springfieldnh.org.

Proposal Instructions:

Two (2) copies of the proposal should be submitted in a sealed envelope marked Assessing Revaluation Services RFP to the Springfield Board of Selectmen, PO Box 22, Springfield, NH 03284. Proposals must be submitted in person or received at the above address no later than 3:30 pm, Tuesday, April 30, 2024 to be eligible for consideration.

Other forms of submission (fax or email) or proposals received after the deadline will be rejected.

Proposal Opening:

Proposals will be opened at the Springfield Board of Selectmen meeting Monday, May 13, 2024 at 6:00 pm, 2750 Main Street, Springfield, NH 03284. Proposals will be taken under advisement at the time and will be awarded as soon as a complete review and comparison of the proposals received has been made by the Town.

Proposal Award:

The proposal(s) will be formally awarded and announced publicly on the Springfield website springfieldnh.org. Formal notification of proposal award to all proposers will occur immediately thereafter.

RFP Prices:

RFP prices are to remain in effect for a period of 60 days from the opening date of the proposal and are to remain firm once proposal is awarded to the successful proposer(s).

Performance Clause:

In the event that the successfully awarded proposer and/or the Town of Springfield should default in the observance of the stipulations set forth in this Request for Proposal and attachments thereto and such default

is not corrected within 30 days of written notice from either party the successfully awarded proposer and/or the Town of Springfield shall have the option of cancelling the proposal.

Contractual Obligations:

In the event that the contracts for the supply of materials, equipment, or service are required under the bid, the Springfield Board of Selectmen reserves the right to review said contracts and amend to comply with town legal requirements prior to signing by the appointed representative of the Town.

For insurance obligations, please review Attachment II.

Note:

The Town of Springfield reserves the right to accept or reject any and all proposals or parts thereof, to accept the proposal which they deem to be in the best interest of the Town of Springfield and to waive any bid formality.

II. RESPONSIBILITIES AND SERVICES TO BE PERFORMED BY CONTRACTOR

A. Assessment of all property

1. Contractor shall appraise all taxable property (RSA 72:6) within Municipality in a good and workmanlike manner in accordance with RSA 75:1.
2. Contractor shall appraise all tax exempt and non-taxable property (RSA 74:2) within the taxing jurisdiction of Municipality in the same manner as taxable property.
3. Contractor shall measure, list and verify all sales used to determine benchmarks for the revaluation.
4. Contractor shall utilize Municipality's Avitar CAMA System to assess properties.

B. Personnel

1. For grading, classifying, appraising and data collection of all property covered by the contract, Contractor shall only employ personnel who are:
 - a. Certified by the DRA, as defined in the Asb 300 Rules and RSA 21-J:14-f for the level of work they will be performing; and,
 - b. Approved by the municipal assessing officials.
2. Contractor shall not compensate, in any way, a municipal official, employee or any immediate family member of such official or employee in the performance of any work under the contract unless previously disclosed.
3. Upon approval of the contract and before the revaluation begins, Contractor shall provide to the DRA and the municipal assessing officials, a list of the DRA-certified personnel assigned to work under the contract.
4. Contractor shall ensure that the DRA-certified assessor supervisor is proficient in the use and calibration of the CAMA system that will be used to assess the property specified in Section 1.1.
5. Contractor shall ensure that the individual(s) assigned to perform data entry are proficient in the use of Municipality's CAMA system.
6. Contractor shall ensure that the DRA-certified assessor supervisor will be present on site 50% of the time for the duration of the contract.

C. Public Relations

1. Contractor and the municipal assessing officials, during the progress of the work, shall each use their best efforts to promote full cooperation and amiable relations with taxpayers. All publicity and news releases shall be approved by the municipal assessing officials before being released to the news media. Contractor, upon request of the municipal assessing officials, shall provide assistance in conjunction with the municipal assessing officials to acquaint the public with the mechanics and purpose of the revaluation.

D. Confidentiality

1. The Contractor shall not disclose to anyone except the Municipal Assessing Official and the Commissioner of the N.H. Department of Revenue Administration or their respective designee, any preliminary values or new values discovered, for any purpose, or to permit anyone to use or peruse any of the data on file in connection with the update, until the values have been submitted to the Municipal Assessing Officials and are made public.

E. Compensation and Terms

1. The manner and time schedule in which Municipality shall make payments to Contractor shall be included in the contract.

III. DETAIL OF SERVICES TO BE PERFORMED BY CONTRACTOR

A. Development of Unit Cost/How the Company Values Property

1. The Contractor may use Marshall & Swift Cost Manual as a basis to develop the costs of residential, commercial and industrial construction in the area and then modify those costs by local sales, material costs and prevailing wage rates in the building trades. These shall include architect's and engineer's fees, and contractor's overhead and profits. Oftentimes, the existing CAMA model and established cost tables are the starting point. Before using any indicated costs, the Contractor shall make tests using costs against actual sales of buildings whose actual current costs are known, in order to ensure accuracy.

2. Residential Property Appraisal Schedules. The Contractor shall use unit cost as the basis of appraisal of residential properties. Schedules shall consist of unit base prices upon definite specifications for houses of various types and quality of construction and reflect the building customs and practices in the community. The schedules shall include adjustment for story height, square foot size and extra features, such as barns, garages, pools, fireplaces, etc. and are found in the USPAP compliant mass appraisal report Section "Final Valuation Cost Tables".

3. Replacement cost shall be computed using the tables described in section 3.1. These values shall then be depreciated according to age, condition, utility and desirability and the appropriate amount of physical, functional and economic depreciation shall be shown on each property record card, or shown as a composite adjustment based on condition, utility and desirability.

4. If the residential property contains four (4) or more separate apartments or residential areas and if the rental charges are at market level, the earnings may be examined to establish a basis of rent capitalization to be used as a comparison to other property indications of value.

B. Collection of Property Data – No Measuring & Listing Except Arm's Length Sale Properties that sold between 4/1/2023 through 4/1/2025

1. All vacant land sale parcels and any attributes that may affect the market value shall be listed accurately. Such attributes may include, but not be limited to: number of acres; road

frontage; neighborhoods; water frontage; water access; views; topography; easements; deeded restrictions and other factors that might affect the market value.

2. Every principal building(s) on improved sale properties shall be accurately measured and listed to account for the specific elements and details of construction as described in the data collection manual. Such elements and details may include, but not be limited to: quality of construction; age of structure; depreciation factors; basement area; roofing; exterior cover; flooring; fireplaces; heating & cooling systems; plumbing; story height; number of bathrooms; number of bedrooms; and, other features, attributes, or factors that might affect market value. (All improvements on the property will be measured but not necessarily listed, ie. sheds, decks, barns, etc.)

3. If the Contractor is not able to arrange for an interior inspection or entrance to a building or parcel of land cannot be obtained as detailed in Section 2.2.4 below, the Contractor shall:

- a. Estimate the value of the improvements using the best evidence available; and
- b. Annotate the property record card accordingly.

4. The Contractor shall complete interior inspection of all sale properties except:

- a. Vacant or unoccupied structures;
- b. Where multiple attempts for inspection have been made without success and the owner or occupant has not responded to the Contractor's notifications;
- c. Where postings prevent access;
- d. Unsafe structures;
- e. When the owner has refused access to the Contractor;
- f. When inhabitants appear impaired, dangerous or threatening; and,
- g. Any other reason for which the Municipal Assessing Officials agree that the property is inaccessible.

5. Commercial and Industrial property, whether rented or not, may have its earnings or estimated earnings capitalized as another means of developing the properties' market value.

C. Market Analysis:

1. A DRA Certified Property Assessor Assistant under the guidance of a DRA Certified Property Assessor or Supervisor shall validate sales data. A DRA Certified Property Assessor Supervisor shall prepare the full market analysis.

2. In order to ensure that appraisals will reflect full and true value, the Municipality shall provide to the Contractor with a copy of all property transfers for a period not to exceed two (2) years immediately preceding the effective date of the update.

3. A market analysis shall be conducted using accepted appraisal methods in order to determine land, building and total property values. Such accepted methodology shall include the consideration of all sales given by the municipality to the Contractor and their inclusion in the sales section of the UPSAP compliant mass appraisal report with appropriate notations for those sales not used in the correlation of values.

4. All qualified property sales shall be included in the USPAP compliant mass appraisal report by photocopy or printout of the property assessment record card and a photograph of the principal buildings shall be attached thereto. A list of all unqualified sales will also be provided.

5. The sales price and terms of the sale shall be verified by the Contractor and a notation as to qualified or unqualified transaction with unqualified sales noted as to reason made on the

property assessment record card along with the sale price, date of the sale, and date of inspection.

6. Land values shall be determined from land only sales whenever possible, however, in the absence of an adequate number of land sales, the appraiser may use the land residual technique to assist him in the determination of land values. The analysis shall show the sale price, adjustments made and final value as of the effective date of the update.

7. The indicated land values shall be shown as, but not limited to, front foot, square foot, front acre or rear acre units or other appropriate units of comparison.

8. The preliminary market analysis showing the sales used and the analysis to indicate property values, including front foot, square foot or front acre, rear acre unit values, or other appropriate units of comparison or a summary thereof will be provided to the Municipal Assessing Officials prior to the notification to taxpayers of preliminary values. All preliminary analysis, field cards, reports, etc. are work products and are the property of the Contractor and not provided to taxpayers. Final market analysis will be printed and provided to the Municipal Assessing Officials as part of the USPAP compliant mass appraisal report.

D. Final Comparison

1. Before the final values are estimated, a DRA Certified Property Assessor Supervisor shall compare the preliminary values with the sales utilized in the sales survey to ensure all values reflect the market as of April 1 of the year of the revaluation.

E. Final Field Review

1. When computations of the data obtained from the inspection have been completed a final field review shall be made by a DRA Certified Property Assessor Supervisor parcel by parcel, block by block, to identify and correct any mechanical errors, unusual features or anything influencing the final value and to ensure all properties are valued at their highest and best use.

F. Value Notification & Informal Reviews.

1. The Contractor shall provide the Municipal Assessing Officials with a list of newly established values for review and a sample notice that specifies the dates to call for scheduling an informal hearing.

2. The Contractor shall mail, first class, to all property owners a notice of the newly estimated value of the property. Such notice shall also contain instructions for online access for 30 days for their ease in review and comparing assessments and an indication of where else this information is available, ie, the Library, Town Hall, etc. for review. The notice shall include information about how to schedule an informal review.

3. The informal review process shall include a 14 day window for property owners to go online and schedule an appointment for a phone and/or in-person hearing which will occur at a later date. The informal review process may be monitored by the Municipal Assessing Officials or their designee. The Contractor shall ensure that an informal review of the newly estimated property values is provided to all property owners who request such review during the timeframe allowed for setting up appointments.

4. The Contractor shall notify all property owners addressed during the informal reviews of the disposition of their review stating whether or not a change in value has resulted and the amount thereof and will contain information regarding the abatement/appeal process.

G. Completion of Work:

1. The company shall complete all work and deliver the same in final form to the Municipal Assessing Officials on or before 10/1/2025 with assessments as of 4/1/2025.
2. The re-assessment shall be considered complete and in its final form only when informal reviews have been complete, value changes made as required and the figures are submitted to the General Assessing Contractor. The Contractor shall provide the municipality with a full set of property record cards, the USPAP compliant mass appraisal report which includes the data collection manual and the CAMA Manual, if applicable.
 - a. USPAP Compliant Appraisal Report. This report shall comply with the most recent edition of Uniform Standards of Appraisal Practice (USPAP). The report shall contain the following sections:
 - (1.) A Letter of Transmittal.
 - (2.) A Certification Statement.
 - (3.) A section including the contracted Scope of Work.
 - (4.) A section detailing sales, income, and cost approaches to value including all valuation premises.
 - (5.) A section including all tables pertinent to the valuation process along with all CAMA codes and adjustments used for the valuation of residential, commercial, industrial, manufactured housing and exempt properties.
 - (6.) A section including statistical analysis and testing.
 - (7.) A neighborhood/sales map.
 - (8.) A section detailing all CAMA system codes/tables.
 - (9.) A section detailing the data collection process.
 - b. The Contractor shall instruct the Municipal Assessing Officials or their designee in the use of the manual so that they will have an understanding of the appraisal process being utilized. Upon completion of the statistical update, the Contractor shall deliver one electronic copy and one hard copy of the report to the Municipal Assessing Officials and one copy to the DRA.
 - c. Property Record Cards in Hard Copy:
 - (1.) The Contractor shall prepare property record cards 8-1/2 x 11 inches for each separate parcel of property in the municipality. Sales information is detailed on the front of the card to the right of owner information and includes grantor, date of sale, and consideration amount, qualification code and indicator of whether improved (I) or vacant (V).
 - (2.) The cards shall be arranged based on the Town's CAMA system design, as to show the owner's name, street number, or other designation of the property and the mailing address of the owner, together with the necessary information for determining land value, the number of acres of the parcel, the land classification, any adjustments made to the land values and the value of the improvements to the land.
 - (3.) The card shall be so arranged as to show descriptive information of the buildings, pricing detail, depreciation allowed for physical, functional and economic factors and an outline sketch of all principal buildings in the parcel. The property record cards shall be provided in map, lot and subplot sequence

and will detail the base valuation year and the print date of the property record card.

(4.) Any coding used by the Contractor on the property record card will be clearly explained elsewhere on the card or in the USPAP compliant mass appraisal report.

(5.) The initials of the Contractor's employee who measured and/or listed the property shall be noted on each property record card, along with 3rd and 4th characters that describe the reason for the visit and what was done, ie, M=measured, L=measured & listed. A detailed explanation of these codes is outlined in the USPAP compliant mass appraisal report.

H. CONDUCT VALUATION OF PUBLIC UTILITY TRANSMISSION PROPERTY – N/A – to be completed by other.

I. CONDUCT VALUATION OF PUBLIC UTILITY DISTRIBUTION PROPERTY - N/A – to be completed by other.

Enclosures: Attachment I, Attachment II

ATTACHMENT I - SCOPE OF WORK

I. The project will include the valuation as of April 1, 2025 of the following categories of real property within the Town of Springfield:

Springfield Parcel Count		
	# of Parcels	Value
RESIDENTIAL LAND ONLY (not including current use):	212	\$9,063,000
RESIDENTIAL LAND ONLY WITH CURRENT USE:	172	\$2,076,948
RESIDENTIAL LAND & BUILDING (not including current use): Median:\$ 270,100	525	\$ 158,289,700
RESIDENTIAL LAND & BUILDING WITH CURRENT USE:	95	\$30,913,451
MANUFACTURED HOUSING ON OWN LAND:	59	\$7,414,993
MANUFACTURED HOUSING ON LAND OF ANOTHER:	10	\$ 168,200
RESIDENTIAL CONDOMINIUMS:	Included in Residential Buildings	
DUPLEX & MULTI-FAMILY:	18	\$6,871,822
COMMERCIAL/INDUST. LAND ONLY (not including current use):	16	\$3,203,700
COMMERCIAL/INDUST. LAND & BUILDING (not including current use):	16	\$ 15,592,000
COMMERCIAL/INDUST. WITH CURRENT USE:	6	\$5,561,056
UTILITY:	4	\$9,187,300
TOTAL TAXABLE:	1133	\$ 248,342,170
TOTAL EXEMPT/NONTAXABLE:	65	\$ 13,997,500
TOTAL NUMBER OF PARCELS:	1198	
(TOTAL NUMBER OF CARDS):	1288	
PROPERTIES WITH VIEWS (included above):	116	
PROPERTIES WITH WATER FRONTAGE (included above):	181	
DRA CERTIFICATION YEAR:	2020	

ATTACHMENT II - GENERAL REQUIREMENTS

PERFORMANCE BOND

Contractor, before starting any revaluation work, shall deliver an executed bond or irrevocable letter of credit in favor of Municipality, or as otherwise agreed upon, with which it is contracting to assure faithful and satisfactory performance of the contract, and provide a copy to the DRA. The amount of such bond or letter of credit shall be no less than the amount of compensation to be paid by Municipality to Contractor for services to be performed, and shall not expire before final values are submitted to and accepted by the municipal assessing officials.

ADDENDUM, AMENDMENT AND APPENDIXES

Addendums, amendments and appendixes pertaining to this contract may be added only in a separate amendment in writing.

INSURANCE COVERAGE

The contractor shall supply an insurance certificate confirming the following insurance coverages. The insurance certificate and the underlying insurance coverage shall be issued by a carrier authorized to do business in the State of New Hampshire and have an A.M. Best Company rating of "A" or better.

The contractor shall file certificates with the Town of Wilmot showing that the above insurance has been purchased. A 30-day notice is required for cancellation and/or material change of coverage, sent directly to the Town Administrator, Town of Springfield, PO Box 22, Springfield, NH 03284.

The contractor shall maintain at all times during the life of this contract the following insurance coverage. The contractor must also require its subcontractors to maintain such coverage.

1. Workers Compensation Insurance: The contractor shall carry works compensation insurance as required by the State of New Hampshire.
2. Comprehensive General Liability Insurance: The contractor shall maintain a comprehensive general liability insurance policy, which includes coverage for contractual liability, in an amount of no less than \$1,000,000 per occurrence.
3. Motor Vehicle Insurance: The contractor shall carry motor vehicle insurance to include bodily injury, property damage, and uninsured motorist coverages in the amount of no less than \$1,000,000 combined single limit per accident.

