

REQUEST FOR PROPOSALS
FOR
2025 TOWN-WIDE REAPPRAISAL

ISSUED BY:

TOWN OF JAMAICA
28 Town Offices Road
JAMAICA, VT 05343

Date of Issue
November 15, 2023

Due Date for Proposal
December 18, 2023

TOWN OF JAMAICA
2025 TOWN-WIDE REAPPRAISAL

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REQUEST FOR PROPOSALS

FOR

TOWN-WIDE REAPPRAISAL

The Town of Jamaica is requesting proposals from qualified, licensed reappraisal contractors to work with the Jamaica Listers to complete a town-wide reappraisal. The selected contractor will be responsible for all aspects of the reappraisal leading to the development of computer models for estimating the fair market value of all property in Jamaica.

Proposals are due by 4:00pm, December 18, 2023. Copies of this request for proposal may be obtained by calling the Jamaica Town Offices at (802) 874-4681.

INTRODUCTION

The Town of Jamaica is located in south central Vermont in the County of Windham. Jamaica has a mix of land uses including residential, retail, some commercial, agricultural and forest.

The taxable real estate in Jamaica involves approximately 1,270 parcels made up of approximately:

Residential 1	552
Residential 2	272
Mobile Homes-U	35
Landed MHO	18
Seasonal 1	30
Seasonal 2	34
Commercial	30
Commercial Apt	1
Utilities	4
Farm	1
Other	54
Woodland	41
Miscellaneous	164
Non-Tax Parcels	34

The Town currently uses Patriot.

1. DESCRIPTION OF PROJECT

The reappraisal project shall involve development of new land schedules and neighborhood delineations to estimate land values for every site in Jamaica; interior and exterior inspections of all properties; detailed analysis of all sales within a five year period to formulate accurate localized cost tables and depreciation schedules for all types of properties. These, and any other applicable methods, shall be incorporated into the appraisal software system and the existing property listing data will be reviewed to assure compliance with all state regulations and requirements.

Jamaica completed its last town-wide reappraisal effective (2018). Since that time there have been a significant number of real estate transactions and prices have increased dramatically.

The contractor will work closely with the Jamaica Listers throughout the project with the Listers assisting in entering data and learning the program, with the Jamaica Listers accompanying the contractor to at least 30% of the properties.

The contractor will be responsible for all aspects of the reappraisal unless otherwise specified.

Project Purpose and Objectives

The objective of this reappraisal is to generate accurate, defensible estimates of the fair market value for every property in the town of Jamaica. In addition, the models shall be integrated into the appraisal software system so that future construction, subdivisions, and changes to existing properties may be valued using the same methodologies.

2. SCOPE OF SERVICES

- a. The contractor shall review existing CAMA/Patriot property descriptions, neighborhood delineations, tax maps, zoning descriptions and other relevant information to understand the current assessment system and will be responsible for interior and exterior inspections of all properties and all data entry.
- b. The contractor shall analyze five years of sales information, verifying the sales information and correcting, as needed, the associated assessment information.
- c. The contractor shall solicit and analyze income and expense and market rental information from applicable commercial and industrial properties.
- d. The contractor shall review and refine neighborhood delineations, analyze vacant and improved property sales, and develop land-pricing schedules that result in accurate estimates for land values for every property in the Town. The new land schedules must also produce current Act 68 Homestead and Housesite values where applicable.
- e. The contractor shall review existing CAMA/Patriot property descriptions to assure compliance with new market models for valuation.
- f. The contractor shall produce new models in the appraisal software system for cost and depreciation, sales comparison, and any other applicable valuation methods for all types of real property in Jamaica.
- g. The contractor shall test the various computer models against the existing sales data to verify the accuracy of the models for estimating fair market values.
- h. The contractor shall produce, review, and verify fair market value estimates for every property in Jamaica.

- i. The contractor, working with the Town, shall produce a Change of Assessment Notice booklet including every assessment change and mail it to every taxpayer as the official notification.
- j. The contractor shall conduct informal hearings for taxpayers to question the new assessment values and shall assist the Town with the formal Listers' grievances and Board of Civil Authority appeals. The contractor shall be available for Hearing Officer/Court cases.
- k. The contractor shall produce training materials and software manuals clearly explaining the valuation methods, the data and the processes to aid the Town in defending the new assessments, maintaining the new appraisal software system and valuing new properties, subdivisions and changes to existing properties. This is very important for the Lister's Office to maintain and use the program.
- l. The contractor shall complete all of these activities in compliance with accepted appraisal practices and conforming to all applicable state statutes and rules. Assist with compliance of State Requirement (Three Prong Test).
- m. The contractor shall complete all homesteads, current use updated allocations and annual maintenance, veteran's exemptions and covenant restricted properties.

3. PROJECT SCHEDULE AND DELIVERABLES

The Proposal must include a work schedule and a final completion date.

The final work product will include the April 1, Change of Assessment Notices, updates to the Appraisal Software database that reflect the new land schedules and updated cost, income and market models and the successful completion of the appeals thru the Board of Civil Authority level with assistance if needed with Hearing Officer/Court. The documentation produced for this project shall include a new land valuation manual that includes neighborhood descriptions, land schedules and descriptions of adjustments, a copy of the sales file and adjustments made to create the land schedule, copies of any other manuals, tables or reference materials developed or used during this project.

4. ADMINISTRATIVE INSTRUCTIONS

The proposal must be received by 4:00pm December 18, 2023. One (1) original and (8) copies of the complete proposal shall be submitted in a sealed envelope, clearly marked Jamaica Reappraisal and address to:

Selectboard
Town of Jamaica
28 Town Offices Road
Jamaica, Vermont 05343

The proposal should include the following:

- (1) Scope of services
- (2) Professional qualifications and names of the principals of the firm
- (3) The qualifications of the project manager and key staff assigned to the project
- (4) Description of the proposed methodologies for assessing values on each class of property
- (5) Description of quality control and testing of results
- (6) The Cost Proposal
- (7) Schedule of work by task
- (8) List of all municipal reappraisals currently underway or completed within the last three years including client contracts and references.
- (9) Number of Inspectors to be employed

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

This request for proposal is intended to be explanatory. But should any discrepancy appear or any misunderstanding arises as to the intent of anything contained therewith, the interpretation and decision of the Town of Jamaica shall be final and binding. Any corrections of errors or omissions in the Request for Proposal may be made by the Town of Jamaica when such correction is necessary for the proper fulfillment of their intention as construed by the Town of Jamaica.

Cost of Proposal Preparation

Firms submitting proposals for the project shall bear the full cost of preparing the proposal and negotiating the final contract if selected by the Town of Jamaica. There shall be no claims whatsoever for reimbursement from the Town of Jamaica for the cost and expenses associated with this process.

The Town of Jamaica Rights

The Town of Jamaica reserves the right to reject any or all proposals and to modify or issue changes to the original RFP. Any change will be distributed to all those originally issued the RFP. The Town of Jamaica also reserves the right to select the consultant that, in the best judgment of the Town of Jamaica will perform in a timely manner irrespective of the estimated fee for completing the project. The Town of Jamaica may also negotiate with consultants to modify or amend contain portions of their respective proposal.

5. ADDITIONAL REQUIREMENTS

Equal Employment Opportunity

The contractor shall comply with the applicable provisions of Title VI of the Civil Rights Act of 1964 as amended, Executive Order 11246 as amended by Executive Order 11375 and as supplemented by the Department of Labor regulations (41DFR Part 60). The Contractor shall comply with all the requirements of Title 21, V.S.A., Chapter 5, Subchapters 6 and 7, relating to fair employment practices to the extent applicable. A similar provision shall be included in any and all subcontracts.

Insurance

The Contractor shall take out and maintain during the life of this project, such Comprehensive General Bodily Injury Liability Insurance and Property Damage Liability Insurance as shall 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 project, 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 or \$1,000,000 per occurrence.

Indemnification

The Contractor shall and hereby agree to indemnify, save harmless and defend the Town of Jamaica from the payment of any sum of money to any person whomsoever on account of claims of suits growing out of injuries to persons, including death, or damages to property caused by the contractor, the Contractor'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, costs of investigation and of the defense.

6. AVAILABLE INFORMATION

Tax Map and parcel data
Examples of current land schedules
Property descriptions from the current CAMA/Patriot

7. EVALUATION

The evaluation of the proposals will be based on:

Firm's understanding of the scope
Proposed methodology for completing the work
Qualifications of the firm and personnel dedicated to the project
Work on similar projects
Cost proposal
Work Schedule

8. TOWN CONTACT

Sara Wiswall-Town Clerk
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