

Request for Qualifications/Proposals
For Revaluation of Commercial and Industrial Property
RFP 232018

PROCESS:

The Town of Scarborough, Maine is undertaking a revaluation of commercial and industrial property, effective April 1, 2018. Proposals must be received by **10:00 am on Friday January 5, 2018**. The project is conditional upon Town Council approval of the funding necessary to complete the project. Firms interested in providing the revaluation services are invited to deliver four (4) sealed copies of the proposals to:

Larissa Crockett
Assistant Town Manager
Town of Scarborough
PO Box 360
259 US Route 1
Scarborough, Maine 04070

REQUIREMENTS: Each firm responding to this solicitation must address the following items in their proposal:

- A letter of transmittal signed by the individual authorized to negotiate for and contractually bind the firm stating that the offer is effective until March 31, 2018.
- A list of municipalities for which the firm has completed a commercial and industrial revaluation as either a stand-alone project or as part of a full town/city-wide revaluation program.
- Each firm providing revaluation services must provide evidence that they employ at least one certified Maine assessor as described in 36 M.R.S.A. §§ 310 and 311.
- Provide samples of grading and pricing schedules, including land pricing formulas, necessary for revaluations, and a reasonable explanation of the proper usage of the grading and pricing schedules.
- A firm engaged in performing a municipal reevaluation in Maine must file a copy of the current grading and pricing schedules used with the State Tax Assessor. In addition, a firm must file and maintain with the State Tax Assessor a resume that includes the number of people regularly employed by the firm, their particular qualifications, and a list of the municipalities where the firm has been employed within the five previous years.

- Upon completion of the commercial/industrial revaluation, the firm must present the Town of Scarborough with a complete set of property record cards that detail the construction of each building.
- At the completion of the commercial/industrial revaluation the selected firm will make themselves available to meet with taxpayers to review the new valuations.
- The firm must be able to assure that the project will be completed in time for tax commitment in mid-August of 2018.
- The revaluation will coincide with a conversion to Appraisal Vision software. All contractors must be experienced working with Appraisal Vision software.
- The scope of the project to include full measure and list plus photos.
- Proposals will include a list of staff that will serve the Town of Scarborough during the revaluation process
- Proposals will include all costs associated with scope of work including anticipated time needed for the meetings with taxpayers to review new valuations. Proposals should also include a daily rate for additional taxpayer meetings if needed.

SELECTION:

Firms will be scored using the following criteria:

1. Experience providing commercial and industrial revaluation services in Maine
2. Ability to perform the scope of work in time for the August 2018 tax commitment
3. Experience working with Appraisal Vision software
4. Price

The Town reserves the right to reject any and all proposals, in whole or in part.

AWARD:

A short list of firms will be selected for in-person interviews. The selected firms will be contacted early in the week of January 8, 2018 to schedule interviews during the week of January 15, 2018. A final firm will be selected to enter into contract negotiations with the Town of Scarborough the week of January 22, 2018.