

Request for Qualifications/Proposals  
For Revaluation of Residential Property  
RFP 292018

**PROCESS:**

The Town of Scarborough, Maine is undertaking a revaluation of residential property of approximately 9,000 properties, effective April 1, 2019. Proposals must be received by **10:00 am on Tuesday June 12, 2018**. 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

**SCOPE:**

It is the express intent that the revaluation project shall include but not be limited to:

- The just value of each parcel of taxable and tax exempt residential real estate with separately expressed land and building values as well as total property values.

**DEFINITION OF JUST VALUE:**

Appraisals shall be made based on the definition of just value contained in [36 MRSA, 701-A](#).

**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 July 15, 2018.
- A detailed description of the process proposed to be undertaken to complete the residential revaluation. Such description shall identify the key components, with the level of effort to be performed at each step.
- A list of municipalities for which the firm has completed a residential 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.

- 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 revaluation 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 residential 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 residential 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 2019. Failure on the part of the chosen firm to complete all work on or before the agreed upon date shall be cause for payment of liquidated damages by the chosen firm to the Town of Scarborough at the rate of \$100 per working day. Any liquidated damages may be deducted from the contract sum owed the company.
- All contractors must be experienced working with Appraisal Vision CAMA 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.

#### **INSURANCE:**

The chosen firm shall carry and maintain in force

- A comprehensive general liability insurance policy with single limit coverage, without an aggregate, for both bodily injury and property damage in an amount of not less than limits established in the Maine Tort Claims Act, [14 MRSA 8105](#).
- The contractor shall carry valuable papers insurance and any and all records applicable to the project against the loss or destruction of such records in an amount of not less than the contract price.

- To the extent permitted by law, all such insurance provided by the chosen firm shall be carried in favor of the Town of Scarborough and its officers, employees, and agents, as well as in favor of the firm.
- Copies of all certificates of insurance showing policies covering insurance required for this revaluation project shall be filed with the Town of Scarborough and approved by the Town of Scarborough prior to the commencement of any work on the revaluation project.

#### **ITEMS SUPPLIED BY THE TOWN:**

The Town of Scarborough will provide the following to the chosen firm to aid in the revaluation project:

- All available building permit information
- All available zoning information
- All available ownership information
- All available land classification information related to current use classification
- All available sales data
- Land dimensions and total acreages or estimates of same on all parcels or access to deeds for same
- Assistance during the informal reviews to resolve discrepancies due to land size, boundaries, etc.
- One set of full size tax maps and one set of reduced size tax maps
- Permission to use present property record cards when necessary, such as refusal of a property owner to allow measurement and inspection of a building
- Office space for use by the chosen firm's staff working on the revaluation project
- Office space for the conduct of the informal hearings

#### **SELECTION:**

Firms will be scored using the following criteria:

1. Experience providing residential revaluation services in Maine
2. Ability to perform the scope of work in time for the August 2019 tax commitment
3. Experience working with Appraisal Vision CAMA 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 June 18, 2018 to schedule interviews during the week of June 25, 2018. A final firm will be selected to enter into contract negotiations with the Town of Scarborough the week of July 1, 2018.