

**TOWN OF EAST HADDAM, CONNECTICUT
BID PROPOSAL**

**REAPPRAISAL AND REVALUATION OF
REAL PROPERTY
FOR THE 2027 GRAND LIST**

DATE ISSUED: June 25, 2026

DATE DUE: July 28, 2026

**Todd H. Gelston, First Selectman
Rochelle M. Lambert, CCMA II, Assessor
1 Plains Road, P.O. Box 385, Moodus, CT 06469**

TOWN OF EAST HADDAM
INVITATION TO BID
REAPPRAISAL AND REVALUATION OF REAL PROPERTY

PROJECT: THE COMPLETE REAPPRAISAL AND REVALUATION OF ALL TAXABLE AND EXEMPT REAL PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWN OF EAST HADDAM, CONNECTICUT, EFFECTIVE OCTOBER 1, 2027.

Sealed BID PROPOSALS to perform the subject project in accordance with the specifications enclosed herewith, and made a part of this invitation will be received in the Office of the First Selectman:

Todd H. Gelston
First Selectman
1 Plains Road, P.O. Box 385
Moodus, CT 06469-0385

Until July 28, 2026, at 2:00 PM when and where the BID PROPOSALS will be opened and read aloud.

Any BID PROPOSAL received after said date and time, whether hand-delivered, submitted via US Postal Service, or submitted via any other delivery service, shall be declared invalid.

All BID PROPOSALS must include the enclosed and completed BID FORM FOR 2027 REVALUATION (page 4), TAX AFFIDAVIT (page 29), NON-COLLUSIVE BID STATEMENT (page 30) and be placed in a sealed envelope. The sealed envelope shall be plainly marked "BID PROPOSAL FOR 2027 REAPPRAISAL AND REVALUATION." All interested parties shall deliver one (1) original copy, two (2) copies of the original, and a flash drive of their BID PROPOSAL.

The project award and signing-of-contract conditions are set forth in the enclosed specifications.

The completion date through the informal public hearings is December 21, 2027. The late completion penalty date is also December 21, 2027, as defined in the enclosed Contract Specifications. The time schedule is also set forth in the enclosed Contract Specifications.

The Town of East Haddam reserves the right to reject any, or any part of, or all BID PROPOSALS; to waive informalities and technicalities; and to accept that BID PROPOSAL which the TOWN and ASSESSOR deem to be in the best interest of the TOWN whether or not it is the lowest dollar cost BID PROPOSAL.

Dated at East Haddam, Connecticut
This 25th day of June, 2026

Todd H. Gelston
First Selectman

Table of Contents

BID FORM	4
SCOPE OF REVALUATION	7
TOWN DATA	7
SECTION I: GENERAL CONDITIONS	9
SECTION II: CAMA REQUIREMENTS	16
SECTION III: RESPONSIBILITIES OF REVALUATION CONTRACTOR	18
SECTION IV: VALUATION STANDARDS	19
SECTION V: VALUATION OF REAL ESTATE	21
SECTION VI: RESPONSIBILITY OF TOWN	26
SECTION VII: GOVERNING LAW & DISPUTES	28
TAX AFFIDAVIT	29
NON-COLLUSIVE BID STATEMENT	30

BID FORM FOR 2027 REVALUATION

PROJECT: THE COMPLETE REAPPRAISAL AND REVALUATION OF TAXABLE AND EXEMPT REAL PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWN OF EAST HADDAM, CONNECTICUT, EFFECTIVE OCTOBER 1, 2027.

The undersigned, duly authorized agent for the individual, partnership, corporation or other entity (herein after called CONTRACTOR) submitting this bid affirms and declares:

- A. That this BID PROPOSAL is executed by said CONTRACTOR with full knowledge and acceptance of the CONTRACT (including the Reappraisal and Revaluation Specifications) created from the INVITATION TO BID on the subject project.
- B. That should this BID PROPOSAL be accepted in writing by the Chief Executive Officer of the Town of East Haddam, Connecticut (herein after called TOWN), said CONTRACTOR will furnish the services for which this BID PROPOSAL is submitted at the dollar amount indicated and in compliance with the provisions of said CONTRACT and CONTRACT SPECIFICATIONS.
- C. That this BID is accompanied by surety in the amount of ten percent (10%) of the dollar bid in the form and amount indicated below:

_____ Bid Bond	Amount \$_____
_____ Certified Check	Amount \$_____

- D. Bid Bonds submitted shall be issued by a company authorized to issue such surety bond in the State of Connecticut, with a rating of "A" or better by AM Best and appearing in the U.S. Treasury Department's most current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" (Circular 570, as amended) and acceptable to the TOWN. If a certified check is submitted, it shall be made payable to the "Town of East Haddam".
- E. That the CONTRACTOR or his or her representative has visited the TOWN; is familiar with its geography, general character of housing and its commercial and industrial areas; has examined the quality and condition of the ASSESSOR'S records; and has met with the ASSESSOR to make himself or herself knowledgeable of those matters and conditions in the TOWN which would influence this BID PROPOSAL.
- F. That all items, documents and information required to accompany this BID PROPOSAL are enclosed herewith.
- G. That the CONTRACTOR understands and accepts that consideration in the awarding of the CONTRACT will be given, but not limited to, price, the accuracy and responsiveness of the CONTRACTOR, the experience, competence, and financial condition of the CONTRACTOR, time for completion and/or labor force adequate to perform the work, the nature and size of the CONTRACTOR'S organization, quality of similar projects it has performed and completed in the past in Connecticut, other projects and/or revaluations currently under contract by the CONTRACTOR, CONTRACTOR'S litigation history, if any, the quality and ease-of-use of the Computer Assisted Mass Appraisal software system, quality of integration with the existing assessment administration computer system, and a determination by the TOWN that the CONTRACTOR has the ability to complete the revaluation successfully.

ADDENDA

List Addenda: _____

FIRM NAME OF PROPOSER: _____

Signature: _____

Contact Person: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

SPECIFICATIONS FOR REAPPRAISAL AND REVALUATION TOWN OF EAST HADDAM, CONNECTICUT

SCOPE OF REVALUATION

The project shall be for the updated reappraisal of all taxable real estate and exempt real estate within the corporate limits of the TOWN OF EAST HADDAM, Connecticut, as of October 1 2027, as described below.

1. All taxable real estate, land, buildings, and improvements.
2. All exempt real estate, land, buildings, and improvements.
3. All public utility land and buildings.

The CONTRACTOR shall furnish all the software, hardware, databases, labor, materials, vehicles, supplies, equipment and other resources and perform all work for the project in strict accordance with the Contract Specifications attached hereto and in accordance with the provisions of applicable law.

All work to be carried out in this project and all forms, materials, and supplies utilized in this project shall conform to and be executed in accordance with the requirements of the Secretary of the Office of Policy and Management and the Connecticut General Statutes, as amended, and regulations pertaining hereto, and shall be subject to the direct supervision and approval of the ASSESSOR of East Haddam, Connecticut.

The value to be determined shall be seventy (70) percent of the full fair market value as defined in Section 12-63 of the Connecticut General Statutes and shall be based upon recognized methods of appraising.

TOWN DATA

1. The last revaluation was effective as of October 1, 2022.
2. The population is estimated to be 9,151¹.
3. The area of the town is 56.6 square miles (mi²); (54.3 mi² land/2.3 mi² water).
4. Administration/Tax Collection Systems—Quality Data Service, Inc. (QDS).
5. CAMA System—Vision Government Solutions, Inc. (VGSi).
6. GIS Database—Cartographic Associates, Inc. DBA CAI Technologies.

The CONTRACTOR shall value all newly constructed improvements completed prior to October 1, 2027, including improvements under construction, based on their level of completion as of the valuation date. These properties shall be included in the contract price and valued in the same manner described above and as provided hereinafter.

¹ According to World Population Review [website](#).

**APPROXIMATE NUMBER AND CLASSIFICATION OF PARCELS WITHIN THE
TOWN OF EAST HADDAM**

Code	Approximate # of Accounts	Description
100	4,210	Residential
200	89	Commercial
300	24	Industrial
500	760	Vacant Land
600	893	Farm, Forest & Open Space Land
800	17	Apartments

OTHER INFORMATION

Full Measure/List Revaluation including sales inspections, field review, images, and data mailers.

Data Mailers will be required to be signed and returned.

Up to 4000 Photos to be taken for improved parcels that have outdated photos (2017 or older) plus up to 200 building permit photos.

Over the last four years the TOWN has averaged 276 building permits per year.

A method of quality assurance mutually agreed upon by the ASSESSOR and the CONTRACTOR will be put in place.

CONTRACT SPECIFICATIONS FOR REAPPRAISAL AND REVALUATION

SECTION I: GENERAL CONDITIONS

A. CONTRACTOR

1. Certification

Each company, corporation, partnership, or individual, herein after termed CONTRACTOR, must hold from the time of submission of the bid through the completion of all work, a valid Connecticut Revaluation Company Certificate pursuant to Section 12-2c of the Connecticut General Statutes.

2. Bid

Each BID PROPOSAL submitted shall include a copy of the CONTRACTOR'S Connecticut Revaluation Company Certificate, shall itemize the CONTRACTOR'S qualifications and experience. The CONTRACTOR shall submit a complete client list of municipalities to which it has rendered services during the last five years and the nature of those services. At least one such project shall have been performed for a municipality whose assessment list is comparable to or larger than that of the Town of East Haddam. The BID PROPOSAL shall include a statement indicating the number of years the bidder has been engaged in providing municipal revaluation services as a company, corporation, partnership, or sole proprietorship.

3. The CONTRACTOR shall not make any changes to this Request for Proposal as presented. The bid shall include all costs necessary for fulfilling the contract requirements as stated. The bid shall be in the same format as this RFP.
4. The CONTRACTOR shall perform its work as an independent contractor, with sole and exclusive control over and responsibility for the means and methods of its performance and sole and exclusive responsibility for the safe performance of its work.

B. PERSONNEL

The CONTRACTOR shall at all times, provide at its sole cost and expense adequate levels of experienced and qualified personnel in compliance with the requirements of the Equal Employment Opportunity provisions of Federal and State governments. The CONTRACTOR shall adhere to all other legislation relating to employment procedures. The CONTRACTOR shall submit to the TOWN written qualifications of all personnel proposed to be assigned to the project. Staffing levels shall at all times, be maintained at a level satisfactory to the ASSESSOR.

All personnel assigned to this project shall be subject to the approval of the ASSESSOR, prior to the commencement of the individual's duties in the TOWN and, for any reason, shall be promptly removed from this project by the CONTRACTOR upon written notification of the ASSESSOR. TOWN'S authority to require the removal of personnel shall in no way give rise to a duty to do so, whether to CONTRACTOR or any third party.

1. Qualifications of Personnel

All personnel assigned to this project shall be subject to approval of the ASSESSOR and shall be subject to removal from this project by the CONTRACTOR upon the written request of the ASSESSOR and/or FIRST SELECTMAN. TOWN'S authority to require the removal of personnel shall in no way give rise to a duty to do so, whether to CONTRACTOR or any third party.

2. Minimal Qualifications

a. Project Manager or Supervisor

The administration of this project shall be assigned by the CONTRACTOR to a project manager or supervisor who is certified by the State of Connecticut as a Revaluation Supervisor and who has no fewer than five (5) years of practical experience in the appraisal of land, including use assessments, as well as residential, commercial, industrial, and apartment properties. At least two (2) years of this experience must be in the field of mass appraisal.

b. Reviewers and Appraisers

Reviewers and appraisers shall be certified under the Connecticut Revaluation Certification Program and shall have at least three (3) years of practical experience in Connecticut appraising the specific types of properties for which they are responsible.

The Project Manager, Reviewers, Supervisors, Appraisers, and Data Collectors shall be subject to the approval of the ASSESSOR prior to the commencement of, and throughout the duration of, their duties. No CONTRACTOR personnel shall be considered employees, agents, or representatives of the TOWN, nor shall they represent themselves as such in any manner.

3. Identification

All field personnel shall wear visible, clip-on identification cards supplied by the CONTRACTOR and approved by the TOWN. The identification cards shall include a current photograph. In addition, all field personnel shall carry a letter of introduction signed by the ASSESSOR and the TOWN's First Selectman. All automobiles used by field personnel on this PROJECT shall be clearly and appropriately marked and registered with the East Haddam Police Department. Registration information shall include the license plate number, make, model, year, and color of each vehicle used on the PROJECT.

4. Conflict of Interest

No resident or TOWN employee shall be employed by the CONTRACTOR, except for clerical purposes, without prior approval of the ASSESSOR.

C. PROTECTION OF THE TOWN

1. Bonding

To ensure the faithful performance of the terms of this contract, the CONTRACTOR shall furnish the TOWN with a performance surety bond in the full amount of the contract. The bond shall be issued by a bonding company authorized to conduct such business in the State of Connecticut with a rating of "A" or better by AM Best and

appearing in the U.S. Treasury Department's most current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" (Circular 570, as amended) and shall be in a form satisfactory to, and approved by, the TOWN's attorney.

The performance bond shall be delivered to the TOWN prior to the commencement of any work and CONTRACTOR understands and agrees that provision of the bond is an EXPRESS CONDITION PRECEDENT to CONTRACTOR'S right, but not its legal obligation, to perform its work. The bond shall also include coverage for the appeal requirements set forth in these specifications.

Upon the approved completion and delivery of the Revaluation Project to the TOWN, the performance bond shall be reduced to ten percent (10%) of the contract value to cover the defense of any appeals described herein. The reduced bond amount shall become effective after:

1. Completion of the Revaluation Project;
2. Approval of the project by the ASSESSOR; and
3. Completion of the duties of the Board of Assessment Appeals.

The reduced bond amount shall remain in effect until the final resolution by the courts of any timely appeals arising from the actions of the Board of Assessment Appeals relating to the October 1, 2027 Grand List.

2. Insurance

The CONTRACTOR shall, at its own expense, provide and keep in force the following insurance with the following minimum limits of liability. Stated coverage amounts are minimums only and the TOWN and ADDITIONAL INSUREDS shall have the benefit of all coverage amounts carried in excess of stated minimums. All policies must be written by one or more insurers licensed to do business in Connecticut and be on an occurrence basis. All policies of insurance except the Workers' Compensation policy must contain written waivers of subrogation in favor of the ADDITIONAL INSUREDS at least as broad as the waiver of subrogation provided by CONTRACTOR herein.

a. Workers' Compensation & Employer's Liability Insurance

The CONTRACTOR shall, at its sole cost and expense, provide and keep in force workers' compensation insurance in strict accordance with the Connecticut Workers' Compensation Laws of the State of Connecticut. The workers' compensation policy must show Connecticut as a covered state.

The CONTRACTOR, at its sole cost and expense, shall provide and keep in force employer's liability insurance with the following limits of liability:

- \$500,000 each accident
- \$500,000 disease-policy limit
- \$500,000 disease-each employee.

b. Professional Liability Insurance

Appraiser's professional liability insurance providing errors and omissions coverage for professional services with a single coverage minimum of \$2,000,000.

c. Public Liability Insurance

The CONTRACTOR shall maintain public liability insurance for bodily injury and property damage. Such insurance shall be written on a comprehensive general liability form and shall include, without limitation, coverage for premises and operations, completed operations, independent contractors, broad-form property damage, blanket contractual liability, and personal injury. The required limits of liability are:

\$3,000,000	General Aggregate
\$1,000,000	Product-Completed Operations Aggregate
\$1,000,000	Personal and Advertising Injury
\$1,000,000	Each Occurrence
\$300,000	Fire Damage/Fire
\$10,000	Medical Expense/Person

- d. Excess/Umbrella with minimum limits of \$5,000,000 per claim and \$5,000,000 aggregate. Excess/Umbrella coverage shall follow form and be at least as broad as the underlying coverage.
- e. Automobile Liability insurance covering all owned, leased, hired, and non-owned vehicles with minimum limits of \$1,000,000 per claim and \$2,000,000 aggregate.

The TOWN, its elected and appointed officials, employees, agents, and volunteers must be named as Additional Insured on all policies of insurance except the Workers' Compensation and Professional Liability policies (The "ADDITIONAL INSUREDS"). Certificates of insurance evidencing the foregoing shall be provided to the TOWN prior to the commencement of actual work and shall be in a form satisfactory to and approved by the TOWN's attorney.

All policies of insurance must contain thirty (30)-day written notice of cancellation provisions.

All policies of insurance provided by CONTRACTOR shall be primary and non-contributory, including with respect to any deductible.

CONTRACTOR's insurance obligations are in addition to, not in lieu of its other obligations to OWNER and CONTRACTOR's liability to OWNER shall in no way be limited by the types or coverage amounts of insurance carried by CONTRACTOR.

To the fullest extent permitted by law CONTRACTOR irrevocably waives as against OWNER and the other ADDITIONAL INSUREDS all rights of subrogation for damages caused by fire or other causes of loss. This waiver of subrogation shall be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.

The CONTRACTOR shall defend, indemnify and hold the TOWN and the other ADDITIONAL INSUREDS harmless from and against claims, litigation, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from CONTRACTOR'S performance of its services caused by the acts or omissions of the CONTRACTOR and/or any person or entity employed or retained by CONTRACTOR regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this Article. This obligation to defend, indemnify and/or hold harmless includes (but is not limited to) the costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles, or processes used in the performance of this contract.

3. Liquidated Damages

- a. Failure by the CONTRACTOR to complete all work prior to the date specified herein, January 18, 2028, shall be cause for liquidated damages to be assessed by OWNER, in the amount of \$1,000 per day beyond the date of completion. CONTRACTOR agrees that said liquidated damages are in no way a penalty and that they represent as fair an approximation of the TOWN'S actual damages as can be practicably quantified. For the purposes of this provision only, completion of all work by the CONTRACTOR, is defined as follows:
 - i. Completed street cards with all measurements, listings, pricing, review, and final valuation.
 - ii. Assessment notices sent out, hearings completed for all those wishing to be heard, and calculations completed and ready for the Board of Assessment Appeals.
 - iii. Written certification by the ASSESSOR that the CONTRACTOR has fulfilled all contractual requirements of said project.

Liquidated damages, if applied, shall be deducted from the contract price. Delays occasioned by war, strike, explosion, acts of God, or an order of court or other public authority are exempted.

D. COMPLETION DATE AND TIME SCHEDULE

1. Awarding of Contract

Within a reasonable time after the opening of the BID PROPOSALS, the TOWN shall award the contract for the reappraisal and revaluation project. The TOWN reserves the right to reject any, and all bids previously stated.

2. Signing of Contract

Within thirty (30) days after the receipt of notice of acceptance by the TOWN of its BID PROPOSAL, the CONTRACTOR shall execute with the TOWN the contract upon the basis of these Specifications for Reappraisal and Revaluation.

3. Changes and Subletting of Contract

a. Changes

Changes in these specifications for reappraisal and revaluation in the contract will be permitted only upon written mutual agreement of the CONTRACTOR and the TOWN.

b. Subletting

The CONTRACTOR shall not assign, transfer, or sublet the contract or any interest or part therein, without first receiving written approval from the TOWN and the bonding company. It shall be mutually agreed and understood that said consent by the TOWN shall in no way release the CONTRACTOR from any responsibility or liability as covered in these Specifications for Reappraisal and Revaluation and the contract.

4. Time Schedule/Completion Dates

The revaluation work must be started by November 1, 2026 and concluded by January 18, 2028. The CONTRACTOR is subject to liquidated damages if the completion dates for the following phases of the revaluation project are not met:

a. Completion Dates

- i. Revaluation Methodology Reports detailing methodology used to derive fair market value conclusions, including but not limited to the complete list of comparable sales data, cost models, capitalization rates, depreciation tables, land curve adjustments, building tables, adjustment factors, and statistical analysis showing conformance with performance-based testing standards by November 14, 2027.
- ii. Completed property record cards with all measurements and listings by November 14, 2027.
- iii. Assessment notices addressed and prepared for mailing by November 14, 2027.
- iv. Informal hearings begin no later than December 5, 2027, and end no later than December 21, 2027.
- v. All property record cards updated resulting from informal hearings and The October 1, 2027 Revaluation Methodology Handbook to be turned over to the ASSESSOR no later than January 18, 2028.
- vi. Completion of the project shall not be final until the CONTRACTOR fulfills all requirements set forth in The Regulations of Connecticut State Agencies, The Connecticut General Statutes, and the ASSESSOR and the CONTRACTOR certifies the entire project by signing the appropriate forms.

E. PAYMENT SCHEDULE

Payments shall be made in the following manner:

1. At the end of each thirty-day period during the period covered by this contract, the CONTRACTOR is to certify in writing in the form of a progress report to the ASSESSOR the percentage of the total work completed under the contract which the CONTRACTOR has performed during the said thirty-day period. Such notification will itemize and accurately indicate the extent and nature of work performed by volume, street, category or in any other manner required by the ASSESSOR.

2. Payment schedule for percentage of completed work. This schedule is to be completed by the CONTRACTOR. The intention of this RFP is to solicit bids and award a successful Vendor with the right to negotiate a contract with the Town. The Town reserves the right to select different options from the list below. The CONTRACTOR proposes to furnish the services and materials required to complete the subject project in accordance with the aforesaid Bid Specifications for the total amount of:

Code	Task	%	Amount
A.	Bonding, Office Set-up, Project Micro-site and Project Start-up		
B.	Property Imaging Complete and Visual Database Installed		
C.	Verification and Data Collection		
D.	Valuation Analysis		
E.	Field Review including up to 4000 Photos		
F.	Building Permits with up to 200 Photos		
G.	Final Valuation – Methodology Reports - Assessment Notices Mailed		
H.	Informal Hearings - Final Adjustments - Revaluation Methodology Handbook – Property Record Cards Hosted Online		
I.	Training		
J.	Board of Assessment Appeals		
K.	Litigation		
	Total Cost:		

SECTION II: CAMA REQUIREMENTS

A. ASSESSMENT ADMINISTRATION MODULE

1. Before commencement of sales data collection, each parcel on the legal file/administrative file must be located and matched with the tax maps. A list of all discrepancies between the legal file/administrative file and the tax maps shall be submitted to the ASSESSOR together with recommendations for correcting such discrepancies. The CONTRACTOR must implement the recommendations approved by the ASSESSOR.
2. The assessment administration module shall have the ability to interface with the CAMA System, and tax collection modules. The CONTRACTOR is responsible for matching all parcels and accounts in the appraisal file with the administrative file. The CONTRACTOR shall be responsible for entering an account number or other acceptable means of parcel identification on the CAMA system to be able to transfer values from one system to the other. A list of all discrepancies between the appraisal and administrative system shall be submitted to the ASSESSOR with recommendations for correcting such discrepancies. The CONTRACTOR shall be responsible for all costs of bridging the CAMA System to the administrative/tax billing system.

B. CAMA SYSTEM

1. The CAMA System shall meet the requirements set forth in §§ 12-62f-1 through 12-62f-6 of the Regulations of Connecticut State Agencies. The valuation module shall provide for the determination of the value of all real property using accepted methodologies through a table- or formula-driven system. At a minimum, the valuation module shall be capable of performing the tasks described below and shall conform to all requirements of the Office of Policy and Management (OPM).
 - a. With respect to land valuations, the valuation module shall permit base land prices derived from cost analysis, comparable sales analysis, and land residual techniques to be established on a per-acre, per-unit, or per-square-foot basis. The module shall further permit adjustment of the base land price for each parcel through the application of marketplace-derived influence factors, including size, neighborhood, condition, topography, use assessments, and excess acreage. The land valuation module shall also be capable of differentiating among land use types in accordance with the Office of Policy and Management (OPM) abstract coding system and related descriptions.
 - b. With respect to residential property, the valuation module shall be capable of computing replacement cost new less depreciation; providing user-modifiable tables or formulas for various building types; providing user-modifiable depreciation tables based on age and condition variables; computing the value of yard improvements, including but not limited to, swimming pools, tennis courts, detached garages, and sheds; supporting online sketch input; automatically computing total square footage; and providing area measurements as defined by the user. The valuation module shall also provide user-modifiable selection criteria to identify up to three properties most comparable to the property under valuation.

- c. With respect to commercial, retail, industrial and certain residential properties, the valuation module shall be capable of computing property values using the direct income capitalization approach; replacement cost new less depreciation; computing the value of yard improvements, including paving and fencing; allowing for the acceptance, rejection, or adjustment of table- or formula-driven values; and automatically computing total square footage.
2. The valuation module shall also have the capability to: print a property record card containing the appropriate fields identified in the data management module; allow flexible design and formatting of the information printed on the property record card, at the discretion of the Assessor; support the random printing of cards; print sketches showing dimensions; ensure the closure of such sketches; and create multi-page property record cards for a parcel.
3. The valuation module shall include a general report writer capable of extracting data from the CAMA system and exporting such data to Word, Excel, PowerPoint, PDF, CSV, TIFF, MHTML, XML, and data feed formats, as well as supporting printing to a copier. The application shall also have the capability to generate reports for statistical and comparable sales analyses based on predefined and user-defined criteria.
4. The system shall provide output to standard analytical software programs for measurements and sales-to-assessment ratio analyses by property type and neighborhood. The output shall include sales prices, assessments, the mean sales-to-assessment ratio, the median sales-to-assessment ratio, the coefficient of dispersion, the standard deviation, the coefficient of variation, the price-related differential, and the unsold property test.

C. IMAGING

An updated visual imaging database integrated within the CAMA system installed by the CONTRACTOR shall be in place by the completion of this project. This will provide the TOWN with the ability to randomly retrieve an image of any parcel described on the CAMA data file. The images shall be included in the cost of the bid by the CONTRACTOR.

D. GIS

The CONTRACTOR shall be responsible for entering a map/lot number or other acceptable means of parcel identification for transfer from the CAMA system into the TOWN'S GIS system.

SECTION III: RESPONSIBILITIES OF REVALUATION CONTRACTOR

The CONTRACTOR shall be responsible for meeting all requirements set forth in this Request for Proposal in a timely, professional, and satisfactory manner. Throughout the duration of the project, the CONTRACTOR shall cooperate fully with the ASSESSOR and shall furnish all reports, invoices, schedules, and other information required under this RFP or otherwise requested by the ASSESSOR.

A. GOOD FAITH

The CONTRACTOR shall in good faith use its best efforts to assist the ASSESSOR in determining accurate and proper market valuations, and shall not undervalue or overvalue any land, building or other property.

B. PUBLIC RELATIONS

The TOWN and the CONTRACTOR recognize that a good public relations program is essential in order that the public of the TOWN may be informed as to the purpose, benefits and procedures of the revaluation program.

The CONTRACTOR shall provide reasonable assistance to the ASSESSOR in conducting a program of public information through the press and other media, such as meetings with citizens, service clubs, and property owner groups as a means of establishing understanding and support for the revaluation program and sound assessment administration. The CONTRACTOR shall supply proposed press releases, personnel for attendance at such meetings, project micro-site, visual aids and other media at its disposal to this end. All public releases shall be approved in writing by the ASSESSOR prior to release. The CONTRACTOR is responsible for providing its own telephone service, including installations at its sole cost and expense.

C. PERIODIC STATUS REPORTS

The CONTRACTOR shall submit monthly status reports to the ASSESSOR as well as any work completed that is to be reviewed by the ASSESSOR. The report shall contain specific details as to the work completed and the work to be done in the next month. The ASSESSOR shall review and evaluate the progress of the project and shall notify the CONTRACTOR whether the work performed is satisfactory and timely.

SECTION IV: VALUATION STANDARDS

A. SALES COMPARISON APPROACH

The CONTRACTOR must describe in detail its methods for obtaining market values using the sales comparison approach. If the direct sales comparison method is employed, all adjustment techniques must be described by the CONTRACTOR in its proposal. If a statistical modeling approach is employed, the CONTRACTOR must specify the techniques employed and the types of property that will be valued with these techniques.

1. Sales Verification

The validity of all sales in the 12 months preceding the effective date of this revaluation shall be determined by the CONTRACTOR and the ASSESSOR. A complete inspection and measurement check of all sales properties must be made to determine the correctness of the current physical listing. A sales file shall be developed which will reflect property characteristics of the property as of the date of sale. These validated sales will be the basis for the sales comparison approach, primarily applied to the valuation of residential properties. The CONTRACTOR shall develop and provide the ASSESSOR with written documentation for the sales verification effort. In the event of any disagreement between the ASSESSOR and the CONTRACTOR, the ASSESSOR shall have the final decision regarding sales validation.

B. COST APPROACH

The CONTRACTOR shall derive a value for real property by estimating the current cost to replace or reproduce the existing structure, deducting for all accrued depreciation in the property, and adding the estimated land value. The CONTRACTOR shall develop cost schedules based on current costs of labor and materials prevailing in the TOWN during the year immediately preceding the October 1, 2027, valuation date to be reviewed by the ASSESSOR. In the event of any disagreement between the ASSESSOR and the CONTRACTOR, the ASSESSOR shall make the final decision confirming all valuations derived using this method.

C. INCOME CAPITALIZATION APPROACH

The CONTRACTOR shall set the value to be reviewed by the ASSESSOR for income-producing property by converting anticipated income into a property value. The CONTRACTOR shall either capitalize a single year's income expectancy at a market-derived capitalization rate or a capitalization rate that reflects a specified income pattern, return on investment, change in the value of investment, or discount the annual cash flow for the holding period and the reversion at a specified yield rate. In the event of any disagreement between the ASSESSOR and the CONTRACTOR, the ASSESSOR shall have the final decision confirming all commercial property values and methods.

D. LAND VALUATION

The land values will be derived from market sales and/or land residual analysis. The land values will be set by the CONTRACTOR and reviewed by the ASSESSOR. In the event of any disagreement between the ASSESSOR and the CONTRACTOR, the ASSESSOR shall have the final decision confirming all land values and methods. Both full value and the PA490 value, if applicable, shall be calculated by the CONTRACTOR.

E. NEIGHBORHOOD DELINEATION

The CONTRACTOR, with the assistance and approval of the ASSESSOR, will delineate the TOWN into valuation neighborhoods. These neighborhoods will be determined by analysis of the market factors needed to select comparable sales for the sales comparable approach to value. Boundaries such as highways, natural, economic conditions and zoning etc. shall be considered.

F. DEPRECIATION ANALYSIS

The CONTRACTOR shall develop and explain separately each depreciation factor or amount on the property record card and/or worksheet (if used). Land values shall be added to the depreciated improvement value. Compare the depreciated replacement cost of each property with the value produced via income analysis, or sales comparison, and develop obsolescence guides by type of property and location. Analysis should be reviewed with the ASSESSOR, and a copy shall be provided at the completion of the project.

SECTION V: VALUATION OF REAL ESTATE

The CONTRACTOR will calculate a value estimate for each parcel that will be comprised of a land, building, outbuilding, and total value. The final value shall reflect 70% of fair market value as of October 1, 2027. The CONTRACTOR shall compute to the nearest 100 dollars the value of all properties identified above.

A. RESIDENTIAL PROPERTIES

The sales comparison approach is the preferred valuation methodology for parcels in the residential category. The CAMA system as installed for the TOWN will contain proven techniques for developing market estimates of value.

The CAMA system will present a summary of the cost approach for a subject and up to 5 comparable sales, showing basic inventory information for each. The comparable sales in the same market environment will not be merely similar properties but will be the three to five most comparable sales in the entire sales file. This determination will be made by calculating a weighted measure of comparability based on the relative importance of each physical characteristic (location, size, age, grade, condition, etc.). The sales, which most closely resemble the subject, will then be selected as comparable.

Each individual selling price will then be adjusted to reflect differences in sales dates and physical descriptions to arrive at an adjusted selling price for each sale.

The review appraiser can then choose the final market value estimate, the cost approach or arrive at a separate value estimate based on the information available.

B. COMMERCIAL / INDUSTRIAL PROPERTIES

The appraisal of income producing properties relies heavily on an analysis of what the prudent investor would pay for a given property based on the income stream that the property could reasonably be expected to produce. In this regard, the actual income/expense information for each property will be collected and analyzed to arrive at a capitalization rate reflective of the market environment.

The TOWN will be responsible for the collection of these income/expense forms, while the CONTRACTOR will be responsible for the field verification of this data. The CONTRACTOR, subject to the approval of the ASSESSOR, will handle the analysis of the data.

The CAMA system will give the appraiser the ability to model the market by physical characteristics, construction type, and actual use for income producing properties and apply the results of the model to individual commercial or industrial properties. The models are used to assign appropriate economic rent and expense information that is keyed to the location, age, and condition of the subject property.

Capitalization rates shall be developed by type of property, and location. When the ASSESSOR has approved capitalization rates and techniques, the CONTRACTOR shall perform income approaches using both actual and economic income and expense data.

C. DATA MAILERS

As part of the revaluation project, the CONTRACTOR shall mail, via first-class mail, an informational letter (hereinafter referred to as a "data mailer") to each homeowner. The data mailer shall inform the homeowner of all data gathered by the CONTRACTOR. Information contained in the data mailer shall include, but not be limited to:

- age of the dwelling.
- story height.
- style.
- number of rooms.
- number of bedrooms.
- number of bathrooms.
- number of extra fixtures.
- number of fireplaces.
- square footage of finished basement area, where applicable.
- description of outbuildings.
- a labeled sketch of the dwelling; and
- a notice indicating whether the interior was inspected or estimated.

In addition, the data mailer should include instructions for correcting inaccurate information, as well as the CONTRACTOR's telephone number and hours of operation. The data mailer shall further state that failure to return the mailer will result in an automatic interior and exterior inspection of the property. The number of such inspections should range from a minimum of 200 properties to a maximum of 10% of the total residential dwellings, as selected by the ASSESSOR.

The CONTRACTOR shall also develop a system for reviewing and verifying each reported discrepancy. The CONTRACTOR shall notify the ASSESSOR, in writing, of each reported discrepancy and the action taken, including whether inaccurate information was corrected or no change was made, together with the reason for such determination. All work shall be completed at no additional expense to the TOWN.

D. FIELD REVIEW

The CONTRACTOR will field review all parcels after values have been set. The CONTRACTOR is responsible for the review of value estimates for all real property parcels to verify that the application of the valuation methodology employed has resulted in the uniform and consistent valuation of comparable properties. The CONTRACTOR shall be required to submit final values in a timely manner to be determined by the ASSESSOR. The CONTRACTOR will record on the CAMA data file the source of the final appraisal value (cost, market, income, appraiser override, etc.).

Individuals conducting this phase of the project must have valuation expertise, field review experience and knowledge of valuation techniques employed by the TOWN, as well as complete familiarity with the revaluation project. During review the data must be corrected on the property file by the CONTRACTOR including new image capture to replace outdated photos.

The CONTRACTOR shall provide the ASSESSOR with written procedures for the conduct of valuation field review at least ten (10) days prior to the scheduled date for the commencement of such valuation field review.

E. ASSESSMENT NOTICES

Upon completion of the revaluation, the CONTRACTOR shall, at its own expense, including the cost of envelopes and postage, send a notice by first-class mail to each owner of record setting forth the valuation placed upon the property identified in the notice.

The notice shall be prepared in duplicate and shall conform to the requirements of the Connecticut General Statutes, as amended. Enclosed with the notice shall be a letter specifying the dates, times, and location of the informal public hearings, together with an explanation of the appeal process. All such notices and letters shall be subject to the approval of the ASSESSOR prior to mailing.

A duplicate copy of all letters sent shall be arranged in alphabetical order and provided to the ASSESSOR, preferably in PDF format.

Where applicable, an additional letter shall be enclosed explaining the benefits of, and the effect on, the new assessment for properties classified as FARM, FOREST, or OPEN SPACE. Such letter shall be subject to the approval of the ASSESSOR prior to mailing.

F. INFORMAL PUBLIC HEARINGS

Within a mutually agreed-upon time frame following completion of all review work by the ASSESSOR and the CONTRACTOR, the CONTRACTOR shall conduct informal public hearings so that property owners, or their legal representatives, may appear at scheduled times to discuss the valuation of their property with qualified members of the CONTRACTOR'S staff who are familiar with the project. The CONTRACTOR'S personnel shall explain the methods and procedures used to determine the fair market value of the property.

The CONTRACTOR shall provide an adequate number of personnel, subject to the approval of the ASSESSOR, to schedule and conduct a reasonable number of informal hearings in order to accommodate requests from property owners. Any information provided by a property owner or the owner's agent shall be given thoughtful consideration. However, adjustments, other than those made to address exceptional circumstances or correct factual inaccuracies, shall be made only when such adjustments are readily defensible and can be applied fairly and equitably.

The CONTRACTOR shall provide an adequate number of days for the informal public hearings, including evening and Saturday hours. Every property owner shall have the opportunity to participate in an informal hearing with the CONTRACTOR during the time period agreed upon by the ASSESSOR and the CONTRACTOR.

The CONTRACTOR shall, at its own expense, mail a notice reflecting the results of the informal hearings. Such notice shall be subject to the approval of the ASSESSOR prior to mailing. A duplicate copy of each notice shall also be provided to the ASSESSOR.

G. BOARD OF ASSESSMENT APPEALS

The CONTRACTOR shall have a qualified member or members of its staff available for attendance at deliberations of the Board of Assessment Appeals meetings to be held after the completion of the revaluation, Sundays excluded, to assist in the settlement of complaints and to explain the valuations made.

H. LITIGATION

In the event of appeal to the courts, the CONTRACTOR, at its sole cost and expense, shall cooperate with the TOWN in the defense of any such appeal and furnish a competent witness or witnesses, approved by the ASSESSOR, to defend the valuation of the properties appraised. It is understood that the CONTRACTOR shall furnish said witness or witnesses on any court action instituted on the October 1, 2027 Grand List assessments. The CONTRACTOR shall not be held responsible for any assessment changed from the original valuation figure by parties other than the CONTRACTOR. If an action arises to revoke the revaluation of the October 1, 2027 Grand List, the CONTRACTOR shall cooperate with the TOWN in the defense of any such appeal and provide competent witnesses to defend the revaluation at no cost to the Town.

I. INFORMATION

The CONTRACTOR shall provide the ASSESSOR any, and all information requested pertaining to the project for a period of one year after completion of the duties of the Board of Assessment Appeals on the October 1, 2027 Grand List, at no additional cost to the TOWN including, but not limited to, pricing schedules, hearing information, etc.

J. ASSESSORS' OFFICE STAFF TRAINING PROGRAM

The CONTRACTOR will be responsible for training local staff in such a manner that, at the end of the project, the ASSESSORS' Office will be knowledgeable in the operation of all phases of the valuation system. On-site training, where feasible, shall be provided for the municipal ASSESSOR(s) and their office staff working in the appropriate phases of this project under the CONTRACTOR'S supervision.

The CONTRACTOR shall submit a reasonable training plan and schedule to achieve the objective stated above prior to the commencement of the project.

K. TRANSMITTAL OF RECORDS TO THE ASSESSOR

Regular periodic deliveries of completed appraisals shall be provided to the ASSESSOR for review. All appraisals of buildings, whether completed or under construction, together with all completed and corrected records, shall be submitted to the ASSESSOR by the dates specified in the schedule agreed upon by the ASSESSOR and the CONTRACTOR.

All documentation used in connection with this project, including software programs, shall become the property of the TOWN.

The final inspection and review shall take into consideration any known or apparent changes to an individual property occurring since the initial inspection so that the final appraisal of the property reflects its condition as of October 1, 2027.

Such information, appraisals, and records shall not be made public until after the completion of the informal hearings, except to the extent that disclosure is required under applicable law.

L. CERTIFICATION

The CONTRACTOR shall meet all requirements set forth in this document and no exceptions and/or amendments may be made unless expressly authorized by the ASSESSOR. The ASSESSOR must certify that the values resulting from this project represent 70% of fair market value pursuant to section 12-63 of the Connecticut General Statutes. As a condition of a successful completion, the CONTRACTOR'S work product must meet all certification requirements of the ASSESSOR.

SECTION VI: RESPONSIBILITY OF TOWN

A. NATURE OF SERVICE

It is clearly understood and agreed that the services rendered by the CONTRACTOR are of assistance to the ASSESSOR and all decisions as to proper valuations for both taxable and tax-exempt properties shall rest with the ASSESSOR.

B. COOPERATION

The ASSESSOR, the TOWN, and its employees will cooperate with and render reasonable assistance to the CONTRACTOR and its employees.

C. ITEMS FURNISHED BY THE TOWN

The TOWN shall furnish the following to the CONTRACTOR:

1. Maps

The ASSESSOR shall provide one copy of available tax maps. The ASSESSOR shall also provide available parcel identification data for each parcel of real property including at a minimum the following items all current legal information, i.e. ownership, property location, mailing address, map/lot number.

2. Land Dimensions

The ASSESSOR shall be responsible for providing accurate lot sizes and total acreage of all pieces of property where the tax maps or present records fail to disclose measurement or acreage.

3. Zoning

The TOWN shall provide a current edition of TOWN zoning and planning regulations and zoning maps.

4. Property Transfers

The TOWN shall notify the CONTRACTOR on a regular basis, of transfers and property splits occurring during the twelve (12) months immediately preceding the effective date of this project. The CONTRACTOR shall update property record cards.

5. Data Inventory

The following data: owner of record, location of property, deed references, map and lot references, age and date of construction of all buildings, if available, and lot size or amount of acreage, or any other pertinent information shall be given to the CONTRACTOR.

6. Building Permits

Records of all new and ongoing permits during the revaluation project up to October 1, 2027, will be supplied to the CONTRACTOR and returned to the ASSESSOR on completion of the project.

7. Mailing Address

The ASSESSOR shall provide the current mailing address of all property owners.

8. Office Space

Office space, as available, will be provided to the CONTRACTOR to carry out the terms of this contract.

D. BID AWARD

The TOWN reserves the right to reject any, or any part of, or all BID PROPOSALS; to waive informalities and technicalities; and to accept the BID PROPOSAL which the Board of Selectmen and the ASSESSOR deem to be in the best interest of the TOWN whether, or not it is the apparent lowest dollar bid.

Consideration in the awarding of the CONTRACT will be given to price, prior experience and competence of the bidder, the nature and size of the bidder's organization and familiarity with the area, and the quality of similar projects the bidder has completed in the past.

SECTION VII: GOVERNING LAW & DISPUTES

A. GOVERNING LAW

The law of the State of Connecticut shall apply, without regard to conflicts of law principles, to the construction, interpretation, and performance of the parties' contract.

B. DISPUTES

All disputes between CONTRACTOR and the TOWN shall be resolved by litigation commenced and prosecuted in the Superior Court of the State of Connecticut, for the Judicial District of Middlesex and the CONTRACTOR and the TOWN consent to the personal jurisdiction of said tribunal.

**BID PROPOSAL
REAPPRAISAL AND REVALUATION OF REAL PROPERTY**

**Town of East Haddam
TAX AFFIDAVIT**

The undersigned, being duly sworn, deposes and says:

1. I am over the age of 18 and believe in the obligations of an oath.
2. I, on my own behalf or on behalf of my company, am submitting a bid, quotation or proposal to the Town of East Haddam.
3. I understand that the submission of this affidavit is required by the Town of East Haddam in connection with my bid, quotation or proposal and that the East Haddam Board of Selectmen may consider the information contained in this affidavit in making the contract award.
4. I have performed an investigation to determine whether I or my company (as applicable) owe any delinquent state, local or federal tax.
5. Based upon my investigation, and to the best of my knowledge and belief, I or my company (as applicable) owe to the following governmental unit(s) the following delinquent tax(es): (Here, describe nature of each delinquent tax, approximate amount of same and governmental unit to which delinquent tax is owed. If no delinquent tax is owed, insert the words "Not Applicable").

Name: _____

Title: _____

Company Name: _____

Dated: _____

**BID PROPOSAL
REAPPRAISAL AND REVALUATION OF REAL PROPERTY**

**Town of East Haddam
NON-COLLUSIVE BID STATEMENT**

Bid Opening Date: _____

Bidder's name and address: _____

Name of person signing this statement [please print]

To the Town of East Haddam

1. The bid has been arrived at by the bidder independently and has been submitted without collusion and without any agreement, understanding or planned common cause of action with any other vendor of material, supplies, equipment or services described in the invitation to bid, designed to limit independent bidding or competition.
2. The contents of this bid have not been disclosed by the bidder, or by any of its employees or agents, to any person outside the bidder's organization prior to the official opening of the bids.

Dated at: _____

On: _____

Signature: _____

Title: _____