

MARCIA A. LECLERC
MAYOR

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

(860) 291-7271

PURCHASING DEPARTMENT

FAX (860) 282-4857

**TOWN OF EAST HARTFORD, CT
INVITATION TO BID**

BID #21-20

RE: R.F.P. – Revaluation Program for October 2021 Grand List

Proposals will be received at the Office of the Purchasing Agent, Town Hall, 740 Main Street, East Hartford, Connecticut, 06108 until **11 A.M. ON Tuesday, May 11, 2021** at which time they will be publicly opened and recorded.

A five percent (5%) bid bond will be required of all bidders and a one hundred percent (100%) performance and payment bond will be required of the awarded bidder.

Information and Specifications are available at the above office or on the Town of East Hartford bid's website at <http://www.easthartfordct.gov/bids>

The right is reserved to reject any or all bids when such action is deemed to be in the best interest of the Town of East Hartford, Connecticut

Michelle A. Enman
Purchasing Agent
(860) 291-7271



TOWN OF EAST HARTFORD, CONNECTICUT
STANDARD INSTRUCTIONS FOR BIDDERS

1. Sealed bid proposals will be received by the purchasing agent until the date and time indicated on the Invitation to Bid. Bids received later than the date and time specified will not be considered and will be returned unopened.
2. Bids are to be returned with the bid number prominently indicated on any other mailing envelope. The name and address of the bidder should appear in the upper left hand corner of the envelope. **Bids will not be accepted via fax or e-mail.**
3. All proposals will be opened and read publicly and are subject to public inspection. Bidders may be present or represented at all openings. Bid results are mailed to all responding bidders.
4. Municipalities are exempt from any sale, excise or federal taxes. Bid prices must be exclusive of taxes and will be so construed.
5. The Town of East Hartford reserves the right to reject any or all bids or any part of all bids and to waive any informality when such action is in the best interest of the Town. The Town also reserves the right to extend by mutual consent an awarded bid when such action is in its best interest.
6. Bidders should familiarize themselves with all of the terms and conditions set forth in the bid specifications. Failure by the bidder to familiarize himself with these terms and conditions does not excuse the bidder from fulfillment of the bid specifications.
7. All entities doing business with the Town certify, upon acceptance of a bid and by virtue of their signature on that bid, that they have read, understood and will comply with the section of the Town's updated plan of affirmative action and equal opportunity relating to contractual and purchasing procedures – Section VIII Dated 01/88. The bidder agrees to cooperate fully should the Town choose to audit this compliance.
8. In case of an error in the extension or addition of prices, the unit price will govern. The Town will not be subject to any price increases after a bid award, unless it was part of the original bid terms.
9. The Town reserves the right to increase or decrease quantities listed in order to stay within the allocated funding at time of bid opening.
10. The Purchasing Department has the obligation to accept the lowest responsible bid which is in the Town's best interest. Factors include, but are not limited to: price, compliance to specifications, quality offered, freight costs, delivery time, past performance, standardization of current equipment, financial resources, technical qualifications, equipment and experience.
11. Bidders shall state in writing and attach to the bid, any conditions/exceptions that are part of the bid price. Comments to the effect "see literature" will not be acceptable.
12. Any manufacturers' names, trade names, brand names or catalog numbers used in the specifications are there for the purpose of establishing and describing general performance and quality levels. Such references are not intended to be restrictive and bids are invited on these and approved equal brands or products of any manufacturer.
13. The Town's competitive bidding process is not a means for competitors to obtain private/proprietary information that is not otherwise normally available. Such information relates to a bidder's financial records and responsibility, test data, manufacturing drawings, formulas and processes. To promote competition and protect valid interests this type of information/data will remain confidential.

14. All bidder questions shall be directed to the Purchasing Agent. Procedural and clarification questions will be answered appropriately. Questions that require an answer that will in effect change/alter the intent of the specifications will only be answered in writing to all bidders by a bid addendum.
15. Awarded bidders are responsible for obtaining all necessary permits as required by OSHA, Federal, State and/or Town regulations. Town permits will be issued at no cost.
16. Alternate proposals will not be considered unless specifically called for in the bid.
17. Prices shall include packing, transportation and delivery charges F.O.B. to East Hartford/delivered unless specifically noted otherwise.
18. Bidder declares that the proposal is not made in connection with any other bidder submitting a proposal for the same bid and is in all respects fair and without collusion or fraud.
19. Cash discounts may be offered by bidder for prompt payment of bills, but such cash discount will not be taken into consideration in determining the awarded low bidder except in the case of tie bids and then only provided such discount is based on payment of invoice not less than fourteen (14) days after satisfactory delivery and/or receipt of invoice, whichever is later.
20. The Town will not award a bid to any bidder who owes a delinquent tax to the Town. Bidders certify by virtue of their signature on the bid sheet that neither the bidder nor any business or corporation which the Bidder owns an interest is delinquent in tax obligations to the Town. The Purchasing Department will verify that no delinquent taxes are owed before any bid is awarded.
21. All bidders shall include a corporate resolution with your submittal. Sample formats for Corporations and Professional Corporations, Limited Liability Company and Partnerships (including Limited Partnership and Limited Liability Partnership) are attached in this packet
22. The bidding entity is required to provide evidence from the Connecticut Secretary of State that they are in good standing and qualified to conduct business in the State of Connecticut.

R.F.P# 21-20

*REQUEST FOR PROPOSALS
FOR THE DEVELOPMENT AND IMPLEMENTATION
OF A REVALUATION PROGRAM
WITHIN THE TOWN OF EAST HARTFORD, CT*

Contractors desiring to provide services according to the specifications must deliver (4) copies of their Proposals to Purchasing Department, no later than **Tuesday, May 11, 2021 at 11:00 am**. At this time, the Proposals will be opened and the names of the proposers announced.

All information pertaining to the Contractor's technical and management approach to completing this project, as well as the proposed cost, timetable and staffing plan, shall be presented in the Proposal. The Proposal must address, at a minimum, each of the issues set forth in the Request for Proposals in order to be considered responsive. **DO NOT SUBMIT A COPY OF THIS REQUEST FOR PROPOSALS AS PART OF YOUR PROPOSAL.** Any Proposal which does not respond to each issue in the Request for Proposals shall be rejected by the Purchasing agent.

In addition to addressing each of the items in the specifications, the Contractor must submit as part of its Proposal the following information:

1. A letter of transmittal signed by the individual authorized to negotiate for and contractually bind the Contractor stating that the Proposal is effective for at least sixty (60) calendar days from the deadline for the submission of Proposals.
2. The Town reserves the right to request current financial information relative to the Contractor's financial stability.
3. A list of the Connecticut municipalities for which the Contractor has completed revaluation programs.
4. A list of the revaluation contracts for which the Contractor is currently committed.
5. Written assurance that the revaluation will meet Office of Policy and Management certification requirements and standards as adopted under provisions of Connecticut General Statutes, Section 12-62i.

The criteria upon which Proposals will be evaluated include, but are not limited to, the following:

- 1 Directness to response to the specifications.
- 2 Experience of the Contractor with other revaluation programs and the experience and qualifications of the staff to be assigned to this particular project.
- 3 Cost of the project will be considered, but will not be the sole basis for evaluation. Contractors must demonstrate that they are qualified and responsible.

4. Project timetable.
5. Range and completeness of the public information program.
6. Willingness to assist the Assessor and staff in understanding the project as it progresses and a commitment to train the Assessor and staff.
7. Experience of the Contractor with CAMA software in general, and willingness to work in conjunction with our Vision 8.2.9 CAMA system.

*SPECIFICATIONS FOR A REAPPRAISAL AND REVALUATION
EAST HARTFORD, CONNECTICUT*

SCOPE OF REVALUATION

The project shall be for the complete update reappraisal of all taxable and exempt real estate within the corporate limits of the Town of East Hartford, Connecticut, as of October 1, 2021, as described below.

1. All taxable real estate - land, buildings, and improvements.
2. All exempt real estate - land, buildings, and improvements.

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 pertaining hereto, and shall be subject to the direct supervision and approval of the Assessor of the Town of East Hartford, Connecticut.

The value to be determined shall be (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 physical revaluation was effective as of October 1, 2016.
2. The East Hartford population is estimated to be 50,000.
3. The area of the town is 18.8 square miles.
4. The Town will continue to utilize the Vision 8.2.9 CAMA software package. The database is current to October 1, 2019.
5. Property account profile: see appendix I

The Contractor shall value all newly constructed improvements created prior to October 1, 2021, or those incomplete as of this valuation date, and these parcels shall be included in the contract price and valued in the same manner as stated above, and as provided hereinafter.

I GENERAL CONDITIONS

A. CONTRACTOR

1. Certification

Each company, corporation, partnership, or individual, hereinafter 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. Proposal

Each 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. The Proposal shall also include a statement showing the number of years the bidder has actually been engaged as a company, corporation, partnership, or individual specializing in municipal tax revaluation services.

The Company shall not make any changes to this Request for Proposal as presented. The Proposal should be in the same format as this RFP. Exceptions to the RFP, if any, shall be clearly identified in a separate section.

The Contractor, in its Proposal, must demonstrate a willingness to become familiar with and work with Vision 8.2.9 CAMA system.

B. PERSONNEL

The Contractor shall provide experienced and qualified personnel in compliance with the requirements of the Equal Employment Opportunity provisions of both the federal and state governments. The company shall adhere to all other legislation relating to employment procedures.

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.

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 shall be certified by the State of Connecticut as a Revaluation Supervisor.

b. Reviewers and Appraisers

Reviewers and appraisers shall be certified under the Connecticut Revaluation Certification Program.

c. Data Collectors

Data Collectors shall have not less than six (6) months experience and training in this phase of a revaluation project. Any field person who does not meet the above qualifications must work under the direct supervision of an Appraiser, Reviewer or Project Manager, who is certified pursuant to Section 12-2b (C.G.S.). The Project Manager is required to notify the Assessor of the names, starting dates, qualifications, and field assignments of all Data Collectors. Minimum age for Data Collectors shall be twenty-one (21) years of age.

The Contractor shall exercise vigilance over the instruction and supervision of the Data Collectors, emphasizing the absolute necessity for the Data Collectors to help establish a good relationship with the property owners. Supervisory personnel will oversee the Data Collectors on no more than a one (1) to five (5) ratio through the data collection phase of the Project. The supervisor(s) and data collectors shall work closely with the Assessor to assure accuracy and reliability in data collection.

The Contractor shall give all Data Collectors clear and unequivocal instruction that they shall not discuss with any property owner or property occupant in the TOWN, the value or the assessment of any property they inspect, the property taxes being paid on the property being inspected or any aspect of the local budget or various TOWN issues or political matters.

3. *Identification*

All field personnel shall carry suitable identification cards supplied by the Contractor and signed by the appropriate municipal official. Such cards shall be laminated and include a recent photograph. All motor vehicles used by field personnel shall be reported to the appropriate municipal official, giving license number, make, model, year and color of vehicle.

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

A Bid Bond must be submitted with the bid and may be in the form of certified check or cashier's check Payable to "The Town of East Hartford" or a bond of a surety company authorized to transact business in the State of Connecticut. No checks will be returned until the bid is awarded. If you are the awarded bidder, your check will be held until it is replaced with a Guarantee of Performance bond. Bid Bond shall be 5% (five percent) of total bid price.

The **awarded Contractor** shall, to insure the faithful performance by the Contractor of the terms of this contract, furnish to the Town a performance surety bond in the amount of this contract, which bond shall be issued by a bonding company authorized to do such business in the State of Connecticut. Said bond shall be in a form satisfactory to and approved by the Town Attorney.

The performance bond shall be delivered to the Town prior to the commencement of actual work. This bond shall include the appeal requirements of these specifications. It is understood and agreed that upon the completion of the approved delivery to the Town of the Revaluation Project the performance bond shall be reduced to 10% of the value of the contract to cover the defense of any appeals as described below. This reduced amount of bond shall become effective after the Revaluation Project has been completed and has been approved by the

Assessor and after the completion of the duties of the Board of Assessment Appeals.

The reduced amount of the bond shall remain effective until a final resolution in the courts of any timely appeals taken from the doings of the Board of Assessment Appeals on the Grand

List of October 1, 2021. Then there would be support for subsequent appeals at a cost of \$550 per day.

2 *Insurance*

For Insurance Requirements please see attached Addendum

3 *Indemnification*

THE AWARDED BIDDER WILL BE REQUIRED TO AGREE TO THE FOLLOWING INDEMNIFICATION LANGUAGE

To the fullest extent permitted by law, THE AWARDED BIDDER agrees on behalf of itself and its successors and assigns, covenants and agrees at its sole cost and expense, to protect, defend, indemnify, release and hold the Town of East Hartford, its agents, servants, officials, employees, volunteers and members of its boards and commissions (Collectively the "Town of East Hartford"), harmless from and against any and all Losses (defined below) imposed upon or incurred by or asserted against the Town of East Hartford by reason of bodily injury, personal injury, death, or property damage of whatsoever kind or nature, to any individuals or parties (including, but not limited to the Town of East Hartford, the Awarded Bidder, or any other third party) arising out of or resulting from, or alleged to arise out of or arise from Awarded Bidder's performance of its work under the contract, but only to the extent such Losses are attributable to the negligent or intentional act, error or omission of the Awarded Bidder or any person or organization employed or engaged by Awarded Bidder to perform all or any part of the contract. The term "Losses" includes any losses, damages, costs, fees, expenses, claims, suits, judgments, awards, liabilities (including, but not limited to, strict liabilities), obligations, debts, fines, penalties, charges, amounts paid in settlement, foreseeable and unforeseeable consequential damages, litigation costs, attorneys' fees, expert's fees, and investigation costs, of whatever kind or nature, and whether or not incurred in connection with any judicial or administrative proceedings, actions, claims, suits, judgments or awards.

Upon written request by the Town of East Hartford, the Awarded Bidder shall defend and provide legal

representation to the Town of East Hartford with respect to any of the matters referenced above. Notwithstanding the foregoing, the Town of East Hartford may, in its sole and absolute discretion, engage its own attorneys and other professionals to defend or assist it with respect to such matters and, at the option of the Town of East Hartford, its attorneys shall control the resolution of such matters. Upon demand, the Awarded Bidder shall pay or, in the sole and absolute discretion of the Town of East Hartford, reimburse, the Town of East Hartford for the payment of reasonable fees and disbursements of attorneys and other professionals in connection with this contract.

4 Penalties

- a. Failure by the Contractor to complete all work prior to the date specified herein, January 1, 2022, shall be cause for a penalty payment by the Contractor on request of the Assessor in the amount of one thousand dollars (\$1000.00) per day beyond the date of completion. For the purposes of this penalty only, completion of all work by January 1, 2022, is defined as follows:
 1. Completed property record cards with all measurements, listings, pricing, review, and final valuation.
 2. Assessment notices sent out, hearings completed for all those scheduled to be heard, and all calculations completed and ready for the Board of Assessment Appeals.
 3. Written certification by the Assessor that the Contractor has fulfilled all contractual requirements of said Project.
- b. This penalty, 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 excepted.

D. COMPLETION DATE AND TIME SCHEDULE

1. *Awarding of Contract*

Within a reasonable time after the opening of the Proposals, the Town shall award the contract for the reappraisal and revaluation Project. The Town reserves the right to reject any and all bids as 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 Update 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*

The revaluation work must be started by Spring 2021.

a. Completion Dates

The following phases of the revaluation must be completed in accordance with the schedule below.

1. Completed review of property record cards with all measurements, listings, by September 1, 2021.
2. Pricing, review, and final valuation by November 3, 2021.
3. Assessment notices addressed and prepared for mailing by November 10, 2021.
4. Informal hearings to begin no later than November 27, 2021, to end no later than December 15, 2021.
5. All property record cards, as corrected and finalized after the informal hearings, to be turned over to the Assessor no later than January 1, 2022.
6. Completion of the Project shall not be final until either the Assessor certifies the entire Project by signing the appropriate forms, and if applicable, the Contractor fulfills all requirements of the provisions under Connecticut General Statutes 12-62f.

b. Assessment Date

The completed appraisals, upon approval of the Assessor, will serve as a basis for assessment effective on the Grand List of October 1, 2021.

c. Project Timetable

The Contractor is required to submit before the commencement of the Project, the timetable for the entire Project. The timetable must be followed by the Contractor. Any variation of the timetable must have the express consent of the Assessor.

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. The Town, upon determination by the Assessor that the certification of the Contractor concerning work during said period is accurate, will pay to the Contractor a percentage of the total compensation under this contract equal to the percentage of work certified as having been performed during said period in accordance with the schedule below, less ten percent (10%) which is to be retained by the Town for payment to the Contractor at such time that it has performed fully and satisfactorily all its obligations, and requirements under the contract. The retained ten percent (10%) of the contract price is to be paid upon the Board of Assessment Appeals completion of its duties on the October 1, 2016 Grand List.

II RESPONSIBILITIES OF REVALUATION CONTRACTOR

The Contractor is responsible for the fulfilling all requirements stated in this Request for Proposal in a timely fashion, and in a professional and satisfactory manner. During the course of this Project, the Contractor shall work cooperatively with and shall provide any reports, invoices, schedules and other information required by this RFP or requested by the Assessor.

A. PUBLIC RELATIONS

The parties of this revaluation Project recognize that good public relations are required 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 meeting with citizens and property owner groups, as a means of establishing understanding and support for the revaluation program and sound assessment administration. The Contractor shall supply visual aids and other media at its disposal to insure this end. The Assessor shall approve all public releases.

This program will commence prior to the sales data collection effort and continue on a regular basis for the duration of the Project.

B. PERIODIC STATUS REPORTS

The Contractor shall submit to the Assessor monthly status reports as well as any work completed that is to be reviewed by the Assessor. The report shall contain specifics 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.

C. DATA COLLECTION OF BUILDINGS AND STRUCTURES

1. *Measuring & inspecting of all real property*

a. Physical details

The Contractor will verify or correct the complete listing of all physical details for all residential, commercial and industrial buildings and all structural improvements attached to each parcel. Listing will include all interior and exterior construction details, quality of construction, age and condition.

b. Sketches

Contractor will verify or correct the sketch of all major buildings and physical improvements.

c. Photographs

Photographs of all properties (provisions for photographs are already in place in the existing CAMA system).

d. Inspection

Contractor guarantees to make an internal inspection of at least 95% of all properties. Excluded will be those properties wherein the owner refuses inspection or fails to respond to contractor's notification letter. For each property above the allowable 5% which is not properly inspected, the Assessor may deduct \$25.00 from the contract price to be paid to the Contractor; such amount deemed by the parties hereto to be a fair and equitable estimate of damages to the Town.

1. Verification

Contractor's listers will have each interior inspection verified by requesting that an adult owner, resident of building or building manager sign and date field card. The lister will also initial each field card to record the measuring and listing of the parcel.

2. Refusals

When entrance to a building is refused, Contractor's lister will make note of this and report weekly to the Assessor with names, addresses and reason for refusal. The Assessor shall review information and if he/she is unable to gain the cooperation of the party involved, he/she will notify the Contractor and the Contractor will estimate or use the best information available to determine the contents of the building.

3. Notification

If the initial visit results in no contact with the property owner, the Contractor shall send notification via first-class mail notifying the property owner that the representative of the Contractor was not able to make contact and request that within a prescribed time limit, the property owner contacts Contractor by telephone or by mail for alternative arrangements for the inspection of the property. Failure of the property owner to respond to the

notification letter will place this parcel in the 95% entry group.

III VALUATION APPROACHES

1. *Market Approach*

The Contractor must describe in detail its particular methods for generating values with the market value approach. The comparative sales approach or a statistical modeling approach are the two preferred techniques. 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. If the direct sales comparison method is employed, all adjustment techniques must be described by the Contractor in its Proposal.

a. Sales Verification

The validity of all sales for the past two (2) years shall be determined by the company and Assessor. These validated sales will be the basis for the comparable sales approach for the residential properties.

The Contractor shall develop and provide the Assessor with written documentation for the sales verification effort.

2. *Cost Analysis*

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 October 1, 2021 valuation date. The updated cost and land schedules shall be in the Vision 6.5 CAMA software format.

3. *Income Approach*

The Contractor shall determine a value for income-producing property by converting anticipated income into a property value. The Contractor shall capitalize out income expectancies at a market-derived capitalization rate or a capitalization rate that reflects a specified income pattern, return on investment and change in the value of investment.

4. *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 490 value, if applicable, shall be calculated by the Contractor. The land value shall be in a format compatible with the Vision 8.2.9 CAMA system.

5. *Neighborhood Delineation*

The Contractor, with the assistance and approval of 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 & zoning etc., shall be considered. Existing neighborhoods will be reviewed and modified as applicable.

6. *Depreciation Analysis*

The Contractor shall develop percent good tables to explain the loss in the value of the improvements from physical, functional and economic causes. A comparison of the physically depreciated replacement cost of sample properties, plus the land value with the value produced via income analysis, or sales comparison, will assist in the development of functional and economic obsolescence guides by type of property and location. The end product will be percent good tables which consider structure age, condition, desirability and utility. The analysis will be reviewed with the Assessor and a copy will be provided at the completion of the Project.

IV VALUATION OF REAL ESTATE

The Contractor will calculate a value estimate for each parcel that will be comprised of a land, building, outbuildings, and total value. The final value shall reflect 70% of fair market value as of October 1, 2021.

A. RESIDENTIAL PROPERTIES

The Contractor will work with the CAMA provider to produce cost and market estimates of value. Prior to field review, the Assessor will approve any updates to the existing methodology.

B. COMMERCIAL AND 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 of East Hartford will be responsible for the collection of these income/expense forms, while the Contractor will be responsible for the analysis of this data.

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 economic income and expense data.

C. *PRE-VALUATION REVIEW*

Experienced Contractor's staff will perform a full pre-review of data that is on the CAMA file. During this step, adjustments to grade, functional/economic adjustment factors and other subjective data elements may be made to better reflect market trends within the Town. The reviewer will also, verify observable objective data elements and adjust or correct the data as appropriate. The Assessor's Staff will work closely with the Contractor's reviewers verifying consistency of data elements. Units of comparison will developed for various property types to maintain equity.

D. *VALUATION FIELD REVIEW OF VALUES*

The Contractor will field review all parcels after value generation. 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.) and the date the final valuation was made.

Individuals conducting this phase of the program must be certified by the State of Connecticut Revaluation Certification program for the type of property they will be reviewing. During review if valuation changes are made due to data error, the data will be corrected on the property file.

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 the valuation field review.

E. *ASSESSMENT NOTICES*

At the close of the revaluation, a notice shall be sent at the Contractor's expense including envelope, by first class mail, to each owner of record, setting forth the valuation that has been placed upon the property identified in the notice.

The notice shall be prepared in duplicate and in conformity with the Connecticut General Statutes, as from time to time amended. Further, enclosed with such notice shall be a letter specifying the dates, times, and place of the informal public hearings with an explanation as to the appeal process. Such notices and letters shall be subject to the approval of the Assessor. A duplicate copy of all letters sent shall be arranged in alphabetical order by street order left with the Assessor. Where applicable, a letter shall be enclosed to explain the benefits of and the effect on the new assessment for properties classified as FARM, FOREST, or OPEN SPACE.

F. INFORMAL PUBLIC HEARINGS

1. At a time mutually agreeable to the Assessor and the Contractor following completion of all review work by the Assessor and the Contractor, the Contractor shall hold public hearings so that property owners, or their legal representatives, may appear at specified times to discuss their new assessments with qualified members of the Contractor's staff.
2. The Contractor, in conjunction with recommendations of the Assessor, shall schedule a sufficient number of hearings and provide adequate personnel to handle said hearings expeditiously and fairly. Any information offered by the taxpayer shall be given consideration and adjustments shall be made when warranted.
3. The Contractor shall have an adequate number of days for the informal public hearings; said hearings shall include evenings and Saturdays. Every property owner shall have the opportunity to an informal hearing with the Contractor within said period of time, agreed upon, by the Assessor and the Contractor.
4. The Contractor shall mail a notice which reflects the result of the informal hearings at the Contractor's expense. The Assessor, prior to mailing, must approve this notice. A duplicate copy of such notice shall be submitted to the Assessor.

G. BOARD OF ASSESSMENT APPEALS

The Contractor shall have a qualified member or members of its staff available for attendance at any deliberations of the Board of Assessment Appeal meetings to be held after the completion of the revaluation, Sundays excluded, but such availability and attendance shall not be required after the date, including any permitted extension, for the completion of the duties of the Board of Assessment Appeals on the October 1, 2021 Grand List, to assist in the settlement of complaints and to explain the valuations made.

H. LITIGATION

In the event of appeal to the courts, if requested, the Contractor shall furnish a competent witness or witnesses Town in the defense of the valuation of the properties appealed, at a rate not exceed \$550 per day.

I. INFORMATION

The Contractor shall give to the Assessor any and all information, including but not limited to, pricing schedules, hearing information etc., pertaining to the revaluation work for a period of one year after completion of the duties of the Board of Assessment Appeals on the October 1, 2021 Grand List without further cost to the Town.

J. TRANSMITTAL OF RECORDS TO THE ASSESSOR

Regular periodic delivery of appraisals, as completed, shall be turned over to the Assessor for review. All appraisals of buildings either completed or under construction and all completed and corrected records shall be turned over to the Assessor by the dates specified in the schedule agreed upon by the Assessor. All documentation employed in conjunction with this program, including software programs, shall become the property of the Assessor. The final inspection and review shall take into consideration any known or apparent changes in the individual property since it was first inspected in order that the final appraisal of property shall be made as of October 1, 2021.

This information and/or appraisal or record shall not be made public until after the informal hearings, except to the extent that public access may be compulsory under the provisions of applicable law.

K. 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 the fair market value pursuant to section 12-63 of the Connecticut State Statutes. The new values must also meet the performance-based revaluation standards as set forth under provisions of Section 12-62i of the Connecticut General Statutes.

As a condition of a successful Project completion, the Contractor's work product must meet all certification requirements of the Assessor.

V. RESPONSIBILITY OF TOWN

A. NATURE OF SERVICE

It is clearly understood and agreed that the services rendered by the Contractor are in the nature of assistance to the Assessor and all decisions as to proper valuations, taxable or tax exempt, 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. The Town will provide training to the contractor in the format for listing, valuation and review as it pertains to the existing CAMA system which will remain in place for the 2021 grand list.

D. The Assessor's staff will provide data entry of changes from field inspections.

E ITEMS FURNISHED BY THE TOWN

The Town shall furnish the following to the Contractor:

2. *Maps*

The Assessor shall provide 2 copies of available Assessor 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.

3. *Land Dimensions*

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

4. *Zoning*

The Town shall provide current Town zoning and planning regulations and zoning maps.

5. *Property Transfers*

The Town shall notify the Contractor on a regular basis, of transfers and property splits occurring after said date. The Town shall update the CAMA database.

5. *Data Inventory*

The Town will provide a CAMA database information current to the Grand List of October 1, 2020.

6. *Building Permits*

Records of all building permits issued during the course of the Revaluation Project up to October 1, 2021. All such records shall be returned to the Town.

7. *Mailing Address*

The Assessor shall provide through the Assessor and/or the Tax Collector's Office the last known 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.

9. *CAMA Software*

The Town will provide for the use of the Vision 8.2.9 CAMA system for the execution of the Contractor's duties on this Project.

10. *Computer Hardware*

The Town will provide the computer hardware necessary for the data management, valuation processing, and printing needs of the Project. The contractor will specify its hardware needs in its proposal.

D. AWARD

The Town reserves the right to reject any, or any part of, or all Proposals; to waive informalities and technicalities; and to accept the Proposal which the Town and the Assessor deems to be in the best interest of the TOWN, whether or not it is the apparent lowest dollar Proposal.

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

PROPOSAL FORM

The company hereby proposes to furnish the services and materials required to complete the aforesaid CONTRACT and CONTRACT SPECIFICATIONS for the Total Amount of:

OPTION #1: Revaluation of all properties other than the industrial properties currently owned by Pratt and Whitney Aircraft located at 400 Main Street, Pent Road, and Colt St.

OPTION #2: Revaluation of all properties including those currently owned by Pratt and Whitney Aircraft located at 400 Main Street, Pent Road, and Colt St. These three properties will be done in the format of a long form narrative appraisal report.

*OPTION #3: Revaluation only of Pratt and Whitney properties at 400 Main Street, Pent Road, and Colt St. in the format of a long form appraisal report.

OPTION:

(1) \$		
(2) \$		
(3) \$		(Written Dollar Amount)

*NOTE: Companies may bid Options 1-3 inclusive or Option #3 without bidding Options 1-2.

Company Name: _____

Name & Title: _____

Address: _____

Telephone number: _____

Email: _____

APPENDIX A
TOWN OF EAST HARTFORD
PROFILE OF GRAND LIST 10-1-19
APPROXIMATE NUMBER OF PARCELS

A. TAXABLE PROPERTIES:

<u>CATEGORY</u>	<u>ACCOUNTS</u>	<u>ASSESSED VALUATION</u>
1. Vacant land	530	18,242,385
2. Residential (1-4 Family)	12,416	1,370,964,673
3. Residential (Condos)	1,459	89,603,142
4. Condo garages	104	364,000
5. Mobile homes	538	10,653,286
6. Mixed use (Res/Bus)	34	4,923,215
7. Apartments (5units + up)	73	114,371,479
8. Commercial condos	6	435,300
9. Commercials	454	372,530,285
10. Industrials	269	241,212,824
11. Public utilities	54	1,569,460
12. Farm/Forest	36	289,920
TAXABLE TOTAL	15,973	2,225,159,969
B. EXEMPT PROPERTIES:		
1. Town	229	182,918,018
2. State	58	75,533,580
3. Federal	2	1,321,030
4. Other exempt	105	184,894,505
EXEMPT TOTAL	394	444,667,133
TOTAL	16,367	2,669,827,102

APPENDIX B



TOWN OF EAST HARTFORD, CONNECTICUT

INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR CONSTRUCTION, PROFESSIONAL OR LABOR SERVICE BIDS

NOTE: CERTIFICATE OF INSURANCE WILL ONLY BE REQUIRED OF THE AWARDED BIDDER

A. INDEMNIFICATION

THE AWARDED BIDDER WILL BE REQUIRED TO AGREE TO THE FOLLOWING INDEMNIFICATION LANGUAGE

To the fullest extent permitted by law, THE AWARDED BIDDER agrees on behalf of itself and its successors and assigns, covenants and agrees at its sole cost and expense, to protect, defend, indemnify, release and hold the Town of East Hartford, its agents, servants, officials, employees, volunteers and members of its boards and commissions (Collectively the “Town of East Hartford”), harmless from and against any and all Losses (defined below) imposed upon or incurred by or asserted against the Town of East Hartford by reason of bodily injury, personal injury, death, or property damage of whatsoever kind or nature, to any individuals or parties (including, but not limited to the Town of East Hartford, the Awarded Bidder, or any other third party) arising out of or resulting from, or alleged to arise out of or arise from Awarded Bidder’s performance of its work under the contract, but only to the extent such Losses are attributable to the negligent or intentional act, error or omission of the Awarded Bidder or any person or organization employed or engaged by Awarded Bidder to perform all or any part of the contract. The term “Losses” includes any losses, damages, costs, fees, expenses, claims, suits, judgments, awards, liabilities (including, but not limited to, strict liabilities), obligations, debts, fines, penalties, charges, amounts paid in settlement, foreseeable and unforeseeable consequential damages, litigation costs, attorneys’ fees, expert’s fees, and investigation costs, of whatever kind or nature, and whether or not incurred in connection with any judicial or administrative proceedings, actions, claims, suits, judgments or awards.

Upon written request by the Town of East Hartford, the Awarded Bidder shall defend and provide legal representation to the Town of East Hartford with respect to any of the matters referenced above. Notwithstanding the foregoing, the Town of East Hartford may, in its sole and absolute discretion, engage its own attorneys and other professionals to defend or assist it with respect to such matters and, at the option of the Town of East Hartford, its attorneys shall control the resolution of such matters. Upon demand, the Awarded Bidder shall pay or, in the sole and absolute discretion of the Town of East Hartford, reimburse, the Town of East Hartford for the payment of reasonable fees and disbursements of attorneys and other professionals in connection with this contract.

**THE TOWN OF EAST HARTFORD WILL NOT AGREE TO INDEMNIFY THE AWARDED BIDDER;
SUBCONTRACTOR(S); OR INDEPENDENT CONTRACTOR**

B. INSURANCE

1. GENERAL REQUIREMENTS

The AWARDED BIDDER shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the AWARDED BIDDERS’s obligations under this contract with an insurance company(ies) with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to the Town of East Hartford.

Additional Insured: **The Town of East Hartford, its officials, employees, volunteers, boards and commissions must be included as an Additional Insured on the AWARDED BIDDER'S Insurance Policies** (except Workers' Compensation and Professional Errors & Omissions). Evidence of this must be provided upon inception of this contract and upon renewal of insurance by the AWARDED BIDDER to the Town of East Hartford in the form of language on a Certificate of Insurance as well as a policy endorsement.

The AWARDED BIDDER shall provide the Town of East Hartford with a Certificate(s) of Insurance signed by an authorized representative of the insurance company(ies) prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of East Hartford written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage. Such insurance or renewals or replacements thereof shall remain in force during the AWARDED BIDDER'S responsibility under this contract. Failure to provide or maintain any of the insurance coverage required herein shall constitute a breach of the Contract.

2. SPECIFIC REQUIREMENTS:

a) Commercial General Liability Insurance

The AWARDED BIDDER shall carry Commercial General Liability Insurance (broad form coverage) insuring against claims for bodily injury, property damage, personal injury and advertising injury that shall be no less comprehensive and no more restrictive than the coverage provided by Insurance Services Office (ISO) form for Commercial General (CG 0001 04/2013). By its terms or appropriate endorsements such insurance shall include the following coverage, to wit: Bodily Injury, Property Damage, Fire Legal Liability (not less than the replacement value of the portion of the premises occupied), Personal & Advertising Injury, Blanket Contractual, Independent Contractor's, Premises Operations, Products and Completed Operations (for a minimum of two (2) years following Final Completion of the Project). Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

Type of Coverage:	Occurrence Basis
Minimum Amount of Coverage:	\$1,000,000 per occurrence
	\$2,000,000 aggregate
Policy Period:	Annual Policy

b) Workers' Compensation and Employer's Liability Insurance

The AWARDED BIDDER shall provide Statutory Workers' Compensation Insurance as required by the State of Connecticut, including Employer's Liability.

Amount of Coverage: Coverage A:	Statutory
Coverage B (Employer Liability):	\$500,000 Each Accident
	\$500,000 Disease, Policy Limit
	\$500,000 Disease, Each Employee

c) Commercial Automobile Liability Insurance

The AWARDED BIDDER shall carry Commercial Automobile Liability Insurance insuring against claims for bodily injury and property damage and covering the ownership, maintenance or use of any auto or all owned/leased and non-owned and hired vehicles used in the performance of the Work, both on and off the Project Site, including loading and unloading. The coverage should be provided by Insurance Services Office form for Commercial Auto Coverage (CA CA0001 10/2013) or equivalent. "Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

Type of Coverage:	Occurrence Basis
Minimum Amount of Coverage:	\$1,000,000 combined single limit
Policy Period:	Annual Policy

d) Umbrella Liability Insurance

The Town reserves the right to require the AWARDED BIDDER to carry an umbrella liability insurance policy up to **\$1,000,000**. The necessity and amount of umbrella liability insurance is dependent upon a number of factors including, but not limited to scope, price and duration of the work to be performed. The Town of East Hartford will inform the AWARDED BIDDER as to the necessity and limits for this insurance as soon as practicable, and has sole discretion of the limits to be required.

3. PROFESSIONAL SERVICE CONTRACTOR REQUIREMENTS

(e.g., Architects, Engineers, et al.)

The AWARDED BIDDER shall carry Errors & Omissions coverage in the **minimum** amount \$1,000,000 per claim/\$1,000,000 annual aggregate for all professional services contracts. If the insurance coverage is written on a Claims-Made basis, an extended reporting period of at least 3 years after substantial completion of the project is required. Increased coverage limits may be required based on the scope, price and duration of the work to be performed. The Town of East Hartford will inform the **AWARDED BIDDER** as to the required limits for this insurance as soon as practicable, and has sole discretion of the limits to be required.

4. SUBCONTRACTOR REQUIREMENTS:

The AWARDED BIDDER shall require all subcontractors and independent contractors to carry the coverages set forth in section B. INSURANCE and will obtain appropriate Certificates of Insurance before the subcontractors and independent contractors are permitted to begin work.

The AWARDED BIDDER shall require that The Town of East Hartford, its officials, employees, volunteers, boards and commissions be included as an Additional Insured on all subcontractors and independent contractors insurance (except Workers' Compensation and Professional Errors & Omissions) before permitted to begin work.

The AWARDED BIDDER and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the Town of East Hartford, and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

**THE TOWN RESERVES THE RIGHT TO AMEND THE AMOUNTS OF
COVERAGE REQUIRED AND TYPE OF COVERAGE PROVIDED BASED
ON THE FINAL AGREED UPON SCOPE OF SERVICES**

APPENDIX C
NEW RESOLUTION FOR CORPORATIONS/PROFESSIONAL CORPORATIONS

(TO BE TYPED ON CORPORATION LETTERHEAD)

I (name of Corporation's Secretary), Secretary of (legal name of Corporation) a Corporation duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Board of Directors of such Corporation, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the Board of Directors was present and voted in favor of such Resolution.

RESOLVED: That the following Officers of this Corporation, or any one of them individually:

(Name and title of Officer or Officers)

are empowered to execute and deliver, in the name of and on behalf of this Corporation, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to affix the Corporate Seal to such documents and to bind the Corporation to such contracts, bids and other documents.

I further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the Corporate Seal of the Corporation, this (date) day of (month) 20__

(Typed name of Corporation's Secretary)

SIGNATURE OF SECRETARY

(Corporate Seal)

PRIOR RESOLUTION FOR CORPORATIONS/PROFESSIONAL CORPORATIONS

(TO BE TYPED ON CORPORATION LETTERHEAD)

I (name of Corporation's Secretary), Secretary of (legal name of Corporation) a Corporation duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Board of Directors of such Corporation, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the Board of Directors was present and voted in favor of such Resolution.

RESOLVED: That the following Officers of this Corporation, or any one of them individually:

(Name and title of Officer or Officers)

are empowered to (recite resolution authorizing submission of bid or execution of contract).

I further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the Corporate Seal of the Corporation, this (date) day of (month) 20__

(Typed name of Corporation's Secretary)

SIGNATURE OF SECRETARY

(Corporate Seal)

RESOLUTION FOR LIMITED LIABILITY COMPANIES

(TO BE TYPED ON COMPANY LETTERHEAD)

The undersigned, comprising all Members of (legal name of LLC), a Limited Liability Company duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Members, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the voting Members was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Members of this Limited Liability Company, or any one of them:

(Name and title of Members)

are empowered to execute and deliver, in the name of and on behalf of this Limited Liability Company, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this (date) day of (month) 20__

(Typed Member Name)

(Typed Member Name)

(Typed Member Name)

(Typed Member Name)

RESOLUTION FOR LIMITED LIABILITY COMPANIES BY MANAGING PARTNER

(TO BE TYPED ON COMPANY LETTERHEAD)

I (name of Managing Member), Managing Member of (legal name of LLC), a Limited Liability Company duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Members, duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the voting Members was present and voted in favor of such Resolution. I further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Members of this Limited Liability Company, or any one of them:

(Name and title of Members)

are empowered to execute and deliver, in the name of and on behalf of this Limited Liability Company, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature, this (date) day of (month) 20__

(Typed name of Managing Partner)

SIGNATURE OF MANAGING PARTNER

RESOLUTION FOR PARTNERSHIPS

(TO BE TYPED ON COMPANY LETTERHEAD)

The undersigned, comprising all (partners/general partners) of (legal name of partnership), a (partnership/Limited Partnership/Limited Liability Partnership) duly organized and operating under the laws of (State) and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the voting (partners/general partners), duly convened and held on (Date of Meeting), at which meeting a duly constituted quorum of the voting partners was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following (partners/general partners) of this Limited Liability Company, or any one of them:

(Name and title of partners/general partners)

are empowered to execute and deliver, in the name of and on behalf of this (partnership/Limited Partnership/Limited Liability Partnership), contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to bind the (partnership/Limited Partnership/Limited Liability Partnership) to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this (date) day of (month) 20__

(Typed partner/general partner Name)

(Typed partner/general partner Name)

(Typed partner/general partner Name)

(Typed partner/general partner Name)