

City of Vergennes

REQUEST FOR PROPOSAL FOR GL 2025 CITY-WIDE REAPPRAISAL

ISSUED BY

City of Vergennes, Vermont

120 Main Street, PO Box 35

Vergennes, Vermont 05491

Date of Issue: Monday, December 13, 2021

Due Date for Proposal: January 14, 2022 at 4 PM

GL 2025 TOWN-WIDE REAPPRAISAL

Table of Contents

REQUEST FOR PROPOSAL.....	2
INTRODUCTION.....	4
DESCRIPTION OF PROJECT	5
PROJECT PURPOSE & OBJECTIVES	5
AVAILABLE INFORMATION.....	5
SCOPE OF SERVICES	6
DELIVERABLES.....	7
ADMINISTRATIVE INSTRUCTIONS	7
QUALIFICATIONS AND EVALUATION.....	8
TOWN CONTACT	8

**CITY OF VERGENNES
REQUEST FOR PROPOSAL
For
GRAND LIST 2025 CITY-WIDE REAPPRAISAL**

The City of Vergennes is requesting proposals from qualified, certified reappraisal contractors to work with City Manager, City Clerk and Board of Listers to complete in time for the city-wide reappraisal for the 2025 Grand List.

The selected contractor will be responsible for a thorough analysis of local real estate market conditions and review of the existing Computer Assisted Mass Appraisal (CAMA) data leading to the development of computer models for estimating the fair market value of all taxable property in the City of Vergennes.

Proposals are due January 14, 2022 at 4 pm. Paper copies of this request for proposal may be obtained by calling the City of Vergennes at (802) 877-3637, sending an email to clerk@vergenne.org, or go to <https://www.vergenne.org> under RFP's.

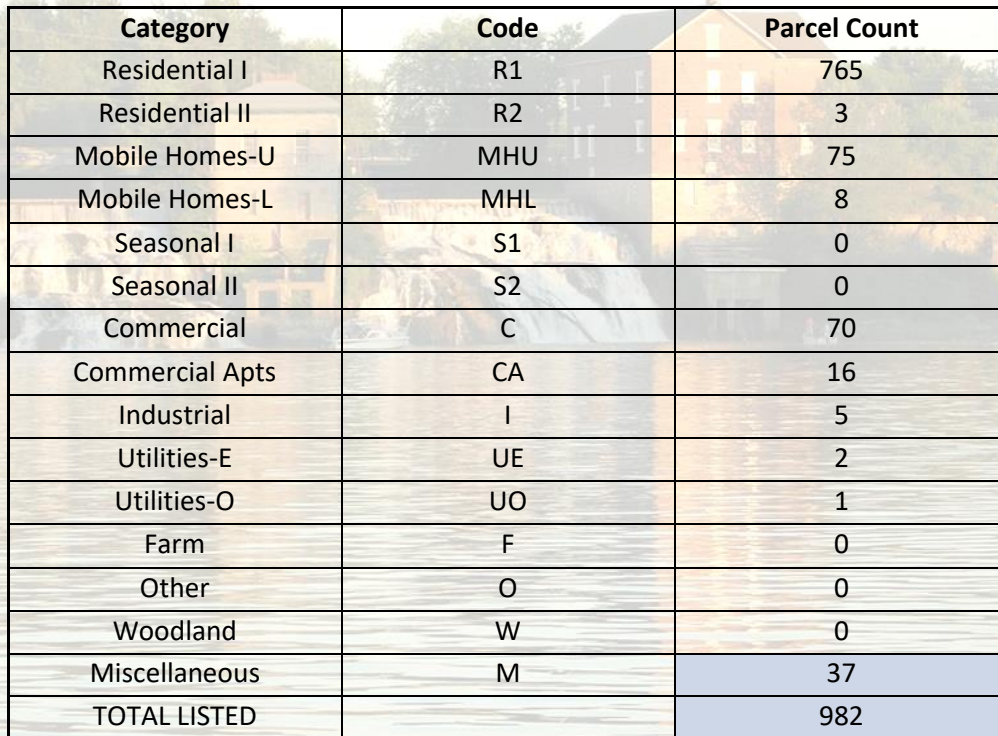
This Request for Proposal is intended to be explanatory, but should any discrepancy appear or any misunderstanding arise as to the intent of anything contained therewith, the interpretation and decision of the City of Vergennes shall be final and binding. Any corrections of errors or omissions in the Request for Proposal may be made by the City of Vergennes when such correction is necessary for the proper fulfillment of their intention as constructed by the City of Vergennes.

INTRODUCTION

The City of Vergennes is in the northwest quadrant of Addison County, Vermont. The municipality is bordered by the towns of Ferrisburgh, Panton and Waltham. The population is 2,612. It is the smallest of Vermont's nine cities in terms of population, approximately 2 square miles. It was the first chartered City in the state of Vermont.

In 2019, the estimated median household income of Vergennes households was \$63,920. We have primarily a mix of residential and commercial/industrial properties. Our 2020 CLA (Common Level of Appraisal) is 91.90%; the COD (Coefficient of Dispersion) is 11.48%

For the 2021 Grand List there were 982 parcels. The parcel breakout was as follows:



Category	Code	Parcel Count
Residential I	R1	765
Residential II	R2	3
Mobile Homes-U	MHU	75
Mobile Homes-L	MHL	8
Seasonal I	S1	0
Seasonal II	S2	0
Commercial	C	70
Commercial Apts	CA	16
Industrial	I	5
Utilities-E	UE	2
Utilities-O	UO	1
Farm	F	0
Other	O	0
Woodland	W	0
Miscellaneous	M	37
TOTAL LISTED		982

The selected contractor will collect data and take pictures of these properties. Vergennes uses MICROSOLVE CAMA software provided by New England Municipal Resource Center (NEMRC). All properties are currently listed using this software. The reappraisal project will be completed using this software.

DESCRIPTION OF PROJECT

- The reappraisal project shall involve:
- Development of new land schedules and neighborhood delineations to estimate land values for every site in the city,
- Land and depreciation schedules will adhere to the standard MicroSolve table structure,
- Formulating accurate, localized cost and depreciation schedules to develop a market-adjusted cost approach for all types of properties.
- These, and any other applicable methods, shall be incorporated into existing MicroSolve CAMA software system and the existing property listing data will be reviewed to assure compliance with the new analyses.
- The contractor will work closely with the City Manager, City Clerk, and Board of Listers throughout the project. The City will provide access to the existing CAMA system.



Project Purpose & Objectives

The objective of this reappraisal is to generate accurate, defensible estimates of the fair market value for every property in Vergennes as of April 1, 2025. In addition, the models shall be integrated into the CAMA system so that future construction, subdivisions and changes to existing properties may be valued using the same methodologies.

AVAILABLE INFORMATION

- Parcel Map and parcel data
- Property descriptions from current CAMA System

SCOPE OF SERVICES

- The contractor shall review existing CAMA property descriptions parcel maps, and other relevant information to understand the current assessment system.
- The contractor shall analyze three years of sales information.
- The contractor shall develop accurate estimates for land values for every property in town. The new land schedules must also produce current Homestead and House site values.
- The contractor will visit each property and for purposes of completing an interior inspection of all buildings and will update all sketches and photos for each property.
- The contractor shall produce new models in the CAMA system for cost and depreciation, sales comparison, income, and any other applicable valuation methods for all types of real property in Vergennes.
- The contractor shall test the various computer models against the existing sales data to verify the reliability and accuracy of the models for estimating fair market values.
- The contractor shall produce, review, and verify fair market value estimates for every property in Vergennes which shall include a property record card.
- The contractor, working with the City Clerk, shall produce a Change of Assessment Notice to be mailed to every property owner as the official notification.
- The contractor shall conduct informal hearings for taxpayers to question the new assessment values and shall assist the City with the formal Listers' grievances and Board of Civil Authority appeals.
- The contractor shall produce manuals clearly explaining the valuation methods, the data and the processes to aid the City in defending the new assessments, and valuing new properties, subdivisions and changes to existing properties.
- The contractor shall complete all of these activities in compliance with Vermont's
- state statutes and rules.
- All data, maps, reports, forms, and worksheets used or developed for this reappraisal shall belong to the City of Vergennes.

DELIVERABLES

The final work product will be the GL 2025 Change of Assessment Notices, updates to the MICROSOLVE CAMA software that reflect the new land schedules and updated cost, income and market models and the successful completion of the informal appeals. The documentation produced for this project shall include: a new land valuation manual that includes neighborhood delineations, land schedules and descriptions of adjustments, a copy of the sales file and adjustments made to create the land schedule, copies of any data collection or review manuals developed for, or used during this project, and copies of any other manuals, tables or reference materials developed or used during this project; property record cards for each parcel. Properties with multiple residences shall have a property record card for each residence.

ADMINISTRATIVE INSTRUCTIONS

The proposals are due by 4 pm on January 13, 2025. One complete paper proposal shall be submitted in a sealed envelope, clearly marked as 2025 Vergennes REAPPRAISAL and addressed to: City Clerk, Vergennes City Hall, 120 Main Street, Vergennes, VT 05491

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

QUALIFICATIONS AND EVALUATION

The proposal should include the following:

- A. Scope of services
- B. Professional qualifications and names of the principals of the firm
- C. The qualifications of the project manager and key staff assigned to the project
- D. Description of the proposed methodologies for assessing values on each class of property
- E. Description of quality control and testing results
- F. The cost proposal
- G. Schedule of work by task
- H. List of all municipal reappraisals currently underway or completed within the last five years including client contacts and references.

The evaluation of the proposal will be based on:

- A. Firm's understanding of the scope
- B. Proposed methodology for completing work
- C. Qualifications of the firm
- D. Work on similar projects
- E. Cost proposal

CITY CONTACT

Britney Aube, City Clerk
Vergennes City Hall
120 Main Street
Vergennes, Vermont 05495
clerk@vergennes.org
802-877-3637