

2024 GRAND LIST REVALUATION

TOWN OF WILLINGTON

INVITATION TO BID



40 OLD FARMS ROAD

WILLINGTON, CT 06279

DATE ISSUED: OCTOBER 30, 2023

DATE DUE: NOVEMBER 30, 2023, 12:00 PM



TOWN OF WILLINGTON, CONNECTICUT

SPECIFICATIONS FOR THE REVALUATION OF REAL PROPERTY AS OF OCTOBER 1, 2024

SCOPE OF WORK

The Town of Willington is undertaking a revaluation of all Real Property for the October 1, 2024 Grand List. The project shall be for the complete reappraisal of all taxable and exempt real estate within the corporate limits of the Town of Willington.

The value to be estimated is the present true and actual fair market value of all properties listed below, according to the market sale definition in Sec. 12-62i-1(9) of the Regulations of Connecticut State Agencies. Recognized mass appraisal methods will be used (Cost, Income and Sales Comparison). The 70% assessments will be used to levy property taxes for each assessment year until the next revaluation.

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 properties to be fully inspected, according to criteria in CGS §12-62(a)(3) & §12-62(b)(1)(3), include those that have not had an inspection since 2013 (771); all commercial properties (68); properties under construction; and newly built properties that are completed in the 9 months prior to the revaluation date.

Approximately 1,125 (59%) of the 1,896 improved parcels have either been measured (10%) or returned a data mailer (90%) since the 2013 revaluation. The revaluation will involve fully inspecting the 41% (771) that have not had one since 2013 and the mailing of data mailers to all improved property owners. As a reference for the number of new homes built annually, from 2019 - 2023 YTD, there have been 2 - 10 new homes built annually, with seven under construction as of October 1, 2023.

All work to be conducted 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's performance-based revaluation standards in CT State Regulations, 12-62i-1 – 12-62i-8 and the Connecticut General Statutes. The revaluation shall be subject to the direct supervision and approval of the Assessor of the Town of Willington, Connecticut.

The selected contractor will include the cost of mailing data mailers with property sketches and open building permits to all improved property owners; the option of including a stamped return envelope; and the cost of mailing Notices of Assessment.

As individual options, please include cost per inspection for anything over and above the number of inspections to be included in the proposal.

TOWN DATA

1. The last revaluation was effective as of October 1, 2018.
2. The town was provided the option of deferring the revaluation one year under CT Special Act 22-6. The deferral option was approved at a Special Town Meeting on December 12, 2022.
3. The population is estimated to be 5,566. The area of the town is 33.5 square miles.
4. The Administration/ Tax Billing System used is QDS version 5.0.
5. The CAMA System presently used is Vision 8.2. All revaluation work will be completed utilizing the Town's current CAMA system.

The universe of properties to be valued is comprised of 2,528 parcels.

2022 Grand List Parcel Counts
TAXABLE & EXEMPT REAL ESTATE (2,528 ACCOUNTS)
Willington, Connecticut

DESCRIPTION	# ACCTS	Assessed Value
Residential Improved parcels	1,807	290,337,633
Residential Vacant parcels	227	8,574,220
Residential Condo units	95	6,927,650
Residential Apartments	11	29,374,857
Commercial Improved parcels	33	10,738,130
Commercial Vacant parcels	9	1,545,670
Industrial Improved parcels	24	36,686,310
Industrial Vacant parcels	7	2,291,690
Exempt parcels	103	24,326,150

Use Assessment parcels (490)	212	1,912,432
TOTALS	2,528	412,714,742

I. GENERAL CONDITIONS

A. PROPOSER

1. Certification

Each company, corporation, partnership or individual, hereinafter referred to as Proposer, must hold a valid Connecticut Revaluation Company Certificate pursuant to Section 12-2c of the Connecticut General Statutes, as amended, from the time of submission of the proposal through the completion of the Contract.

2. Proposal

Each Proposal shall include a copy of the Proposer's Connecticut Revaluation Company Certificate and individuals' qualifications and experience. The Proposer shall submit a complete client list of municipalities for whom the proposer has done revaluations over the last five (5) years along with a description of the project scope of work and the CAMA system that the project was completed on. The Proposal shall also include a statement showing the number of years the bidder has been engaged as a company, corporation, partnership, or individual specializing in municipal revaluation services.

3. Changes

The Proposer shall not make any changes to this Request for Proposal as presented. The proposal shall reflect all costs required for filling the contract as stated. The proposal shall be in the same format as this RFP.

The Proposer should email the assessor if clarification is needed.

B. PERSONNEL

The Proposer (hereinafter referred to as "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 Contractor shall adhere to all other legislation relating to employment procedures and pay. As a condition of this contract, Contractor's employees will, at all times, treat the property, employees and taxpayers of the Town with respect and courtesy. Contractor shall take appropriate and meaningful disciplinary measures against those who persistently violate such terms of this provision.

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 immediately upon the written or verbal request of the Assessor.

2. Minimal Qualifications

Background checks: Prior to any Contractor personnel being placed on the project in the field or doing data collection within the Town, a State Police background check will be completed by the Contractor at their cost and the results shall be provided by the Project Manager to the Assessor or her designee a minimum of one week prior to starting any field work within the Town of Willington, Connecticut.

All Contractor Personnel assigned to the Town of Willington Connecticut Revaluation project shall have experience with the Town's current CAMA system and the ability to work within the system to accurately and efficiently perform the functions required by their specific position.

- a. Project Manager or Supervisor - The Contractor shall assign a project manager or supervisor who is certified by the State of Connecticut as a Revaluation Supervisor and has not less than five (5) years practical appraisal experience in the appraisal of residential, commercial, industrial and farm properties, which experience must have occurred within the past seven (7) years and include municipalities of similar size and distribution of property types. Project Manager must have significant knowledge of and experience with the Town's CAMA system to be able to correctly instruct all personnel in the data entry, modeling, table maintenance and updates as well as creation of all necessary reports, including the final certification to the State of Connecticut. The Project Manager and its appraisers shall assist Assessor during appeal work and have experience in handling same within the Connecticut judicial system.
- 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 and the appraisal of specific property types for which they are responsible. All reviewers shall have an in-depth knowledge of the Town's specific revaluation project and processes followed.

The qualifications of the commercial appraiser used to value the non-residential properties shall be acceptable to the Assessor in terms of qualifications and experience.

- c. Identification - All field personnel shall carry suitable identification card supplied by the Contractor and signed by the appropriate municipal official. Such card shall be laminated and include a recent photograph. All motor vehicles used by field personnel shall be reported to the Assessor and any other appropriate municipal official, giving license number, make, model, year and color of vehicle. This list will be shared with the CT State Police, Troop C. Company identification should be placed on vehicle.

3. Conflict of Interest

No resident or Town of Willington, Connecticut employee shall be employed by the Contractor, except for clerical purposes, without prior written approval of the Assessor.

C. PROTECTION OF THE TOWN

1. Bonding

To assure the faithful performance by the Contractor of the terms of this contract, the Contractor will 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 upon 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. The reduced amount of the bond shall remain effective until a final resolution in the courts of any timely appeals filed with the Board of Assessment Appeals for the Grand List of October 1, 2024.

2. Insurance & Liability Coverages

The Contractor shall, at its own expense, provide and keep in force the following:

- a. Worker's Compensation - The Contractor shall carry worker's compensation insurance in accordance with the Worker's Compensation Laws of the State of Connecticut.
- b. Liability- The Contractor shall carry public liability and property damage insurance naming the Town, specifically the "Town of Willington, Connecticut," as the "insured" on all applicable policies to save the Town harmless and completely indemnify the Town against all claims and damages with limits of One Million (\$1,000,000) Dollars for bodily injury and Three Million (\$3,000,000) for property damage. A certificate 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 and/or Town Attorney.
- c. Appraiser's Liability - Errors and Omissions - The contractor shall carry liability insurance for professional services rendered as an appraiser. The minimum limit of liability shall be \$2,000,000 per claim subject to a \$2,000,000 aggregate. Any deductible applicable to a claim must be noted on the Certificate of Insurance. If the policy is written on a claims-made policy, the Contractor must maintain the insurance for a period of five years from the completion of the contract.

The Contractor shall save the Town harmless from liability of any nature or kind, including 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. Penalties

- a. Failure by the Contractor to complete all work prior to the dates specified in Section D, 3(c) shall call for the imposition of a penalty. At the request of the Assessor, payment of the penalty by the Contractor shall be in the amount of Five Hundred Dollars (\$500) per day beyond the expected date of completion. For the purposes of this penalty, completion of all revaluation work by Contractor is defined as follows:
 1. Completed property record cards with all photos, measurements, and property characteristics.
 2. The population of the comparable sales database in Vision,
 3. Entry of the date of inspection or visit, hearings and mailing of notices of assessment into the Visit History section of the database.
 4. Assessment notices mailed on results of the informal hearings.
 5. The Board of Assessment Appeals has completed its hearings.
 6. Written certification by the Assessor that the Contractor has fulfilled all contractor requirements of said project.
- b. The penalty, if applied, shall be deducted from the contract price and will represent a fair and equitable estimate of the damages the Town will suffer if the Contractor's work is not completed by December 27, 2024. A delay occasioned by war, strike, explosion, acts of God or an order of court or other public authority is excepted.

D. COMPLETION DATE AND DELIVERY SCHEDULE

1. Awarding of Contract

The Town will award the contract within 30 days of the opening of the Bid Proposals. The Town reserves the right to reject any and all bids.

2. Signing of Contract

Within twenty (20) days of the receipt of notice of acceptance by the Town of its Bid Proposal, the Contractor shall execute with the Town the contract based on the Specifications for Reappraisal and Revaluation. The Contractor shall begin its valuation work after the Grand List is signed for 2023. Time is of the essence.

3. Changes and Subletting of Contract

- a. Changes - Changes in the specifications of this contract will be permitted only upon written mutual agreement with Contractor and the Town.

- b. Subletting- The Contractor shall not assign, transport 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.

- c. Completion Date and Time Schedule

Unless otherwise noted as the responsibility of the Assessor or property owner, the Contractor shall fully and timely complete all tasks and deliverables no later than the dates listed below. The Contractor's failure to fully complete the tasks/deliverable by the dates specified below will result in the imposition of the penalties in accordance with Section C, above.

- 4. Delivery Dates and Task/Deliverable

Monthly from April - September 2024, Project Status Reports sent to the Assessor listing 1) the number of properties inspected, broken down by Visit Type: Complete, Exterior Only, Refusal/No Trespassing, 1st Callback letter sent, Data Mailer sent, Data Mailer received, Sales Verification forms returned and 2) a description of the tasks worked on

March 2024 At least 2 weeks prior to the beginning of data collection in the field, the Contractor will provide the Assessor with the Residential and Commercial Inspection and Data Collection manuals used by the inspectors/collectors.

April 2024 Contractor mails data mailers to all improved property owners. The data mailer must be approved by the Assessor prior to being mailed. Data collection begins. The Assessor's Office will mail I & E forms

July 30, 2024 Data collection should be complete, except for building permits completed and sales occurring between August 1 and October 1, 2024. At this point the Assessor and Contractor should be working in a cloud-based CAMA system.

August 1, 2024 Delivery to the Assessor of the land study and preliminary values, including a discussion of changes in the boundaries of neighborhoods observed.

August 15, 2024 Delivery to the Assessor of preliminary residential values and ratios described in Sec. 12-62i-3(b) of the Performance-Based Revaluation Testing Standards of the CT Office of Policy and Management; and the usable sales to date.

September 9, 2024 Delivery to the Assessor of preliminary commercial, industrial, public utility and tax-exempt values, to include the market rents, operating expenses and capitalization rates. The methodology used in the valuation field review will be explained in this Project Status Report.

September 9, 2024 Delivery to the Assessor will include the summary of comparable apartment sales in the greater Mansfield/Ashford/Tolland County area, the analysis of the area apartment rental market conditions and a summary of the sales of gravel/earth excavation properties in Eastern Connecticut (east of the CT River) over the two years prior to October 1, 2024. See the section on Property Inspections for Non-Residential properties on page 11 for greater detail.

September 16, 2024 Delivery to the Assessor of separate narrative reports for the FedEx distribution center and the two truck stops, Love's and TA. The narrative report for each property must contain a summary of the comparable land and building sales and comparable rentals considered. It may be necessary to anonymize data that is Confidential in nature.

October 1, 2024 Delivery of building cost schedules. Comparable sales detail function will have been completed in the CAMA.

October 15, 2024 Delivery of assessment performance ratios required by the CT Office of Policy and Management, measuring the level and uniformity of assessments, including ratios by property class if there are fifteen or more sales.

November 5, 2024 Assessor completes review and final adjustments.

November 15, 2024 Contractor mails assessment change notices. The change notice must be approved by the Assessor prior to being mailed.

November 28, 2024 – December 13, 2024 Informal hearings are held. All potential changes must be approved by the Assessor.

December 20, 2024 Results of the informal hearings must be mailed by this date.

December 31, 2024 Delivery to the Assessor of completed CAMA database; printed property records card in alphabetical street order and in numerical order on each street; a PDF of all PRCs in alphabetical street order and numerical order on each street; two printed and bounded signed, final appraisal reports; a PDF of the final appraisal report and final Performance Testing Standards. The final report must comply with Standards 5 and 6 of the current Uniform Standards of Professional Appraisal Practice and include a specification of the valuation model used.

The project shall not be final until the Board of Assessment Appeals hearings have been concluded.

E. PROGRESS REPORTS, PAYMENT SCHEDULE AND RETAINER

The Contractor is responsible for fulfilling all requirements stated in this Request for Proposal in a timely, professional and satisfactory manner. During 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.

1. Periodic Status Reports

i. At the end of each thirty (30) 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 for each Stage of Completion. 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.

ii. So that the Assessor's Office can keep track of where and when data collectors visit properties, the Contractor Include shall include with the monthly status reports a list of the properties contacted by data collectors during the previous (30) day period, the outcome of the visit and the date and time of each visit.

iii. Completed work will be provided for the Assessor's review in accordance with Section D, Item 4. The Assessor shall review and evaluate the progress of the project and shall notify the Contractor if the work performed is unsatisfactory. The Assessor and Project Manager will discuss ways to remedy unsatisfactory work in a timely manner. Any invoice for payment on the unsatisfactory work will not be submitted for payment until the work product is satisfactory.

2. Payment Schedule and Retainer

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, requirements, and litigation 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, 2024 Grand List.

Stages of Completion

The Contractor will bill the town monthly a percentage of the total contract award completed in the prior month, less 10% retainage until the project is completed. The tasks include:

- 100. Bonding, project setup, public relations
- 200. Data Collection and entry, description of quality control measures taken
- 300. Residential Valuation
- 400. Commercial/Industrial Valuation
- 500. Residential Field Review
- 600. Commercial/Industrial Field Review
- 700. Digital Imaging
- 800. Impact notices, informal hearings

- 900. Change notices, project finalization, delivery of appraisal report with required analyses
- 1000. Completion of Board of Assessment Appeals hearings

The Contractor's performance of the work may extend beyond the Town's current fiscal year. Funding for subsequent fiscal year(s) is dependent on the Town's annual budget approval. If funding is not approved for any fiscal year beyond the current one, FY 2024, the Town will pay for the work performed prior to a termination date. The Town shall have no obligation or liability to the successful proposer for the unfunded year(s).

II. PROPERTY INSPECTIONS

1. Inspections

The properties to be fully inspected, according to criteria in CGS §12-62(a)(3) §b12-62(b)(1)(3), include those that have not had an inspection since 2013; all commercial properties; properties under construction; and newly built properties that are completed in the 9 months prior to the revaluation date.

The Contractor will verify or correct the complete listing of all interior and exterior physical details including open building permit properties. Contractor will attempt to perform an interior inspection. If unsuccessful with entry on the first attempt, the property inspectors will leave a business/notification card at the main entry door if no one is at home with a callback number to make an appointment or ask questions. The callback number will be for the revaluation contractor's appointment phone number.

New residential data to be collected includes generators and owned-solar panels.

The following characteristics shall be listed in the Building Notes section of the property record card:

- i. Each Extra Fixture type (e.g., extra sink in MA BA, utility sink in basement, tub and separate shower in MA Ba)
- ii. Explanation of the source of ANY functional or economic obsolescence
- iii. The number of bathrooms located in basements and raised finished basements. The Bedroom count will include only those that are at or above ground level.

The contractor will close open building permits for properties being used for their intended use. The date of inspection will be the date closed. The percentage complete will be entered as 100%. **A note must be made in the Building Notes if the permit is closed or the status of the uncompleted work (e.g., framed, sided, footings only, et cetera).**

Non-Residential Buildings: All commercial, industrial, public utility and special purpose buildings shall be inspected, classified, valued and reviewed in the same manner as residential properties. Any ceiling clear height above the standard 8 – 9-foot ceiling height will be recorded

in the Construction Detail section of the street card. In a multi-tenanted building, the data collector will verify, when possible, if utilities are separately metered.

Specific properties to be inspected will be determined by the Town during the Project planning stage. The Assessor may request to accompany inspectors/data collectors on commercial and tax-exempt property inspections.

2. Photographs

Each property visited shall be photographed from the front, with the date stamp on in the camera. The photo should contain the entire front façade of the building. Each separate residence on a property shall be photographed. Each outbuilding larger than 1,500 square feet shall be photographed. It is okay if there is more than one outbuilding in the picture. All dated photographs will be uploaded to the CAMA by the Contractor straightened and in focus.

The Contractor shall list as a separate option in the proposal, the cost of capturing images for properties identified by the Assessor.

3. Verification

Contractor's data collectors' visits will be noted on the property record card, and include the type of inspection done, the date and time of the visit. After each interior inspection and information provided by the owner at the door, an adult owner or resident of the property will be asked to sign and date the field card.

Entrance Refused: When entrance to a building for an inspection is refused, Contractor's data collectors will collect any interior information they can at the door and leave the Assessor's business card with the property owner. Make note of whether an exterior Inspection was done and if any interior information was provided at the door. A list of properties that refuse to provide any information, with No Trespassing signs, and/or with other impediments to access shall be provided to the Assessor weekly on a day to be agreed to by Contractor and Assessor. The list should include the time of the visit, and, if possible, the name of the party refusing entry and other pertinent information. Properties with two unsuccessful call-backs will be included on this list. The Assessor shall review the information and attempt to gain the cooperation of the party involved

Call-Backs: For properties with no one at home, the Contractor will make two (2) call-backs, one of which must be on a weekday after 5:00 PM and/or on a Saturday. The time and date at which the call-back was made shall be noted in the visit section of the property record card, along with the initials of the data collector making the call-back.

If, after two call-backs, contact is not established with the property owner, the property's address shall be listed in its own category on the weekly Entrance Refused list provided to the Assessor.

4. Review

All properties shall be reviewed in the field by Contractor's personnel qualified as reviewers, as previously prescribed in these contract specifications. The property shall be reviewed for classification, correct listing of information, final value and to assure that they are correlated to comparable properties. (The Assessor shall be notified of the date of reviewing and be entitled to accompany the reviewers during this phase of the revaluation.)

5. Data Mailers

The selected contractor will include the cost of mailing data mailers with property sketches and open building permits to all improved property owners. A stamped, return-addressed envelope and a cover letter explaining the purpose and content of the mailer will be included within each data mailer and sales verification form. The format and content of the data mailer, as well as the cover letter, shall be approved by the Assessor.

The Contractor shall make any corrections, as deemed necessary and/or reviewed and inspected in the field, to the existing CAMA database as a result of the returned data mailers.

III. CAMA REQUIREMENTS

A. ASSESSMENT ADMINISTRATION MODULE

1. The assessment administration module interfaces 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 before commencing data collection. The Contractor will submit a list of all discrepancies between the administrative file and the CAMA to the Assessor together with recommendations for correcting such discrepancies. The Contractor must implement the recommendations approved by the Assessor.

2.. The Contractor shall be responsible for entering an account number or other acceptable means of parcel identification on the CAMA System from which the ability to transfer values from one system to other arises. 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 accurately bridging the CAMA System to the Administrative/tax billing system.

B. IMAGING AND ASSOCIATED DOCUMENTS

All photos and Associated Documents in the CAMA system will continue to be available for retrieval by the Assessor throughout the revaluation process.

IV. PROJECT MANAGEMENT PLAN

The Contractor is required to provide a Project Management plan as required by the Connecticut State Statutes 12-62. If the 2024 Revaluation has to be certified through the State by the Procedural Testing Standards, instead of the Ratio Testing Standards, this plan is vital. The plan shall also play an important part in the overall success of the Revaluation project.

This Management Plan is to contain a Public Relations Program that will run throughout the project, specific to the Town of Willington, Connecticut. The Public Relations program should outline the goals and objectives of the Revaluation. The Contractor shall provide reasonable assistance to the Assessor in developing and conducting a program of public information through the press and other media. The Contractor may be requested to meet with citizen groups, service clubs and property owner groups as a means of establishing an understanding of, and support for, the revaluation program and sound assessment administration. The Contractor shall supply visual aids and other media at its disposal to this end.

The Plan should incorporate both web based, and other media tools and documents to ensure that the residents and taxpayers of the Town are fully informed of the status of the revaluation. The Assessor's Office page on the town's website and the quarterly electronic newsletter, the Willington Wire, will be available for the distribution of information to citizens.

All public releases will be approved by the Assessor prior to release. The Contractor's Project Manager or other representative, as approved by the Assessor, must be available to attend multiple Town Council meetings to provide status updates and/or answer questions as deemed necessary by the Assessor and/or Town Manager.

V. VALUATION STANDARDS

A. MARKET APPROACH

The Contractor must describe in detail its methods for generating values with the market value approach. The comparative sales or statistical modeling approaches 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.

The Contractor will be responsible for populating the Comparable Sales function of the CAMA database. All adjustment techniques must be described by the Contractor in its proposal and reported in the final Appraisal Report.

1. Sales Verification

The validity of all sales for the two years prior to 10/1/2024 shall be determined by the Contractor and the Assessor. A complete inspection and measurement check must be made of the property to determine the correctness of the current physical listing. These validated sales will be the basis for the comparable sales approach for the residential properties. The Contractor shall provide the Assessor with written documentation of the unverified sales used.

The Assessor's Office will mail out Sales Verification forms to all sales in the year prior to the October 1, 2024 revaluation date. If the form is returned, the date will be entered into the database. The Verification forms will be provided to the Contractor in a manner agreed on by the Assessor and the Contractor. The Contractor will be responsible for mailing out Sales Verification forms for any sales prior to October 1, 2023.

2. Income Approach

The Contractor shall determine a value for income-producing property by converting anticipated income into a property value. The Contractor shall capitalize a single year of net income at a market- derived capitalization rate. The capitalization rate may be adjusted to reflect a specified income pattern, return on investment and change in the value of investment over the holding period. If there is a variable pattern of anticipated annual cash flows, the Contractor may use a discount rate on the annual cash flows and the reversion.

The Gross Income Multiplier valuation method as well as Income Capitalization Approaches are required for the six apartment properties with more than forty units. Comparable apartment sales in the greater Mansfield/Ashford/Tolland County area shall be summarized in a table and described in the separate narrative containing an analysis of the area apartment rental market conditions in the appraisal report.

A conclusion of value using the Cost and Income Approaches shall be required for multi-tenanted properties, as well as owner-occupied buildings that are not special use properties.

3. 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 October 1, 2024 valuation date.

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.

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 and zoning shall be considered.

A color-coded Neighborhood Map shall be provided with the final printed narrative appraisal report.

6. Depreciation Analysis

The Contractor shall explain on the property record card what the functional and external depreciation percentages are for. Land values shall be added to the depreciated improvement value for an indication of value by the Cost Approach. 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 prior to final implementation and a copy shall be provided at the completion of the project.

V. VALUATION OF REAL ESTATE

The Contractor will calculate a value estimate for each parcel that will be comprised of land, building, outbuilding and total value. The final value shall reflect seventy percent (70%) of fair market value as of October 1, 2024. The Contractor shall compute, to the nearest One Hundred (\$100) Dollars, the value of all properties in the CAMA system. ALL VALUES will be calculated utilizing the Town's current CAMA (Vision 8) system and created entirely within the parameters of the existing system. The Town will not allow valuation parameters, analysis or data to be imported from other software programs, including but not limited to any Microsoft Office suite programs or other software systems. Analysis may be done utilizing other programs however, all values shall be able to be audited through the Town's current CAMA system to accurately determine changes or adjustments made during the revaluation project. Supporting documentation from the other software programs can be included under Associated Docs.

A. RESIDENTIAL PROPERTIES

The Market Approach is the preferred valuation methodology for parcels in the residential category. The CAMA System will present a summary of the cost approach, and, for each improved property, up to five comparable sales. The comparable sales displayed will be those sales used for calculation of the Performance Standards Ratios reported to the state.

The Contractor will explain the method of adjusting individual comparable sale prices based on the relative importance of physical characteristics (e.g., location, style, size, age, grade & condition) and other conditions of sale.

The review appraiser will conclude a market value by either the Market Approach or the Cost Approach, or by a weighted measure of both valuation estimates.

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 anticipated income stream that the property could 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 Assessor will be responsible for the collection of these income/expense forms and may, based on time constraints, enter the data in the Actual Income part of the Income Valuation section. The Contractor will be responsible for the field verification of this data and the analysis of the data.

The CAMA System will give the appraiser the ability to model the income approach by physical characteristics, construction type and actual use 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 of the property and the allocation of building space for potential or actual use.

The Contractor shall value the property using the more accurate actual or economic income and expense data. The review appraiser will provide the cost and income approach market values and will record in the CAMA data file the source of the final appraisal value.

C. FIELD REVIEW

The Contractor will field review all parcels after values have been set. The Contractor is responsible for verifying the application of the appropriate valuation methods in a uniform and consistent manner. The methodology used in the valuation field review will be explained in the Project Status Report due September 9, 2024.

The Contractor shall provide the Assessor with written procedures for the conduct of valuation field review at least fourteen (14) days prior to the scheduled date for the commencement of the valuation field review.

Individuals conducting this phase of the program must have valuation expertise, a minimum of three (3) years of residential field review experience, or for commercial property review a minimum of five (5) years with the types of property in Willington.

D. ASSESSMENT NOTICES

After the Assessor has conducted a review of the values and ratios but no later than November 15, 2024, the Contractor will send a notice by first class mail, to each current owner of record, setting forth the valuation that has been placed upon the property identified in the notice and the prior value. Properties classified under PA 490 shall include the property value with and without the PA 490 land classification

The notice shall be approved by the Assessor prior to mailing. 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.

A duplicate, electronic copy of such notice shall be submitted to the Assessor in chronological street number and alphabetical street name order.

E. 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 informal 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. Taxpayers may also at this time review information on their property record card and become educated about the revaluation process. At least fourteen days shall be allowed between sending assessment notices and the end of informal public hearings to ensure all who are interested are able to meet with Contractor's staff.

2. The Contractor, in conjunction with recommendations of the Assessor, shall schedule informal hearings during the daytime, evening (5:00 pm to 8:00 pm) and weekends so that there is a sufficient number of hearings. The hearing officers shall have the knowledge and experience to conduct the hearings expeditiously, fairly and with professionalism. Any information offered by the taxpayer shall be given consideration and copies turned over to the Assessor at the end of the project.

3. Any documents provided by the property owner at the informal hearing shall be scanned in as an Associated Document.

3. The Contractor, at their expense, shall mail a notice, approved by the Assessor, which reflects the result of the informal hearings. The Assessor, prior to mailing, must approve this notice. A duplicate, electronic copy of such notice shall be submitted to the Assessor in chronological street number and alphabetical street name order.

F. BOARD OF ASSESSMENT APPEALS

The Contractor shall have a qualified member or members of its staff available for attendance at a maximum of three of the Board of Assessment Appeal meetings to be held after the completion of the revaluation, Sundays excluded. If requested by the Assessor, the Contractor will attend a meeting with members of the Board of Assessment Appeals to provide an overview of the valuation methodology used.

G. LITIGATION

In the event of an appeal to the courts, the Contractor shall furnish one or more competent witnesses with first-hand knowledge about the properties at issue in the appeals and, further, shall defend the valuation of the properties appraised. The Contractor shall also comply with

any request by the Town to assist in answering written discovery requests, to provide witnesses at depositions, or otherwise to participate in the discovery process pertaining to said appeals. The Contractor shall provide competent trial witnesses to the Town at a per diem rate. The Contractor shall provide per diem rates for trial witnesses as an optional part of the proposal.

If an action arises to revoke the revaluation of the October 1, 2024 Grand List, the Contractor shall provide competent witnesses to defend the revaluation at a set cost to the Town.

H. INFORMATION

The Contractor shall provide revaluation support to the Assessment Office staff for a period of one year after completion of the duties of the Board of Appeals on the October 1, 2024 Grand List without further cost to the Town. A list of these support personnel, with their phone numbers and email addresses, will be provided to the Assessor.

I. ASSESSOR'S STAFF TRAINING PROGRAM

The Contractor will be responsible for training the Assessor's Office staff with the knowledge to maintain and operate the valuation system. The Contractor shall submit a reasonable training plan and schedule to achieve the objective stated above prior to the commencement of the project.

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 (See page 8 for deliverables and dates). All documentation employed in conjunction with this program, including software programs, shall become the property of the Assessor's Office. 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, 2024. 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 required under the provisions of applicable law.

All records, paper and electronic, will be transmitted to the Assessor in chronological street number and alphabetical street name order.

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 seventy percent (70%) of the fair market value pursuant to Connecticut State Statutes §12-63. As a condition of a successful

project completion, the Contractor's end work product must meet all certification requirements of the Assessor.

VI. RESPONSIBILITIES OF TOWN

A. NATURE OF SERVICE

It is clearly understood and agreed that the services rendered by the Contractor are 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. ITEMS FURNISHED BY THE TOWN

In addition to providing access to the CAMA database, the Town shall furnish the following to the Contractor:

1. Maps

The Assessor shall provide copies of available tax maps.

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 measurements or acreage. Maps will be updated by the Assessor throughout the revaluation process.

3. Zoning

The Town shall provide a copy of current Town Planning and Zoning Regulations and Zoning maps.

4. Property Transfers

The Town shall notify the Contractor on a regular basis, of transfers and property splits occurring after Contractor's start date. The Contractor shall update owner and street property record cards accordingly. Once Assessor and Contractor are working in the same CAMA system, the Assessor will enter all transfers.

The Assessor's Office will mail out Sales Verification forms to all sales in the year prior to the revaluation date, if the form is returned, and the entry of pertinent information. The Contractor

will be responsible for mailing out Sales Verification forms for any sales prior to October 1, 2023.

5. Building Permits

The Assessor will enter in the CAMA building permits issued and completed or their status during the revaluation project up to October 1, 2024. The Contractor will note any changes in permits found during inspections and field review in the Building Notes section.

6. Income and Expense Forms

The Assessor will send income and expense forms by April 15, 2024 and will enter the returned information in the Actual Income section of the CAMA.

7. Office Space

Office space in Town Hall, 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, 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.

Consideration in the awarding of the Contract will be given to prior experience and competence of the bidder, price, 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 five years.