

Request for Proposals Contract Assessing Services

The Town of Lee, NH ("Town") seeks proposals for general assessing services for an initial period from July 1, 2017 – June 30, 2018. The Town has a total of 2,248 +/- parcels. The current valuation of the Town is \$469,507,756 of which \$6,403.600 is utility property. The Town performed a statistical revaluation in 2016.

Interested assessment companies (the "Bidder") are invited to submit proposals that shall include, but not be limited to, the following scope of services:

- Perform reviews of all taxable and tax-exempt properties that consist of onsite exterior and interior visits to all property to update any and all improvements to the property card, along with taking digital photographs of the property. This shall include careful measuring, listing and valuation of new or newly modified properties as a result of the issuance of permits, filing of inventories, or any other applicable source.
- Perform field inspections and other studies to review all abatement requests; schedule appointments to meet with owners and view properties. Make recommendations to the Select Board in writing. Represent the Town in its best interest in all abatements and appeals.
- Maintain regular office hours at Town Hall consisting of at least one day per week and be available for questions during the remainder of the week either by telephone or email. Meet with taxpayers as requested.
- Meet with Select Board upon request
- Meet and work with DRA to ensure that the Town is meeting all certification requirements. Complete all DRA-required forms, e.g. MS-1
- Manage and maintain the following: exemptions; credits; current use, LUCT, gravel yield taxes, and all other statutory assessing obligations.
- Gather and enter data into CAMA system, including information from the Registry of Deeds and other sources.
- Measure and list 25% of all Town inventory in each of the years of this agreement.
- Make all recommendations to the Town or their representative in writing.
- All work shall be completed conforming to prevailing New Hampshire Department of Revenue Administration Administrative Rules, applicable rules and standards adopted by the Assessing Standards Board, and IAAO standards.

Proposals shall also include:

- The Town currently utilizes the Avitar Software for producing and maintaining the Town's tax assessments. Proposers should show evidence of familiarity with the Avitar system by submitting a list of contracts/projects that have required the use of Avitar.
- A client list of municipalities for which it has worked during the last five years.
- A list of all personnel who will be assigned to Lee, including their years of experience and qualifications.

- A one year price proposal with cost option to renew for two additional years. Indicate costs, to include hourly rate, for any additional services not included in the base proposal (be specific.) In-Town mileage is reimbursed at the current IRS rate.
- Any additional information that may be helpful in determining your qualifications to perform the work under this contract.

The Town of Lee will provide all property tax records and associated data as may be available from its own files. A work area, telephone, and network computer terminal will be available as needed, as well as general clerical assistance.

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the individuals assigned to the contract, and relevant experience in conducting similar services.
- History of the individual or firm, including years in business, and ability of the firm to perform the work described.
- Previous work experience with local and state government.
- How well the proposal communicates an understanding of the unique scope of work in the Town.
- Cost of Services.
- Financial resources of the respondent firm.

The Town reserves the right to accept or reject any or all proposals, or any portion thereof. The Town reserves all rights to negotiate with the consultant of its choice based not solely upon cost alone, but on the qualifications and ability of the consultant to perform, consistent with the Town's intent, requirements, time schedule, and funds availability. The Town further reserves the right to not award a contract for the requested serves, to waive any irregularities or informalities in any proposals and to accept the proposal deemed to be the most beneficial to the public and the Town.

The Select Board, or designee, shall review and evaluate all proposals in accordance with the criteria contained herein and the provisions of applicable state and federal laws.

An original and three (3) copies are required. **Proposals must be received at the Lee Town Hall, 7 Mast Road, Lee, New Hampshire 03861 by 3:00 p.m., May 4, 2017. Any submission received after this deadline may be rejected.**

Interested parties with questions should contact Julie Glover, Town Administrator at townadministrator@Leenh.org.