

Town of Hartland
PO Box 349
Hartland, VT 05048

Description of Proposal

The Town of Hartland is requesting bids for a complete reappraisal from qualified, licensed reappraisal contractors to work with the Hartland Listers to complete a town wide reappraisal that will become part of the grand list for Hartland as of April 1, 2018 that will be lodged in the abstract Grand List on or before June 4, 2018.

Project Purpose & Objectives

The objective of this reappraisal is to generate accurate, defensible estimates of the fair market value for every parcel in Hartland, Vt. as of April 1, 2018. In addition, the estimates shall be integrated into the NEMRC Microsolve Cama system so that future construction, subdivisions and changes to existing properties may be valued using the same formulas.

Town Profile

- The Town of Hartland is located in Windsor County, and is 45.2 square miles in size and has 3,393 residents. The taxable properties in Hartland is 1,179 residential homes and camps, 178 MHU, 40 commercial, cable, power and telephone, 7 farms, 6 wooded parcels, 3 hydroelectric producers and 138 miscellaneous properties. There are 3 gravel pits. The last full reappraisal was completed in 2000.

We are and will continue to use NEMRC Microsolve (Cama) in tandem with the NEMRC grand list module and also using the most current version of the Apex sketching program. Tax Maps are current and will be available for the successful bidder. An up to date sales study for all sales for the past three years will be available for the successful bidder.

Submission Requirements

The proposal shall include the following:

- Scope of Services
- Professional qualifications and names of the principals of the firm
- The qualifications of the project manager and key staff assigned to the project
- Description of the proposed formulas and methods for assessing values of all properties
- Description of quality control and testing of results
- The cost proposal
- Schedule of work by task
- Documentation of Insurance Coverage
- List of all municipal reappraisal currently underway or completed within the last three years including client contacts and references

Town of Hartland, VT
P.O. Box 349
Hartland, VT 05048

Requested Services

Perform a complete reappraisal consistent with PVR requirements for a complete/full reappraisal:

- Verify and correct the Hartland current parcel information, including interior inspections using current lister cards and verify each entry by visually reviewing all parcels by on-site visit and performing new measurements, new sketches when needed due to corrections or sketch was not available. New digital photos are required for each parcel. Photos of each property front, back and two sides, and all outbuildings should be included.
- Insert all current data in the NEMRC Microsolve database.
- Create and implement new models in the CAMA for cost, depreciation, sales comparison, MRA income and any other applicable valuation methods for all types of real property in Hartland. The appraiser shall analyze the 3 year of sales provided by the Listers and verify the sales and make corrections as needed.
- Develop new land schedules that take into account neighborhood, land size, grade of property. When in doubt, deeds should be used for further updates. Highest and best use must be considered and all current Act 68 laws.
- All site improvements shall be reviewed for each parcel. Separate deeded lots and multiple dwellings on one lot shall be noted.
- Measure all physical improvements and list interior and exterior construction details. Quality of construction, age, effective age and condition shall be noted for each parcel. Areas above or below the first floor shall be measured.
- Work with the Listers to create the official notification to every taxpayer showing the new values. The Town of Hartland will be responsible for the costs and mailing of the booklet.
- The appraiser will be responsible to defend adjusted or new values at grievance hearings, public meetings, BCA hearings, State Board of Appraiser meetings and the Supreme Court if necessary.
- Produce manuals clearly explaining the valuation methods and the data and the process that was used to create the new values. The new values must be in compliance to all applicable state statutes and laws.
- In summation, the selected appraiser's responsibilities will include a thorough analysis of local real estate market conditions and review the existing CAMA data leading to the development and implementation of estimating the fair market value of all market taxable property in Hartland

Town of Hartland
P.O. Box 349
Hartland, VT 05048

We expect at least 3 attempts for entry into each dwelling for accurate assessments. The Listers will assist with appointments for entry when needed. A notice of a visit will always be left in the door or taped to the door so that the taxpayer knows that we need to meet with them for the new appraisal or that we did a new appraisal. **Always date the notice.**

- The final product will be the 2018 change of Assessment notices, updates to the Cama software being provided herein that effect the new land schedules, updated costs, income and market models and the successful completion of appeals.
- The documentation produced for this project shall include a new land valuation manual that includes neighborhood description and mapped current boundaries, land schedules, land grade sheet for each parcel, 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, copies of any other manuals, tables or reference materials developed or used during this project.
- All materials related to this project shall become the property of the Town of Hartland, VT. All data collection sheets, schedules, photos, Apex sketches or hand drawn, et al produced in this update will become the property of the Town of Hartland, VT. Black boxes are to be additionally distributed to PVR and NEMRC for safe keeping.

Town of Hartland
P.O. Box 349
Hartland, VT 05048

Listers Involvement:

- The Hartland Board of Listers will take an active role in assisting in the selection process for the successful bidder.
- The Hartland Board of Listers will work with the successful bidder when feasible and ride with the data collectors.
- The appraiser will meet with the Listers from the onset for their input as to neighborhoods, area of growth, new subdivisions. As mentioned previously, Listers will accompany the appraiser when feasible on inspections.

Your completed bid must be in a sealed envelope addressed to the Chair of the Hartland Select Board, PO Box 349, Hartland, VT 05048. Your bid must be received in the Hartland Town Offices no later than **3:00 p.m. July 28, 2016**. Bids will be opened **August 1, 2016 at 5:30 p.m.** The Hartland Select Board reserves the right to accept or reject any or all bids. Please submit 6 complete proposals in a sealed envelope marked **2018 Hartland Reappraisal** and address to:

Town of Hartland
PO Box 349
Hartland, VT 05048

For any proposal that was received, the results of the bids will be mailed to the bidder requesting bidding information. This must be requested within 48 hours of the bid opening. Any questions please call 802-436-4292 or email blocke@hartlandvt.org