

TOWN OF HUNTER, NEW YORK

**REQUEST FOR PROPOSALS
TOWN-WIDE REASSESSMENT PROJECT
2023-2024
NOVEMBER 30, 2022 – 4:00 P.M.**

RFP DOCUMENTS

OCTOBER 25, 2022

Issued by:

Town of Hunter
5742 Route 23A
Tannersville, NY 12485

TOWN OF HUNTER, NEW YORK

NOTICE OF REQUEST FOR PROPOSALS
TOWN-WIDE REASSESSMENT PROJECT
2023-2024
DUE NOVEMBER 30, 2022 BY 4:00PM

The Town of Hunter is soliciting sealed proposals from qualified firms to provide professional assessment support and valuation services as part of a town-wide reassessment project for the Town of Hunter (including both the Villages of Hunter and Tannersville) to be completed for the 2024 roll year.

The Town of Hunter has approximately 4,336 parcels including 2,166 residential parcels, 1,418 vacant land parcels, zero farm parcels, with the balance of 752 commercial parcels.

The Town conducted a town-wide reassessment project in 1995. The current equalization rate is 37.11%.

The Town is interested in hiring a professional appraisal and consulting firm to conduct a comprehensive reassessment project including data verification, valuation, field review, public relations and all management of the project.

Proposals must be submitted by November 30, 2022 no later than 4:00 P.M. to Town of Hunter, Attn: Town Clerk, 5742 Route 23A, Tannersville, NY 12485.

Late submissions will not be accepted and will be returned unopened. Proposals submitted shall be clearly identified on the outside of the envelope with the Name of Project and the Company submitting the proposal.

Copies of specifications and conditions may be obtained at the above address. The Town of Hunter reserves the right to reject any or all proposals and will award to the respondent deemed to best serve the needs of the Town and to waive any informalities or defects in such proposals before or after opening.

In addition, the Town of Hunter is requesting as an option, and as a separate quote, a proposal for maintaining the values on a three (3) to four (4) year cycle in accordance with the NYS Office of Real Property Tax Services guidelines for “Cyclical Reassessments”.

Town of Hunter, New York

**TOWN OF HUNTER, NEW YORK
NOTICE OF REQUEST FOR PROPOSALS**

TOWN-WIDE REASSESSMENT PROJECT
2023-2024
DUE NOVEMBER 30, 2022 BY 4:00PM

1. Purpose

The Town of Hunter is soliciting sealed proposals from qualified firms (Contractor) to provide professional assessment support and valuation services as part of a town-wide reassessment project for the Town of Hunter and as outlined in the SCOPE OF SERVICES section of this request to be completed for the 2024 roll year.

2. Background

The Town of Hunter has approximately 4,336 parcels including 2,166 residential parcels, 1,418 vacant land parcels, zero farm parcels, with the balance of 752 commercial parcels.

The Town conducted a town-wide reassessment project in 1995. The current equalization rate is 37.11%.

The Town is interested in hiring a professional appraisal and consulting firm to conduct a comprehensive reassessment project including data verification, valuation, field review, public relations and all management of the project.

3. Scope of Services

The Contractor will agree to perform the following services as directed by the Town:

- a) Public Relations - design and implement a comprehensive public relations plan
- b) Data Verification all parcels (Residential, Commercial, Farm and Vacant Land)
- c) Digital sketches and photographs of all improved parcels
- d) Sales Verification
- e) Sales Brochures for Commercial Type Parcels with detailed description of property, complete sales write up and verification of all sales listed
- f) Neighborhood Delineation and Updating
- g) Valuation: (within RPSv4)
 - i. Residential Models and PIDS
 - ii. Commercial Valuation Factor File
 - iii. Land Tables
 - iv. Time Trending
- h) Valuation Documents for all parcels
- i) Field Review -all parcels
- j) All data Entry
- k) Impact Analysis
- l) Informal Hearings - schedule and conduct

- m) Mailings:
 - i. Residential Property Inventory Mailer
 - ii. Commercial I & E Surveys
 - iii. Assessment Disclosure Mailing
 - iv. Change of Assessment Notices (post informal reviews)
- n) BAR - Training Class -Update BAR members on Project Outcomes
- o) BAR Support for Assessment Office
- p) Small Claims and Article 7 support should be listed as an option with corresponding pricing.

4. Summary of Assessment Timeline

- Start date no later than February 1, 2024
- Mailing of New Assessments, no later than March 1, 2024
- Informal assessment reviews: March-April 2024
- Completion of the assessment roll for filing of the Tentative Assessment Roll on May 1, 2024
- Board of Assessment Review meeting on the Wednesday after the fourth Tuesday of May 2024 or adjourned hearing date(s) yet to be determined
- Completion of the assessment roll for filing of the Final Assessment Roll on July 1, 2024

5. Responsibility of Town Assessor

Assessment Functions: all normal assessment functions including, but not limited to, timely updating of splits, combinations, posting of sales, any additional data entry not mentioned in this contract, clerical updating of RPS files.

Hardware/Software: The Town of Hunter Assessment Office will allow the use of its computer and access to the files on its network necessary to complete the updates and analysis or provide remote access to the Town's RPS file.

6. Term

It is intended that this agreement will be for the period February 1, 2023 to July 1, 2024.

7. Professional Liability Insurance

The Contractor shall, at its sole expense, acquire, continuously maintain during the period in which the Contractor is performing services, and provide the Town with acceptable proof of professional liability insurance coverage with an annual aggregate of not less than \$2,000,000 per occurrence, covering acts, errors, or omissions of a professional nature committed or alleged to be committed by the Contractor or any of its subcontractors as a part of its performance of professional services. The Contractor shall agree to maintain in full force and effect during the term of the contract Workers Compensation Insurance.

In addition, the Contractor agrees to indemnify and hold harmless the Town against all liabilities, claims and demands for personal injury or property damages or other expenses suffered or arising out of or caused by any negligent acts or omissions of the Contractor, its subcontractors, agents, or employees incurred in the performance of its services.

8. Compensation

The Town desires to enter into a professional services agreement. Unless otherwise agreed for a specific item, compensation for services rendered will be based on a fixed fee schedule. Proposals must indicate hourly rates for optional services. If any additional service request arises and are not included in this agreement, an addendum to the agreement will be required. All compensation payments will be made directly to the Contractor.

If the Contractor should subcontract any portion of the project, any additional cost or expenses incurred for said subcontractor(s) will be the responsibility of the Contractor or their subsidiaries. The Contractor will be reimbursed by the Town in accordance with the terms for payment as they will appear in the service agreement contract. All requests for payment are to be submitted on the appropriate voucher to be provided by the Town.

9. Qualifications

Expertise of the firm shall be demonstrated by proof of past project successes providing similar services as described in Section 3. The proposals will be evaluated on knowledge, experience, and successes of these similar services. The selected firm shall follow ORPTS rule, procedures and guidelines and be capable of completing the Reassessment Project.

Proposals must include the following qualification details:

- a. The size of the firm;
- b. The names and qualifications of the professional staff that will be managing the project, including, but not limited to, educational background, and detailed work experience;
- c. Three references from municipalities of similar population. The references must include contact name, municipality name, address, telephone number, and email address;
- d. Description of capabilities in working with RPS and statistical programs.
- e. As indicated in the scope of services, if the selected firm subcontract(s) with any other individual(s) or firm(s) to complete any item(s) identified in the "Scope of Services," the qualifications of this individual(s) or firm(s) must be included in the proposal.

10. Conflicts of Interest

As part of your submission, please list any potential conflicts your firm might have due to work being done for outside parties. This should include, but not limited to, other work being done by your firm with others doing business in the Town of Hunter.

11. Selection Process

All submitted proposals will be reviewed by the Town and will be evaluated with regards to qualifications and municipal experience. The Town may elect to interview select candidates in order to determine the firm which will provide the best services for the Town of Hunter. The Town reserves the right to negotiate terms with the selected respondent prior to entering into formal agreement. All firms who respond to the RFP will be notified of the results.

12. Rejection of Proposals

The Town reserves the right to reject any or all proposals, or to reject any proposal if the evidence submitted by, or investigation of such respondent fails to satisfy the Town that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The Town reserves the right to waive any minor informality in the RFP. The Town reserves the right to request additional data or information regarding written proposals.

13. Questions

Inquiries may be directed to Mark Hommel, Town Assessor, via email at mhommel@townofhuntergov.com. All questions must be submitted in writing no later than November 28, 2022.

14. Proposal Requirements

- a. Name, email and telephone number of person(s) to be contacted for further information.
- b. Qualification Details as outlined in Section 9: Qualifications.
- c. A list of all personnel who will be involved with the reassessment project, including their years of experience, qualifications, and proof of certification.
- d. Listing of all projects completed during the past 3 years and those scheduled for the current year, including client names, telephone numbers, and sizes indicated by number of parcels and scope of services rendered.

- e. If selected, the contractor will be required to provide proof of liability professional insurance and Workers Compensation Insurance, as stated above and per the Town's Standard Insurance Requirements included.
- f. Non-Collusive Bidding Certification Form.
- g. Authorization to Bid Form, if applicable.
- h. Bid Proposal Form

15. Proposal Submission Information

Submission Date and Time: By NOVEMBER 30, 2022 BY 4:00PM

10 Hard copies of all proposals, which includes one (1) original and nine (9) copies, as well as one (1) electronic copy on CD or flash drive to:

**Corina Pascucci – Town Clerk
Town of Hunter
P.O. Box 909, Tannersville, NY 12485**

Clearly mark the submittal with the title "TOWN OF HUNTER REASSESSMENT PROJECT" and the name of the responding firm. Only those RFP responses received prior to or on the submission date and time will be considered.

The Town will not accept proposals submitted electronically.

16. Proposal Process Schedule

This schedule is only an estimated timeline and may be changed without written notice.

- Issuance of RFP: October 25, 2022
- Receipt of Inquiries from Contractors: NOVEMBER 28, 2022
- Receipt of Sealed Proposals: NOVEMBER 30, 2022 BY 4:00PM
- Conduct Company Interviews Week of, if the Town determines interviews are needed: December 12-16, 2022
- Announcement of Most Responsible Bidder: December 20, 2022.

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**Insurance Requirements for
Contractors, Vendors and Suppliers of the Town of Hunter**

Minimum required insurance limits (coverage on an occurrence basis form)

Commercial General Liability

- \$2,000,000 Products/Completed Operations Aggregate
- \$2,000,000 General Aggregate
- \$1,000,000 Any One Occurrence
- \$1,000,000 Personal & Advertising Injury
- \$10,000 Medical Payments

Cyber Liability

- \$1,000,000 per occurrence / \$2,000,000 aggregate

Automobile Liability (Comprehensive Coverage)

- \$1,000,000 Combined Single Limit

Commercial Excess Liability (Umbrella)*

- \$3,000,000 Any One Occurrence
- \$3,000,000 Annual Aggregate

Employers Liability (Coverage "8" on the Workers' Compensation Policy)

- \$100,000 Each Accident
- \$100,000 Each Employee for Injury by Disease
- \$500,000 Aggregate for Injury by Disease

Excess-Umbrella Liability

- On a "Follow-Form" basis, with limits of \$2,000,000 each occurrence and aggregate

TOWN OF HUNTER – STANDARD CONTRACT INSURANCE REQUIREMENTS

INSURANCE:

Contractor /vendor shall not commence work under this contract until he has obtained all insurance required under the following paragraphs and such insurance has been approved by the Town of Hunter.

WORKER'S COMPENSATION INSURANCE:

Contractor /vendor shall take out and maintain during the life of this contract, worker's compensation insurance and employer's liability insurance for all of his employees employed at the site of the project.

GENERAL LIABILITY INSURANCE:

Contractor/vendor shall take out and maintain during the life of the contract, such bodily injury liability and property damage liability insurance as shall protect him and the Town from claims for damages for bodily injury including accidental death, as well as from claims for property damage which may arise from operations under this contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. It shall be the responsibility of the contractor /vendor to maintain such insurance in amounts sufficient to fully protect himself and the Town, but in no instance shall amounts be less than those set forth below. These amounts are specified only to establish the minimum coverage acceptable. Bodily injury liability insurance in amount not less than \$1,000,000 (one million dollars) for injuries, including wrongful death, to any one-person(s); \$2,000,000 (two million dollars) aggregate.

Property damage liability insurance in an amount of not less than \$500,000 (five hundred thousand dollars) for damages on account of any one occurrence. Or combined single limit of liability in amounts of \$1,000,000 (one million dollars) per occurrence and \$2,000,000 (two million dollars) aggregate.

OTHER CONDITIONS GENERAL LIABILITY INSURANCE:

1. Coverage shall be written on comprehensive general liability form.
2. Coverage shall include:
 - a. Contractual liability.
 - b. Independent contractors\Products and completed operations.
3. "Town of Hunter, 5742 Route 23A, Tannersville, NY 12485" shall be added to the Comprehensive General Liability policy as "Additional Insured Primary and Non-Contributory Basis".

AUTOMOBILE LIABILITY INSURANCE:

Automobile bodily injury liability and property damage liability insurance shall be provided by the contractor/vendor with a minimum combined single limit (CSL) of \$1,000,000 (one million dollars.)

OTHER CONDITIONS OF AUTOMOBILE LIABILITY INSURANCE:

1. Coverage shall include:

- a) All owned vehicles
- b) Hired car and non-ownership liability coverage
- c) Statutory no-fault coverage

2. If any of the contractor's/vendor's policies of insurance are canceled or not renewed during the life of the contract, immediate notice of cancellation or non-renewal shall be delivered to the Town no less than thirty (30) days prior to the date and time of cancellation or non-renewal.

CERTIFICATE OF INSURANCE:

The contractor /vendor shall file with the Town of Hunter prior to commencing work under this contract, a certificate of insurance to be delivered to the Finance Office.

1. Certificate of Insurance shall include:

- a) Name and address of insured
- b) Issue date of Certificate
- c) Insurance company name
- d) Type of Coverage in effect
- e) Policy Number
- f) Inception and expiration dates of policies included on certificate
- g) Limits of liability for all policies included on certificate
- h) Certificate holder shall be:

Town of Hunter
5742 Route 23A
Tannersville, NY 12485

NAMED AS "ADDITIONAL INSURED PRIMARY AND NON-CONTRIBUTORY BASIS".

2. The policy naming the Municipality as an additional insured shall:

- a) Be an insurance policy from an A.M. Best rated "secured" insurer, authorized to conduct business in New York State.

- b) State that the consultant's coverage shall be primary coverage for the Municipality, its Board, employees and volunteers.
- 2. If the contractor's/vendor's insurance policies should be non-renewed, canceled or expire during the life of the contract, the Town shall be provided with a new certificate indicating the replacement policy information as requested above.

INDEMNIFICATION CLAUSE:

The contractor /vendor agrees to protect, indemnify and save harmless the Town of Hunter against any and all claims, suits and demands which the contractor /vendor may suffer because of the operation or actions of the contractor /vendor, its agents or employees, including but not limited to its failure to properly perform the work under the contract and/ or purchase order, its failure to maintain any policy of insurance required by this contract and/ or purchase order, its failure or refusal to provide any forms, certificates or documentation required by this agreement or law.

The contractor/vendor acknowledges that failure to obtain such insurance on behalf of the Town of Hunter constitutes a material breach of contract. The contractor/vendor is to provide the Town of Hunter with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work. The failure of the Town of Hunter to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the Town of Hunter.

The Town of Hunter is a member/owner of the NY Municipal Insurance Reciprocal (NYMIR). The contractor/vendor further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the Town of Hunter but also NYMIR, as the Town of Hunter's insurer.

TOWN OF HUNTER, NEW YORK

NON-COLLUSIVE BIDDING CERTIFICATION

(Required by Section 103-d of the New York State General Municipal Law)

be authorized to sign and submit the bid or proposal of

Name of Corporation

for the Town-wide reassessment project and to include in such bid proposal the certificate or non-collusion required by Section 103-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by

Name of Corporation

at a meeting of this board of directors held on the _____ day of _____, 2022.

Secretary

(Corporate Seal)

FORM OF PROPOSAL
Town of Hunter
RFP Town-Wide Reassessment Project 2022-2023

The Undersigned _____
Contractor

Address

Zip Code

Hereby certifies that he/she has examined and fully comprehends the requirements prepared by the *Town of Hunter for the RFP Town-Wide Reassessment Project 2023-2024*. To furnish all services, as listed below:

Fixed Fee for Scope of Services §3 (a-o):

\$ _____

Fixed Fee for Scope of Services §3 (p) Small Claims and Article 7 support:

\$ _____

If the Proposer does not choose to provide rates for all categories, insert "No Bid"

.

Name of Proposer

Signature

Federal Employer ID #

Printed Name of Signer

Title _____ Street _____

Phone _____ City/State _____

Fax _____ email _____