



Request for Proposal
DATA COLLECTION OF UP TO 600 RESIDENTIAL PROPERTIES
AND UP TO 250 BUILDING PERMIT INSPECTIONS
B2017-AD-04

Town of Seabrook, New Hampshire

Assessing Department



REQUEST FOR PROPOSAL # B2017-AD-04

You are cordially invited to submit a Proposal for the Data Collection of up to 600 Residential Properties and up to 250 Building Permit Inspections, for a three year term as needed in accordance with the attached specifications, terms and conditions. Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

Three (3) copies of the Technical/Qualifications Proposal must be submitted in a sealed envelope, plainly marked:

*RFP # B2017-AD-04
Town Managers Office
Town of Seabrook
c/o Shaylia Marquis
99 Lafayette Rd
Seabrook, NH 03874*

*All proposals/bids must be received by Thursday, November 30th, 2017 at 2pm EST
And will be opened publicly immediately after the deadline.*



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I. INTRODUCTION

The Town of Seabrook Assessing Department seeks proposals from qualified applicants capable of the *data collection* of up to 600 residential properties and 250 residential building permit inspections throughout the Town for a three (3) year term as needed in accordance with State of New Hampshire and Department of Revenue guidelines. The first year term must be completed as of August 30th, 2018.

II. GENERAL REQUIREMENTS

Applicants are requested to submit a complete qualification package for review by the Owner that demonstrates successful performance on similar projects. Candidates making proposals must respond in writing to all requirements of this Request for Proposal (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements. The Bidders must include at least three references that may be contacted by the Town of Seabrook with regard to past performance. Each proposal shall consist of the following:

- a) Cover letter with contact information
- b) Proof of Certification, written approval by the DRA pursuant to part 600, Administrative Rules.
- c) Description of qualifications and experience; identifying the number of years actually engaged as a Company, corporation, partnership or individual specializing in governmental tax revaluation services and references from at least three (3) municipalities.
- d) Assigned personnel. The applicant will submit the written qualifications of all personnel assigned to this project in the form of a resume.
- e) All Proposed fees broken down by tasks and identifying any reimbursable expenses.
- f) Certificate of insurance showing General Liability, Automotive coverage and Worker's compensation.

All proposals must be received no later than 2pm. on November 30th, 2017 by the office of the Town Manager and must be plainly marked:

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The submittal package shall include Three (3) copies of the proposal. No telephone, email or facsimile proposals will be accepted. All proposals received after the deadline will be returned unopened.

Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

“The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word “person” means any natural person, joint venture, partnership, corporation or other business or legal entity.”

(Authorized Signature)

(Date)

(Company)

Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the firm submitting the proposal. The Town of Seabrook reserves the right to select or reject any applicant as it deems to be in the best interest to accomplish the project specified. The Town of Seabrook reserves the right to accept the proposal on one or any combination of items of a proposal. The Town also reserves the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate firm if the selection process is terminated. The Town of Seabrook reserves the right to waive defects and informalities of the proposals.

III. SELECTION OF FINAL BIDDERS

The successful applicant must demonstrate and guarantee its ability to comply with the collection schedule as a priority for consideration. In addition to schedule, the successful Contractor will provide: a high quality proposal response; must have a minimum of five (5) years of experience; must be certified with the State of New Hampshire Department of Revenue Administration and must show evidence of experience and familiarity with the Vision program. To ensure as nearly as possible that contracts are made so as to obtain maximum value to the Seabrook residents and recognizing the Town’s intent to



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consider a quality product and standardization as well as cost in making final decision on which contract to choose, the following is considered:

1. Value/Pricing Structure and Price Levels – The price is commensurate with the value offered by the proposer.
2. Suitability of the Proposal – The proposed solution meets the needs and criteria set forth in the RFP.
3. Candidate Experience – Candidate has successfully completed similar projects and has the qualifications necessary to undertake this project.
4. Proposal Presentation – The information is presented in a clear, logical manner and is well organized.

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations. After examination of the above, a decision will be made and an award given to the applicable candidate.

*The Town of Seabrook is a Tax Exempt Organization.

Performance Bond May Be required

Questions should be in directed in writing to Shaylia Marquis, at Smarquis@seabrooknh.org.

IV. CONTRACT TERMS

The Town of Seabrook will negotiate contract terms upon selection. All contracts are subject to review by Town of Seabrook legal counsel, and will be awarded upon signing of a commitment or contract, which outlines terms, scope, budget and other necessary items. The Town of Seabrook reserves the right to accept or reject any or all bids, to waive technical or legal deficiencies and to accept any bid that it may deem to be in the best interest of the town.

V. SCOPE OF WORK

The project shall include a data collection of up to 600 residential properties and up to 250 building permit affected properties in a good and workman like manner according to the New Hampshire Revised Statutes for a three year term, as needed.

- 1) The awarded Company will *measure &* sketch the improvements as required by the Town's Field Inspection Guidelines.
- 2) Attempt to inspect the interior of the residential properties.
- 3) Leave a notice, supplied by the Town, in the door if the owner if tenant is not at home.
- 4) Photograph all listed properties.
- 5) The Company will organize and enter the gathered data into the Vision CAMA system 6.5.



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- 6) All property data must be collected and organized for a completion date of no later than August 1st, 2018 for all 600 remeasured properties and April 30th, 2018 for the 250 building permit affected properties. A penalty of \$100.00 per day may be charged to the Company every day after August 30th 2018, until the project is complete.

The Company shall provide to the Municipality a list of all products to be delivered and the dates of delivery thereof. These products include but are not limited to original property record cards and building permits with visit notes, photos and data entry work.

The re-measure work and building permit work shall be considered complete in its final form only when:

- 1) The DRA has completed its final monitoring report;
- 2) All products required by the contract are delivered to the municipality and the DRA; and all other terms of the contract are fulfilled.

VI PUBLIC RELATIONS:

The Company will assist the Town in taking measures at all stages of the operation to foster and maintain good relations with the taxpayers of the Town, Town Officials, Agents, and Town employees. The Company will further present a plan for the dissemination of information to the taxpayers via appropriate local media that will serve to inform and educate the public at large of the following points:

- a) Necessity of data collection or verification
- b) Progress and status of the project
- c) Goals of the project
- d) Roles of the Town and Company
- e) Qualifications of the Company and City Assessment Department
- f) Necessity of property owner cooperation
- g) Disclosure aspects throughout the project
- h) On-going nature of completed assessment system

VII PERSONNEL:

The Company's employees shall at all times treat the taxpayers, residents, and Town employees with respect and courtesy. The Company shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision. The Town, at its sole discretion, shall have the right to request that any employee involved in the project be removed for any reason it deems appropriate or in the best interests of the Town.

The Company shall comply with this provision upon request in writing by the Assessor.



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The Company shall not employ or compensate, in any way, a Town Officer, agent, or employee or any member of the family of such officer or employee in the performance of any work under the Contract.

For the data collection of all property covered by this contract, the Company shall only employ personnel who are:

- a) Certified by the DRA, in accordance with New Hampshire Code of Administrative Rules, ASB 303 for the work they will be performing; and
- b) Approved by the Municipality.

Upon approval of the contract and before the data collection begins, the Company shall forward to the DRA a list of the approved employees assigned to this project.

All employees working outside the Town Hall will, at all times, wear an identification card, in a format acceptable to the Assessor, on a conspicuous location upon their person. All employees will be required to allow close inspection of the identification by any interested Town taxpayer or resident upon request.

5. Confidentiality:

The Company agrees to not disclose to anyone except the Town Assessor or her authorized representative any preliminary data for any purpose, or to permit anyone to use or examine any of the data on file in connection with this project.

6. Supplies:

The Company shall provide all records, appraisal and data cards, literature, calculators, and the like, adequate for the successful execution of the Contract.

7. Forms:

All forms utilized throughout the project shall first be approved by the Town; as to format, design, content, shape, size, color and quality. Such forms are to include, but are not limited to data collections forms, assessment record cards, incident forms, inventory content forms, and the like.

8. Assessor's Records:

The Company shall use a system of parcel accounting that is acceptable to the Town. Existing information **will** be provided to the Company. Existing manual assessing records may be reviewed upon request to the Town; however, records are not to be removed from the assessor's office without the express permission of the Town.

9. Data Collection:

All data collection will be performed by the Company in accordance with the data collection procedures established by the Town Assessor. Any parcel having had a building permit issued



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after April 1, 2018, shall be reviewed by the Assessor's Office with any changes recorded by the Company for this project to ensure the property reflects what was there as of April 1, 2018.

10. CAMA System:

The Town of Seabrook uses the Vision CAMA System Version 6.5 provided to the Town by Vision Appraisal under a separate agreement.

11. Maintenance Procedures:

The Town and the Company, throughout the course of the project, shall take all measures to ensure accurate maintenance of all records, manual or mechanized.

- a) The Company shall have in place procedures to ensure that data coming in from the field is accurately maintained in the CAMA system.
- b) The Company shall put into place field and record edits and cross-edits to ensure the consistency and completeness of data entered into the Vision CAMA system.
- c) The Company shall put into place procedures which ensure that changes in data or values as a result of this project, and any other activities are duly reflected in the CAMA system.

12. Town Review:

- a) The Company, after performing the re-measure work resulting from field inspections, shall turn over the refined records to the Town Assessor for review on a weekly basis or an agreed upon time frame.
- b) The Assessor shall monitor the continued re-measure work submittals.

13. Turnover:

Upon final maintenance of all properties by the Company, no later than April 30th 2018, for the building permit inspections and August 30th, 2018, for the data collected properties, the Company shall deliver to the Town Assessor, in completed and final form and in good order, the following deliverable products:

- a) A final property (Vision) record card including current and accurate data, for all of the residential parcels included in this project.

14. Services To Be Performed By The Municipality:

The Municipality shall furnish to the Company the current property record card for all properties, and copies of building permits either in increments or all at once.

