

Town of Campton, NH
Request for Proposal - Assessing Services

The Town of Campton, NH seeks to retain a qualified individual as a Professional Assessing Service Contractor to perform the duties and functions of a Municipal Assessor as provided for below. The term "Contractor" also includes any contracting company, as well as Contractor's employees, agents and assigns. The Contractor should have sufficient municipal assessing experience in performing work in accordance with the specifications outlined in this Request for Proposal (RFP), to submit a proposal.

The Town intends to continue the relationship with the selected Assessor for a period of three years beginning on January 1, 2025, and renewable by mutual agreement.

All inquiries for information should be directed to:

Kate O'Connor, Town Administrator
12 Gearty Way
Campton, NH 03223
603-726-3223 ext.101
townadministrator@camptonnh.gov

1. QUALIFICATIONS:

- a) Contractor shall be a Certified New Hampshire Assessor with a minimum of 10 years' experience providing assessing services to New Hampshire municipalities and must maintain all required certifications, at Contractor's sole expense, during the term of the Agreement. Contractor will warrant that the services performed under the Agreement will be performed and completed by the Contractor in a workmanlike manner according to the professional standards of Contractor's profession and with the skill, diligence and quality control/quality assurance measures expected of a recognized professional firm performing services of this nature.

2. RELATIONSHIP OF PARTIES:

- a) The relationship between the Contractor and the Town of Campton will be that of an Independent Contractor. As such, the Contractor shall hold the Town, its agents, servants and employees harmless, at the Contractor's sole expense, from any liability or legal proceeding occurring because of the Contractor's action(s) or omissions, including injury, death, property damage, or any associated expense(s) including but not limited to costs of defense, judgments and reasonable attorney's fees. It is understood by the parties that legal proceedings resulting from statutory appeals of property valuations or constitutional interpretations concerning property valuations are not subject to this clause. The Town and Contractor intend that Contractor will meet all requirements of an independent contractor under RSA 275:4, II and RSA 282-A: 9, III. The Contractor will not be considered an agent or employee of the Town for any purpose and will not be entitled to any of the benefits that the Town may provide for its employees.

3. INSURANCE/INDEMNIFICATION:

- a) The successful candidate must submit Certificates of Insurance, identifying the Town of Campton as an additional insured, except for workers compensation coverage, to the Town no more than thirty (30) days after signing of the contract, but no less than 10 days prior to the date services are first performed for the Town. All insurance policies shall include endorsements that coverage provided shall not be reduced or canceled without thirty (30) days advance written notice given to the Town, unless for cancellation for nonpayment of premium or other event for which

coverage may be terminated on 10 days' notice to the policyholder, in which case no less than 10 days advance written notice shall be given to the Town. Each policy of insurance shall be issued by a financially secure insurer, duly licensed to do business in the State of New Hampshire. All subcontractors, as agents of the Contractor, will be subject to the same insurance requirements as the Contractor.

4. TERMINATION/RESIGNATION:

- a) Nothing in the Agreement shall prevent, limit or otherwise interfere with the rights of either party to terminate the Agreement subject to the terminating party giving thirty (30) days advance written notice to the other party, prior to the effective date of termination. In the event the Town terminates the Agreement, all finished and unfinished work product shall become the property of the Town. If the Agreement is terminated by the Town, as provided herein, the Contractor will be paid for all services provided up to the date of termination.
- b) Misrepresentation or Default: The Town of Campton may void all Agreement(s) at any time if the Town becomes aware that the Contractor has materially misrepresented any offering or defaults on any contract with a New Hampshire public agency. If any contract person or employee assigned to the Town of Campton is convicted of any act resulting in personal gain in the execution of services provided under the Agreement, then the Town may immediately, without notice, terminate any and all contracts with the Contractor.

5. TRANSFER, ASSIGNMENT & SUB-LETTING:

- a) The Contractor will not assign any part of the Agreement without the Town's express written permission.

6. WORK PRODUCT:

- a) Contractor shall promptly disclose to the Town the product of Contractor's work created or developed pursuant to the Agreement. Such material, at all stages of development, shall be deemed a "work for hire" as construed under Section 201(b) of the Federal Copyright Act and shall belong exclusively to the Town. Upon expiration, or other termination of the Agreement, all such work products will remain in the possession of the Town. Contractor will protect and treat as confidential and will not at any time or in any manner, either directly or indirectly, use for its personal benefit, or divulge, disclose, or communicate in any manner any information that is proprietary to the Town. This provision shall continue to be effective after the termination of the Agreement. Upon expiration or other termination of the Agreement, the Contractor will return to Client all records, notes, documentation and other items that were used, created, or controlled by the Contractor during the term of this Agreement.

7. SERVICES/ACCOMMODATIONS:

- a) The Contractor agrees to provide all services, support, personnel, labor, personal materials and equipment to perform the services that are the subject of the RFP.
- b) The Contractor: The Contractor shall provide all the above slated resources. Personal materials include such items as calculators and field inspection equipment.
- c) The Town: The Town shall provide office space with a desk, table and chairs for use by the Contractor's agents and employees in the performance of the Agreement. Also, the Town shall provide access to a computer with links to the Town of Campton's CAMA system, access to a copy machine for copying work-related documents and keys to the workspace at no cost to the Contractor. The Town of Campton utilizes Avitar Assessing appraisal software and familiarity with this product is essential.

8. WORK SCHEDULE/ PERSONNEL ASSIGNMENT:

- a) Contractor's work schedule will be established by mutual agreement, with primary consideration given to the immediate needs of the Town, but will generally require one day per month on-site at the Campton Board of Selectmen's Office interacting with the general public, conducting inspections, or performing other assessing tasks as necessary, with additional days as needed to accommodate tasks including but not limited to abatements requests, meeting with taxpayers, processing all required State forms, facilitating the integration of assessing data with the tax billing software in conjunction with the Town Clerk/Tax Collector's Office, performing updates, routine assessment tasks including working with Town office staff regarding questions and information requested, and meeting with the Town Administrator and Board of Selectmen.

9. SCOPE OF SERVICES:

The Contractor will be responsible for the following:

- a) Adequately manage and maintain necessary assessing functions, including but not limited to the following: current use, land use change tax (LUCT), timber and gravel yield taxes, statistical updates, coordinating or performing full revaluations, as necessary, and all other statutory assessing obligations. The Town of Campton has approximately 3,118 parcels;
- b) Perform field inspections, to collect data for all properties with active building permits of all types. This shall include the assessment and pick up of all newly created lots created by deed or subdivision.
- c) Work closely with the Board of Selectmen's office to provide guidance on the proper assessing functions.
- d) Perform field inspections and other studies, to review all abatement requests and provide detailed, clear written recommendations relative to each.
- e) Meet with taxpayers wishing to discuss their valuations.
- f) Meet with the Town of Campton's Town Administrator and Board of Selectmen upon request.
- g) Prepare and execute required statutory reports and other documents, including standard and supplementary tax warrants.
- h) Work with Town Tax Collector, as needed.
- i) Perform other related tasks as may be required.

10. COMPENSATION:

- a) The Contractor will be compensated as an independent contractor under the Agreement. The Town and Contractor agree that the Town will not withhold from compensation paid to Contractor any state, local, federal or privately required amounts for taxes, workers' compensation or insurances of any kind.

11. PROPOSAL SUBMISSION:

All responses to the RFP must be received in a sealed envelope clearly marked "Request for Proposal (RFP) for General Assessing Services" by 4:30 p.m. on Friday, October 25th, 2024. Proposals will be opened at 9 a.m. on Monday, October 28, 2024. Proposals shall be submitted to:

Kate O'Connor, Town Administrator
12 Gearty Way
Campton, NH 03223
603-726-3223 ext.101
townadministrator@camptonnh.gov

Please submit two (2) copies of the responses to the RFP.
Any questions regarding the RFP should be submitted to Kate O'Connor, Town Administrator.

12. FORMAT OF PROPOSALS:

The Contractor is instructed to be concise, and proposals should include, in order, the following:

- a) Letter of Transmittal;
- b) Executive Summary;
- c) Brief organizational profile, including background and experience;
- d) Previous municipal assessing project summaries, including reference contact information for a minimum of three (3) projects, which are similar in scope to the project described herein that demonstrate pertinent key personnel experience;
- e) Proposed schedule to meet the requirements outlined in this RFP;
- f) Billing rate for services outlined and estimate of annual cost to the Town given the scope of work described in this RFP.

13. SIGNATURE/CERTIFICATION:

- a) The proposal shall be signed by an official authorized to bind the offer and shall contained a statement to the effect that the proposal is a firm offer for a ninety (90) day period from the closing date for submission. The proposal shall also provide the following information: name, title, address and telephone number of the individual(s) with authority to contractually bind the Contractor and also who may be contacted during the period of proposal evaluation for the purpose for clarifying submitted information.

14. RIGHT TO REJECT PROPOSAL & WAIVE INFORMALITIES:

- a) The Town reserves the right to reject all proposals for any reason, to waive any nonmaterial irregularities or information in any response to the RFP, and to accept or reject any item or combination of items.

15. PROPOSAL EVALUATION & SELECTION

The Board of Selectmen will evaluate each proposal based on the documentation requested herein using criteria which include but are not necessarily limited to, the following:

- b) The proposal's responsiveness to the RFP (format, capabilities, approach, clarity, etc.);
- c) How well the proposal matches the needs of the Town of Campton;
- d) The qualifications and experience of personnel committed to fulfilling the scope of the Agreement;

e) Proposed fee for services as outlined in the Request for Proposal.

The Town reserves the right to hold an interview to discuss the proposal's cost and negotiate the price with prospective contractors prior to making a final recommendation. Any contract awarded as a result of this RFP will be awarded without discrimination on the basis of race, color, religion, age, sex, gender identity, sexual orientation, national origin or political affiliation.