

TOWN OF ENFIELD, CONNECTICUT
REQUEST FOR PROPOSALS
REAPPRAISAL AND REVALUATION
ALL REAL PROPERTY EFFECTIVE FOR THE
GRAND LIST OCTOBER 1, 2011.

February 13, 2010

Sealed proposals for the project named above will be received at the office of the Director of Finance until 11:00 am, Friday, February 26, 2010. Thereafter, proposals will be opened in public and read aloud.

Specifications and proposal documents may be obtained from Della J. Confer, Assessor, at telephone number 860-253-6338 or the town's website, www.enfield-ct.gov.

The Town of Enfield reserves the right to accept or reject any, all, or any part of proposals, to waive formalities or informalities, and to award the proposal deemed to be in the best interest of the Town.

Lynn Nenni, Director of Finance
EOE/AA

TOWN OF ENFIELD
REQUEST FOR PROPOSALS
FOR REAPPRAISAL AND REVALUATION PROGRAM
ALL REAL PROPERTY (TAXABLE AND EXEMPT)
FOR THE ASSESSOR'S OFFICE IN
THE TOWN OF ENFIELD, CONNECTICUT
EFFECTIVE FOR THE GRAND LIST OF
OCTOBER 1, 2011

The Town of Enfield, Connecticut is undertaking a program to revalue all Real Property, effective October 1, 2011. Proposers interested in providing the Revaluation Services set forth in the attached specifications are invited to deliver 1(one) original and three (3) copies of their proposals to the Town of Enfield, Director of Finance, 820 Enfield Street, Enfield Connecticut 06082. Proposals must be received no later than **Friday, February 26, 2010 at 11:00am**, at which time and place such proposals will be opened and read aloud.

All proposals shall be sealed, and addressed to Lynn Nenni, Director of Finance, 820 Enfield St, Enfield, CT 06082 and marked:

"Town of Enfield, Connecticut Proposals for 2011 Real Estate Revaluation Services"

Specifications and proposal documents may be obtained from Della J. Confer, Assessor at 860-253-6338 or the Town's website, www.enfield-ct.gov.

The Town of Enfield reserves the right to accept or reject any, all, or any part of proposals, to waive formalities or informalities and to award the proposal deemed to be in the best interests of the Town.

All information pertaining to the Proposer's technical and management approach to completing this project, as well as the proposed cost, timetable and staffing plan, shall be presented in the proposal. The proposal must address, at a minimum, each of the issues set forth in the Request for Proposals as well as any addenda in order to be considered responsive. Any proposal that does not respond to each issue in the Request for Proposals may be rejected by the Town as non-responsive.

The Assessor reserves the right to amend this proposal for the Revaluation Program for equitable assessments regarding all real property at any time prior to the deadline for submission of proposals.

The Town is licensed to utilize the *Vision Appraisal*® CAMA Software of Vision Appraisal Technology of Northboro, Massachusetts. The Proposer will utilize this software to conduct the revaluation and to update and verify the existing database. The Proposer shall complete all work on the Town's CAMA system at an off-site location. The Proposer will be provided on-line access to the CAMA system. The system must be fully populated with all assessment data before the reappraisal is considered complete. The expected completion date for data entry is no later than July 2, 2011. Any

conversion required is solely the PROPOSER responsibility. All data entry required to update the CAMA system will be the responsibility of the PROPOSER.

PROPOSALS submitted utilizing any software other than that which the Town currently utilizes shall be considered unresponsive and shall be subject to disqualification.

The Town is also interested in the use of the Internet and World Wide Web for purposes of sharing data with the taxpayers and for public relations during the revaluation. The Proposer is strongly encouraged to include their Internet solution as a part of this proposal.

The successful proposer will also utilize the Town's GIS data in all aspects of the revaluation. This includes showing the Assessor the plotting of assessed to sales ratio parcels on the map, delineating neighborhoods and the field review effort. The GIS data must be utilized for in-depth quality control of the final data and should be used to depict old to new value change representation once final values have been established. It should also be used as a public relations tool to produce maps that help the taxpayers better understand the revaluation process.

In addition to addressing each of the items in the specifications, the Proposer must submit, as part of the proposal, the following information:

- A. Letter of Transmittal signed by the individual authorized to negotiate for and contractually bind the Proposer stating that the offer is effective for at least sixty (60) calendar days from the deadline for the submission of proposals.
- B. A list of Connecticut Municipalities for which the Proposer has completed Revaluation Programs for last five years, and contacts with municipalities with 10,000 or more parcels.
- C. A list of Connecticut Municipalities for which the Proposer has completed Revaluation Programs for last five years using the Appraisal Vision CAMA Software and contacts.
- D. Listing of personnel to be assigned to Enfield's revaluation, including years of experience in current positions and other revaluation positions, municipalities served, and their roles in those revaluations. Resumes of personnel assigned shall also be included.
- E. A list of Connecticut Revaluation Contracts for which the Proposer is currently committed with time table for completion.
- F. Description and examples of the Proposer's revaluation public relations program on the internet.
- G. Copy of Proposer's current Connecticut Revaluation Certificate issued pursuant to Connecticut General Statutes 12-2c.
- H. Surety Company Bond or bank certified check or bank check for ten (10) percent of the proposal submitted, as noted in Paragraph 5 of the Standard Instructions to Proposers (below).
- I. Copy of the Proposer's Financial Statement for the last three (3) fiscal years.

- J. Indication of how many years the Proposer has been engaged as a company, corporation, partnership or individual specializing in governmental revaluation services.

Failure to include any of the above-requested items in the submitted Proposal will be grounds for disqualifying said Proposal.

STANDARD INSTRUCTIONS TO PROPOSERS

1. Proposal Submission Instructions

A. One (1) original and three (3) copies of all proposals must be submitted in a sealed envelope clearly marked "Town of Enfield, Connecticut Proposals for 2011 Real Estate Revaluation". If forwarded by mail or courier, the sealed envelope must be addressed to "Lynn Nenni, Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082". Proposals must be at the office of the Director of Finance by the time of the Public Proposal Opening date of Friday, February 26, 2010. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first proposal is publicly opened will NOT be accepted.

B. Ditto marks or words such as "SAME" on the Proposal Form are NOT considered writing and must not be used.

C. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the proposal.

D. Proposals are considered valid for sixty (60) days after proposal(s) are opened. Proposer may not withdraw, cancel or modify their proposal for a period of sixty (60) days after proposal(s) are opened.

E. Proposals must be signed by an authorized person representing the legal entity of the Proposer.

F. The inability to meet any specified requirements(s) must be stated in writing and attached to the proposal form, or written on the proposal form.

2. PRESUMPTION OF PROPOSER BEING FULLY INFORMED

At the time the first proposal is opened, each proposer is presumed to have read and be thoroughly familiar with all RFP documents for this project. Failure or omission of the proposer to receive or examine any information shall in no way relieve any proposer from obligations with respect to their proposal.

3. INTERPRETATION OF ACCEPTABLE WORK

The specifications, proposal and contract documents are to be interpreted as meaning those acceptable to the Town of Enfield. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.

4. TAX EXEMPTIONS

The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Proposer shall avail themselves of these exemptions.

5. INSURANCE

The proposer awarded this work must provide a current Certificate of Insurance to the Director of Finance PRIOR to commencement of work, with the following requirements:

General liability coverage limits for bodily injury, property damage, and personal injury, \$1,000,000 per occurrence/\$2,000,000 general aggregate

Auto liability limits for property damage and bodily injury caused by the operation of motor vehicles, \$1,000,000 per occurrence

Contractual liability, \$1,000,000 per occurrence

Professional liability Insurance, \$1,000,000 per claim/\$1,000,000 annual aggregate, when professional services are being provided

Owner's, Contractors Protective Liability (OCP) \$1,000,000 per occurrence, when required by the Town of Enfield

Worker's Compensation, as required by Connecticut State statute

The "Town of Enfield" is to appear as an additional insured on all Certificates of Insurance for general liability and auto liability coverage.

All insurance is to be provided by carriers authorized to issue such insurance in the State of Connecticut, and rated at least A-/VIII by A.M. Best. Exceptions are subject to the sole discretion of the Town of Enfield.

All insurance may not be canceled or modified without sixty (60) days written notice by registered U.S. Mail to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082".

6. PROPOSAL BOND

Proposers are required to furnish a proposal surety at the time the first proposal is opened in the amount of ten (10) percent of the total amount of their proposal. The proposal surety should be in one of the following three (3) forms: (a) a bank certified check, (b) a bank check, or (c) a surety company bond. The surety company must be authorized to write such surety bonds in the State of Connecticut. Checks or bonds must be drawn to the order of "Director of Finance, Town of Enfield".

7. PERFORMANCE BOND AND PAYMENT BOND

To ensure the faithful execution of this proposal according to its provisions, the Vendor awarded this work must provide to the Town of Enfield, at the Vendor's expense, a performance and payment bond in the amount of one hundred (100) percent of the proposal. The bonds must be issued by a company

authorized to write such surety bonds in the State of Connecticut. The bonds shall be drawn to the order of the "Director of Finance, Town of Enfield", and delivered to the Town prior to commencement of work. On projects less than fifty thousand (\$50,000) dollars the Vendor may substitute the performance bond (but not the payment bond), for a bank certified check or a bank cashier's check in the amount of ten (10) percent of the proposal.

8. GUARANTEE

The vendor awarded this proposal shall guarantee all labor, material and workmanship for a period of one(1) year from the date of substantial completion as determined by the Town, as a condition of the performance bond. Five (5) percent of the total contract amount may be retained by the Town of Enfield for the duration of the guarantee period, or until the work is fully accepted by the Town, whichever is later.

In addition, any product warranty offered by the manufacturer or distributor in excess of one (1) year shall be given to the Town by the contractor at the time of substantial completion.

9. PERMITS

The proposer is solely responsible for obtaining all required permits, obtaining all necessary inspections and approvals, and satisfying any and all fees. The Town will waive all Town of Enfield fees for building permits and inspections.

10. FAIR EMPLOYMENT PRACTICES

The proposer agrees not to discriminate against any employee or applicant for employment in the performance of this project with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other condition prescribed by State or Federal law.

11. AWARDING THE PROPOSAL

The Town of Enfield reserves the right to accept or reject, any, all, or any part of proposals, to waive formalities or informalities, and to award the proposal deemed to be in the best interests of the Town.

It is the Town's policy to not award proposal to those who owe Town of Enfield prior year(s) property taxes.

The lowest priced proposal is NOT the sole determining factor when awarding this proposal.

Revised July 2009

END OF STANDARD INSTRUCTIONS TO PROPOSERS

PROPOSAL FORM FOR 2011 REVALUATION

THE COMPLETE REVALUATION OF ALL REAL PROPERTY
(TAXABLE AND EXEMPT), LOCATED WITHIN
THE CORPORATE LIMITS OF THE TOWN OF ENFIELD, CONNECTICUT,
EFFECTIVE OCTOBER 1, 2011.

The undersigned Proposer affirms and declares:

1. That this PROPOSAL is executed by said Proposer with full knowledge and acceptance of the CONTRACT (including the Reappraisal and Revaluation Specifications) enclosed with the REQUEST FOR PROPOSALS on the subject project.
2. That should this PROPOSAL be accepted in writing by the Chief Executive Officer of the Town of Enfield , Connecticut, said Proposer will furnish the services for which this PROPOSAL is submitted at the price proposed and in compliance with the provisions of said CONTRACT.
3. That this PROPOSAL is accompanied by surety in the form and amount indicated below:

_____ Proposal Bond	Amount \$_____
_____ Bank Certified Check/Bank Check	Amount \$_____
4. That the Proposer or his or her representative has visited the Town of Enfield; is familiar with its geography, general character of houses and its commercial and industrial areas; has examined the quality and condition of the ASSESSOR’S records; verified the parcel counts, and has met with the ASSESSOR to make himself or herself knowledgeable of those matters and conditions in the TOWN which would influence this proposal.
5. That all items, documents and information required to accompany this PROPOSAL of the aforesaid CONTRACT are enclosed herewith.
6. Proposed scheduled prices for aforementioned proposals are valid for sixty (60) days.
7. That the Proposer understands and accepts that, although the proposed price is a major factor for consideration, the TOWN reserves the right to award the contract to other than the low cost Proposer after an analysis of the additional factors outlined in the aforesaid CONTRACT.

CONTRACT SPECIFICATIONS FOR REAPPRAISAL AND REVALUATION SERVICES

1. DEFINITIONS

(a) **ASSESSOR:** The word “ASSESSOR” shall mean the duly appointed Assessor of Enfield, Connecticut.

(b) **PROJECT:** The word “PROJECT” shall mean the revaluation of all real property within the corporate limits of Enfield, Connecticut for assessment purposes.

(c) **CONTRACTOR:** The word “CONTRACTOR” shall mean the certified revaluation company who shall perform this project.

(d) **TOWN:** The word “TOWN” shall hereinafter mean The Town of Enfield, Connecticut.

2. SCOPE OF REAPPRAISAL AND REVALUATION

This Project includes the complete revaluation of all real property within the corporate limits of Enfield, Connecticut effective as of October 1, 2011.

CONTRACTOR shall furnish all the databases, labor, materials, supplies and equipment and perform all work for the project in strict accordance with the hereinafter-listed specifications and required State of Connecticut revaluation guidelines and mandates.

All work will be carried out and all forms, materials, and supplies utilized in this project shall conform to and be carried out in accordance with the requirements of the Secretary of State, Office of Policy and Management, the Connecticut General Statutes, and Regulations of Connecticut State Agencies pertaining hereto, and shall be subject to the direct supervision and approval of the ASSESSOR of the TOWN OF ENFIELD.

The values to be determined shall be the present true and actual value of each parcel of real property as that term is used in Title 12 of the Connecticut General Statutes and shall be based upon recognized methods of appraisal and conform to Uniform Standards of Professional Appraisal Practices, as required by Connecticut General Statutes for the licensing and certification of all individuals involved in the appraisal of real estate.

The Project will cover and include all real property in Enfield including the following categories:

All taxable real estate, land, buildings, and improvements.

All tax-exempt real estate, land, buildings, and improvements.

All public utility land and buildings.

Digital Image for all real properties parcels.

3. EFFECTIVE DATE: The effective date of this project shall be for the October 1, 2011 Grand List and the pricing and valuation by CONTRACTOR of all land, buildings and property under this CONTRACT shall reflect the present true and actual value as of October 1, 2011.

4. PARCEL COUNT:

CONTRACTOR’S price for the revaluation is based upon the following anticipated parcel counts (estimated by TOWN as of October 1, 2008.)

Taxable		
Residential Lots	1-1	12,620
Residential Excess Acreage	1-2	819
Residential Dwellings	1-3	12,598
Residential Outbuildings	1-4	5,856
Condominiums	1-5	1,570
Mixed Use	1-8	2
Commercial Land	2-1	378
Commercial Buildings	2-2	477
Commercial Apartments	2-3	80
Commercial Condo	2-4	89
Commercial Outbuildings	2-5	469
Commercial Land	2-6	44
Industrial Buildings	3-2	143
Industrial Land	3-1	109
Industrial Improvements	3-3	137
Public Utility Land	4-1	25
Public Utility Buildings	4-2	14
Public Utility Outbuildings	4-3	39
Vacant Residential Land	5-1	1,056
Vacant Commercial Land	5-2	56
Vacant Industrial Land	5-3	620
Vacant Wetlands	5-4	2
Farm Land	6-1	4,095
Forest Land	6-2	1,487
Open Space	6-3	136

Total Taxable Real Estate Accounts 15,920

TOWN DATA

Current Basis of Assessment	70%
Taxable Grand List as of October 1, 2008	2,800,663,790
Date of Last Revaluation	10/1/2006
Estimated 2005 Population	45,297
Area of the Town	34.2 sq miles

GENERAL CONDITIONS

1. STATE CERTIFICATION

The CONTRACTOR must hold, from the time of submission of the proposal through the completion of all work hereinafter required, a valid Connecticut Revaluation Company Certification pursuant to Section 12-2c of the Connecticut General Statutes.

2. PERSONNEL

CONTRACTOR shall provide experienced and qualified personnel in compliance with the requirements for the Equal Employment Opportunity provisions of Federal and State governments. CONTRACTOR shall submit to the TOWN, written qualifications of all personnel assigned to this project.

All personnel assigned to this project shall be subject to the approval of the ASSESSOR, prior to the commencement of the individual's duties in the TOWN and shall be caused to be removed from the project by CONTRACTOR upon written notification of the ASSESSOR.

(a) Minimal Qualifications

(i) Project Manager or Supervisor:

The administration of this project shall be assigned by CONTRACTOR to a project manager or supervisor, who shall be certified by the State of Connecticut as a Revaluation Supervisor pursuant to Section 12-2c of the Connecticut General Statutes, and such other statutes and regulations that the State of Connecticut may promulgate from time to time, and shall have not less than three (3) years of practical appraisal management experience in the appraisal of commercial, industrial, apartment, and residential type properties. A Copy of this Certificate shall be provided to the Assessor. The project manager or supervisor shall be subject to approval by the ASSESSOR.

(ii) Reviewers and Appraisers:

Reviewers and appraisers shall be certified under the Connecticut Revaluation Certification Program pursuant to Section 12-2c of the Connecticut General Statutes, and such other statutes and regulations that the State of Connecticut may promulgate from time to time, and shall not have less than three (3) years of practical appraisal experience in the appraisal of the particular type of properties for which they are responsible. Two (2) years of this experience shall have been in the mass appraisal field and shall have occurred within the past five (5) years. All reviewers and appraisers shall be subject to the approval of the ASSESSOR prior to the commencement of their duties on this project.

(b) Background Check:

All personnel will be subject to background checks.

(c) Identification

All field personnel shall have visible clip-on identification cards, which shall include an up-to-date photograph, supplied by CONTRACTOR and signed by the TOWN'S ASSESSOR. In addition, all field personnel shall carry a "Letter of Introduction" signed by the ASSESSOR. All automobiles used by field personnel shall be registered with the TOWN'S Police Department and listed with the ASSESSOR'S office giving license number, make, model, year and color of all vehicles used on this Project. A list of all personnel shall be listed with the ASSESSOR.

(d) Office Hours and Staffing:

CONTRACTOR shall maintain an office in the Enfield Town Hall, as needed, from the commencement of work on this project through the conclusion of the public hearings. This office shall be staffed at CONTRACTOR'S expense with clerical staff as needed, as well as other qualified full-time persons so as to ensure the successful completion of this project in accordance with the completion dates set forth in the Contract Specifications and any Addenda thereto.

(E) Conflict of Interest

No resident of the TOWN or TOWN employee shall be employed by CONTRACTOR, except in a clerical capacity, without the prior approval of the ASSESSOR.

3. PROTECTION OF THE TOWN

(a) Bonding

CONTRACTOR shall, to secure the faithful performance by CONTRACTOR of the terms of this CONTRACT, furnish to the TOWN a Performance and Payment Bond in the amount of this contract; which bond shall be issued by a bonding company licensed to do such business in the State of Connecticut, with a minimum. Best Company rating of "A-/VIII." Said bonds shall be delivered to the TOWN prior to the commencement of actual work and shall be in a form satisfactory to and approved by the TOWN'S attorney. It is understood and agreed that upon completion and delivery to the Town of the revaluation and its approval by the ASSESSOR and after completion of the duties of the Board of Assessment Appeals, the Performance Bond shall be reduced to 10% of the value of the contract for the purpose of covering the defense of all appeals taken by taxpayers. The reduced amount of the bond shall remain effective until a final resolution in the courts of any timely appeals taken from the doings of the Board of Assessment Appeals on the list of October 1, 2011.

(b)Insurance

CONTRACTOR shall, at its own expense, provide and keep in force:

Workers' Compensation insurance in the required amount, and Employers' Liability insurance in the following amounts:

- Bodily injury by accident- \$100,000 each accident.
- Bodily injury by disease- \$500,000 each accident and,
- Bodily injury by disease- \$100,000 each employee.

The policy must provide coverage for benefits payable under the Connecticut Workers Compensation Act, and include the Voluntary Compensation endorsement.

Appraiser's Professional Liability insurance providing errors and omissions coverage for professional services rendered as an appraiser. The minimum limit of liability shall be \$1,000,000 per claim, subject to a \$2,000,000 aggregate.

Any deductible applicable to a claim must be noted on the Certificate of Insurance. If the policy is written on a claim made policy form, CONTRACTOR must maintain the insurance for a period of two years from the completion of the contract.

During the term of the contract, CONTRACTOR shall provide Public Liability insurance for bodily injury and property damage. The Public Liability insurance shall be written on a comprehensive form and include, without limitation, coverage for premises and operations, completed operations, independent contractors, broad form property damage, blanket contractual and personal injury. The required limits of liability are:

- \$2,000,000- General Aggregate
- \$2,000,000- Product-Completed Operations Aggregate
- \$1,000,000- Personal and Advertising Injury
- \$1,000,000- Each Occurrence
- \$ 100,000- Fire Damage/Fire
- \$ 5,000- Medical Expense/Person

Automobile Liability insurance shall be written with a Comprehensive Form and include coverage for owned, hired, and non-owned vehicles. The limit for any one accident or loss shall be \$1,000,000.

Insurance Certification: An Insurance certificate shall be required to be filed with the TOWN, certifying coverage and limits of automobile, bodily injury liability, property damage liability and Worker's Compensation.

"The TOWN to be named as Additional Insured on the Insurance coverage named herein for the claims arising out of the COMPANY'S performance of the contract herein".

Patent/Copyright Liability: CONTRACTOR shall save the TOWN harmless from any liability of any nature or kind, including costs and expenses for, or on account of, any patented or copyrighted equipment, materials, articles or processes used in the performance of this contract.

The TOWN must be named as an Additional Insured on the policy.

Defense of TOWN: All insurance companies shall have the duty to defend the TOWN against liability or property damage claims arising from the conduct of CONTRACTOR and/or agents or employees.

Professional Liability each claim \$1,000,000.

(c) Liquidated Damages

In the event that the CONTRACTOR fails to complete all work prior to the date specified herein, December 30, 2011, liquidated damages will accrue at the rate of FIVE HUNDRED DOLLARS (\$500.00) per day beyond the specified date of completion. For purposes of liquidated damages, completion of all work no later than December 30, 2011 is defined as follows:

Completed property record cards with all sketches, measurements, listings, pricing, review and final valuations.

Completed digital imaging.

Completed ACAMA system update.

Completed integration within ACAMA system.

Final Assessment notices addressed and in envelopes prepared for mailing, postage to be paid by CONTRACTOR.

(d) Hold Harmless Agreement:

CONTRACTOR shall, at all times, defend, indemnify, protect and save harmless, the TOWN and its officers, agents and employees from any and all claims or demands for damage for bodily injury, including death or property damages sustained by any party, including officers, agents and employees of CONTRACTOR. Said hold harmless clause shall include, but not limited to investigation, defense and settlement or payment or judgment of any liabilities.

4. CHANGES AND SUBLETTING OF CONTRACT

(a) Changes

CONTRACTOR understands that changes in the contract will be permitted only upon written mutual agreement of CONTRACTOR and the Town.

(b) Subletting

CONTRACTOR shall not assign, transfer or sublet the contract or any interest or part therein, without first receiving written approval from the TOWN. It should be mutually agreed and understood that said consent by the TOWN shall in no way release CONTRACTOR from any responsibility or liability as covered in these specifications and contract.

5. COMPLETION DATE AND TIME SCHEDULE

(a) Signing of Contract and Commencement of Work:

Within 30 days after receipt of notice of acceptance by the TOWN of its proposal, as possibly revised by negotiations, CONTRACTOR shall execute with the TOWN a contract in the form agreeable to the TOWN and incorporating these contract specifications.

The CONTRACTOR shall commence the revaluation, after the Town's receipt of the Bond(s) and Insurance Certificates, not later than two weeks after contract signing and shall continue uninterruptedly in a diligent fashion so as to ensure completion within the schedule of completion dates hereinafter set forth below:

(b) Completion Dates

The following phases of the revaluation must be completed in accordance with the following schedule:

Time Schedule:

The revaluation work will be started no later than April 18, 2010; provided the TOWN delivers maps, present records with owners' addresses, property transfers and building permits at the convenience of Contractor and will continue in a diligent manner so as to ensure completion within the schedule of completion dates set forth below:

Completion Dates: Contractor will complete the following phases of the revaluation in accordance with the following schedule:

Complete residential data collection by May 6, 2011. (Except for current building permits)

Complete commercial, industrial, public utility, and tax exempt data collection by June 1, 2011. (Except for current building permits)

Complete land study and set values by September 1, 2011.

Complete building cost manual by October 1, 2011.

Complete study of market rents, expenses, and capitalization factors by October 1, 2011.

Deliver completed CAMA database, integration of CAMA software, video images and professional camera for maintenance of future images. Deliver Real Estate Property cards with sketches, measurements, listings, pricing, and suggested values to the ASSESSOR by July 2, 2011.

ASSESSOR completes review and final adjustments made for real property no later than November 16, 2011.

Assessment notices mailed to comply with requirements of Connecticut State Statutes by November 23, 2011. (Contractor to pay postage and provide envelopes or mailer)

Informal hearings will begin no later than December 2, 2011 and end by December 20, 2011.

Notices of results finalized after the informal hearings are to be mailed out, (CONTRACTOR to pay postage and provide envelopes or mailers) computer file is updated and final property record cards printed no later than January 4, 2012.

(c) Assessment Date:

The completed appraisals, upon approval of the ASSESSOR, will serve as a basis for assessments, effective on the Grand List of October 1, 2011.

(d) Delays:

CONTRACTOR shall not be liable for delays caused by reasons of war, strike, explosion, acts of God, order of court or other public authority.

The CONTRACTOR is required to submit before the commencement of the project, the timetable for the entire project. The timetable must be followed by the CONTRACTOR. Any variation of the timetable must have the express consent of the ASSESSOR.

Completion of the project shall not be final until the ASSESSOR certifies the entire project, by signing the appropriate forms, and if applicable, the CONTRACTOR fulfills all requirements set forth in the regulations by Office of Policy and Management.

6. PAYMENT SCHEDULE

(a) Periodic Payments

Payments shall be made in the following manner:

Thirty (30) days after the execution date of this contract, and at the end of each thirty (30) day period thereafter covered by this contract, CONTRACTOR will certify in writing to the ASSESSOR the percentage of the total work completed under the contract which CONTRACTOR has performed during the said thirty (30) day period. Such notification will itemize and accurately indicate the extent and nature of work performed by volume, street, and category or in any manner as required by the ASSESSOR. The itemization shall be categorized by each of the "Stages of Completion" listed on the Payment Schedule as shown below.

The TOWN, upon determination by the ASSESSOR that the certification of CONTRACTOR concerning work during said period is accurate, will pay to CONTRACTOR a percentage of the total compensation due under the contract equal to the percentage of work certified as having been completed during said period, less ten percent (10%), which is to be retained by the TOWN for payment to CONTRACTOR at such time that he or she has performed fully and satisfactorily all its obligations, requirements, and litigation under the contract. The retained ten (10%) percent of the contract price is to be paid upon the completion of work of the Board of Assessment Appeals on the October 1, 2011 Grand List in accordance with provisions of Section 3.3.3b of this contract

This contract makes provisions for a reduction of the performance bond to 10% of the contract price so as to ensure the defense of any appeals resulting from the revaluation work.

(b) Fiscal Year Limitations:

The contract cost shall be paid in the Town's fiscal years of 2009-2010, 2010-2011 , and 2011-2012 according to the provisions of this section and subject to the appropriation of necessary funds by the TOWN's fiscal authority. CONTRACTOR shall incur no cost in any fiscal year in excess of that year's annual appropriation plus the balance of prior years' unexpended appropriations.

(c) Stages of Completion

Suggested Schedule and Percentage of Completed Work:

% OF TOTAL STAGES OF COMPLETION PROJECT COST	
10%	- Planning & organization
10%	- Data collection
15%	- Residential analysis and valuation
15%	- Commercial analysis and valuation
10%	- Field review
10%	- Completion of digital imaging of all properties
10%	- CAMA Software or CAMA Upgrade
10%	- Informal Hearings Notices & Interviews
10%	- Project finalization
Total	

7. RESPONSIBILITIES OF CONTRACTOR

(a) GOOD FAITH

CONTRACTOR shall, in good faith, use its best efforts to assist the ASSESSOR in determining the present true and actual valuations of all real property situated in the TOWN, and shall not undervalue or overvalue any land, building or other property to avoid or minimize its responsibilities specified herein.

(b) PUBLIC RELATIONS

The parties of this revaluation project recognize that a good public relations program is required in order that the public of the TOWN may be informed as to the purpose, benefits and procedures of the revaluation program.

CONTRACTOR shall provide reasonable assistance to the ASSESSOR in conducting a program of public information through the press and other media, such as meeting with citizens, E-TV (Enfield Television), service clubs, and property owner groups as a means of establishing understanding of and support for the revaluation program and sound assessment administration. CONTRACTOR shall supply visual aids and other media at its disposal to this end. All public releases shall be approved by the ASSESSOR prior to release.

(c) CONDUCT OF COMPANY EMPLOYEES

As a condition of this contract, CONTRACTOR'S employees shall, at all times, treat the residents, employees and taxpayers of the TOWN with respect and courtesy; CONTRACTOR shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision. A suitable dress code for all employees will also be implemented.

8. RECORDS

(a) General Provisions

CONTRACTOR shall provide all record cards, street cards, owner cards, supplies, equipment, forms, postage, literature, notices and papers to be used in this project at no additional cost to the TOWN.

All forms shall be subject to approval by the ASSESSOR as to format, design, content, shape, size, color, quality and quantity, and shall be further subject to the approval of the Secretary of the Office of Policy and Management as required by Connecticut General Statutes. At the completion of the project, CONTRACTOR will provide the Town with an additional supply of all such forms, the total number of each form to be supplied shall meet, but not exceed 10 percent of the Town's total parcel count.

(b) Records are TOWN Property

The original or a copy of all records and computations, including machine readable databases, made by CONTRACTOR in connection with any appraisal of property in the TOWN shall, at

all times, be the property of the TOWN and, upon completion of the project or termination of this contract by the TOWN, shall be left in good order in the custody of the ASSESSOR. Such records and computations shall include, but not be limited to:

Assessor's Maps:

Land Value Maps;

Materials and Wages, Cost Investigations and Schedules;

Data Collection Forms, Listing Cards, Property Record Cards with property valuations and sketches;

Capitalization Rate Data;

Sales Data;

Depreciation Tables;

Computations of land and/or building values;

All letters of memoranda to individuals or groups explaining methods used for appraisals;

Duplicated notice of valuation changes;

Database of all property records, CAMA system, and integration with administrative system.

In addition, throughout the conduct of said revaluation, any criteria, guidelines, price schedules or statement of procedures used in such revaluation by the CONTRACTOR shall be available by contractor for public inspection in the ASSESSOR'S office and shall be available thereafter, all in accordance with Section 12-62 after notices sent (c) of the Connecticut General Statutes.

(c) ASSESSOR'S Record

CONTRACTOR shall use a system approved by the ASSESSOR for the accurate accounting of all records and maps, which may be taken from the ASSESSOR'S office in conjunction with this project. All such records and maps shall be returned immediately following their use. None of the ASSESSOR'S records shall be taken outside the corporate limits of the TOWN without prior written permission of the ASSESSOR.

The ASSESSOR will permit CONTRACTOR to copy all residential building sketches from existing field cards, together with the outside dimensions of all auxiliary buildings such as garages, barns, sheds, and swimming pools. CONTRACTOR will be permitted to copy and sketch all commercial and industrial properties, which are presently outlined on existing ASSESSOR'S field cards. CONTRACTOR will comply with Section 12-62(a) (3)12-62(b) (3) of General Statutes.

(d) Property Record Cards (Street Cards)

CONTRACTOR shall complete and file by Street order, Property Record Cards, commonly referred to as "Street Cards" or "Field Cards". These cards shall contain all manner of information affecting value, including but not limited to, information as to location of property, classification as to usage, owner of record, source of title, size, shape and physical characteristics of land, with the breakdown of front feet, square feet or acreage as applicable, along with the unit of value applicable to each, public utilities available, public improvements, census tract number, zoning regulations in effect as of the assessment date. All physical

improvements shall be listed giving all interior and exterior construction details, quality of construction, age, condition, replacement values, percent of physical, functional and economic depreciation, depreciated values, fair market value and 70% assessment value will be shown. A computer-generated sketch of all buildings, with the appropriate scale of such sketch, shall also be shown on these cards.

9. ASSESSMENT NOTICES

At the close of the PROJECT, a notice shall be sent, at CONTRACTOR'S expense by first class mail, to each property owner of record, setting forth the valuation that has been placed upon the property identified in the notice, prepared on a form approved by the ASSESSOR. CONTRACTOR will provide the needed information for the notice to conform to, but not limited to the Connecticut General Statutes. Also enclosed with such notice shall be information specifying the dates, times and places of the informal public hearings and information describing the property owner's right to appeal the valuation of his property, including the manner in which an appeal may be filed with the Board of Assessment Appeals. Such notices shall be subject to approval by the ASSESSOR in accordance with Connecticut General Statutes. a duplicated copy, arranged alphabetically by the owner's name, shall be left with the ASSESSOR.

The CONTRACTOR shall, at its own expense, send out an additional notice for real property classified under C.G.S.A. § 12-107c (farm land), § 12-107d (forest land) and § 12-107e (open space). At that same time, the CONTRACTOR should be prepared to make data available via the Web so that taxpayers can log in and review properties on-line.

10. INFORMAL PUBLIC HEARINGS

At a time mutually agreeable to the ASSESSOR and CONTRACTOR and following completion of all review work by the ASSESSOR and CONTRACTOR, CONTRACTOR shall hold informal public hearings so that owners of property or their legal representative may appear at specified times and locations to discuss, with qualified members of CONTRACTOR'S staff, the valuations of their property. CONTRACTOR'S personnel shall explain the manner and methods of arriving at value. Informal public hearings, at the ASSESSOR'S discretion, may be held on weeknights and Saturdays.

CONTRACTOR, in conjunction with recommendations of the ASSESSOR, shall schedule a sufficient number of hearings and provide sufficient personnel to handle said hearings expeditiously and fairly. Any information offered by the taxpayer or their legal representative shall be given consideration, and an adjustment shall be made where warranted. The public hearings shall be completed by December 20, 2011.

CONTRACTOR shall keep a record, on a form approved by the ASSESSOR, of all owners that requested a hearing and the result of that hearing. A copy of those records shall be given to the ASSESSOR.

CONTRACTOR shall require each person, or his or her legal representative, who appears at a hearing, to sign a form indicating whether or not CONTRACTOR may re-inspect the property being questioned; such decision to re-inspect is to be at the reasonable discretion of CONTRACTOR. Any

such re-inspection shall be made as soon as possible. This form shall be approved by the ASSESSOR and provided by CONTRACTOR. The completed and signed forms shall be turned over to the ASSESSOR at the conclusion of the hearings. CONTRACTOR shall, at its expense, notify by first class mail each taxpayer that has appeared at an informal public hearing of the results thereof. Said notices of results are to be approved by the Assessor.

CONTRACTOR shall be responsible for sending notice, by first class mail at CONTRACTOR'S expense, to each taxpayer or his or her legal representative who appears at these hearings seeking review of valuation. Such notice shall include the original valuation determined by CONTRACTOR and any adjusted valuation as deemed appropriate based on any information received at such hearing, or a statement that no change is warranted. Such notice shall be subject to approval by the ASSESSOR and shall contain information describing the property owner's rights to appeal the valuation, including the manner in which an appeal may be filed with the Board of Assessment Appeals.

11. BOARD OF ASSESSMENT APPEALS AND LITIGATION

(a) Board of Assessment Appeal: CONTRACTOR will have a qualified member or members of its staff with first hand knowledge of the project and CONTRACTOR'S duties under the contract available, upon request, for attendance at any deliberations of the Board of Assessment Appeals held after the completion of the revaluation, Sundays excluded, to assist in the settlement of complaints and to explain the valuations made; but such availability and attendance shall not be required after the date for the completion of the duties of the Board Assessment Appeals with respect to the October 1, 2011 Grand List, or for one complete calendar year beyond completion of the revaluation, whichever comes first.

(b) Litigation: In the event of appeals to the courts instituted on the October 1, 2011 Grand List assessment, CONTRACTOR will furnish a competent witness/witnesses with first hand knowledge of this project and CONTRACTOR'S duties under the contract to defend the valuation of the properties appraised; it being understood that CONTRACTOR shall furnish said witness/witnesses on any court action for a per diem rate. CONTRACTOR will provide supporting data, including written appraisals if deemed necessary by the ASSESSOR, for any said court appeals. If an action arises to revoke the revaluation of the October 1, 2011 Grand List, the CONTRACTOR shall provide competent witnesses to defend the revaluation at per diem rate to the TOWN. CONTRACTOR will also comply with any request by the TOWN to answer any interrogatories, provide witnesses for depositions or to otherwise participate in the discovery process pertaining to any litigation described in the first sentence in this paragraph.

CONTRACTOR shall not be held responsible for any assessments changed from the original revaluation figure by parties other than CONTRACTOR, unless the figure determined by CONTRACTOR was unreasonable, unsupportable or erroneous in the view of the ASSESSOR.

12. INFORMATION

Information to TOWN

CONTRACTOR shall give to the ASSESSOR any and all information requested pertaining to the project for a period of one (1) year after completion of the duties of the Board of Assessment Appeals on the October 1, 2011 Grand List, without any additional cost to the TOWN.

13. BUILDING COST SCHEDULES

(a) General

CONTRACTOR shall prepare for usage in the Project as hereinafter specified, building cost schedules. These schedules will reflect the unit-in-place method based upon the square foot or cubic foot area of buildings as applicable. These schedules shall be used in computing the replacement cost in the TOWN for all residential, commercial, industrial, and farm construction. They shall reflect the wage scale for the various trades, labor efficiencies, overhead, profit, engineer and architect fees and all other direct and indirect costs of construction. Before final acceptance, they shall be proven by testing against known sales. All finalized schedules shall be approved by the ASSESSOR before adoption and usage by CONTRACTOR.

(b) Types of Cost Schedules

Residential

Residential cost schedules shall include, but not limited to, schedules for various classifications, types, models, and story heights on a per square foot basis, normally associated with residential buildings. The schedule shall be flexible with special sections reflecting the various additions and deductions for construction components from the base specifications such as insulation, wall and floor types, interior finish, etc, along with prices for different types of heating systems, bathrooms, fire places, porches, breezeways, attached, detached, and basement garages, and finished basements and schedules for other building improvements usually found on residential property including, but not limited to, in-ground swimming pools, barns, sheds, tennis courts, gazebos, and hot tubs.

Commercial

Commercial building cost schedules shall be prepared in unit costs of material in place and charted on a per square foot basis, and shall be prepared for various story heights and contain all the additions and deductions for construction components from base specifications.

Industrial and Special Structures

Cost schedules for industrial and special purpose structures shall be prepared in unit costs of material in place and charted on a per square foot basis, and shall contain all the additions and deductions for construction components from base specifications.

Farm

Cost schedules for farm structures shall be prepared for square foot and cubic foot costs for various types of farm buildings including, but not limited to, barns, sheds, silos, milk houses, coops, etc.

Cost schedules for the afore-mentioned must be supported by a recognized valuation publication company such as Marshall and Swift, Means, etc.

(c) Depreciation Schedules

Depreciation schedules or methods to be used by CONTRACTOR in determining the amount of depreciation shall reflect the normal and accepted depreciation rates of buildings according to classification. These schedules or methods shall cover residential, commercial, industrial, and farm buildings and shall be approved by the ASSESSOR.

(d) Schedule for TOWN

CONTRACTOR shall supply and leave for the TOWN not less than three (3) copies of all the above required building cost schedules and depreciation schedules for the TOWN'S usage, one copy of which shall be turned over to the ASSESSOR upon approval of the schedules. The schedules shall be in the form of a bound manual supplied by and at the cost of the CONTRACTOR.

14. APPRAISAL SPECIFICATIONS

Appraisal of Land

CONTRACTOR shall appraise all land within the TOWN: including residential, vacant, commercial, industrial, agricultural, special use, public utility, and tax-exempt.

Land Value Study

Land shall be valued on the basis of an analysis of all sales data occurring during the two-year period prior to October 1, 2011. The analysis and application of sales data shall be governed by procedures and techniques expressly approved by the ASSESSOR. CONTRACTOR shall make a careful investigation of this data and shall consult owners, realtors, banks and other sources for information relative to sales of properties within the TOWN. All factors affecting the final values of land shall be considered, such as location, zoning, inland wetlands, topography, soil condition, utilities, size, view, and vacancy, form of ownership, non-conforming uses, and zoning variances.

Non-conforming uses and zoning variances shall be considered in establishing values. A brief description of each lot or parcel of land, together with the valuation computations, shall be entered on the field record card.

Land Value Inspection

CONTRACTOR will conduct a physical inspection of each plot and/or lot and make necessary adjustments in value to compensate for topographical irregularities such as high banks, steep slopes, swamps, irregular shapes or anything else that may detract from the usefulness of the land. Non-conforming uses and zoning variances shall be considered in establishing values. This physical data of the land parcel shall be recorded in the field and recorded on the street card.

Land Value Unit

CONTRACTOR shall prepare land values by front foot, square foot, acreage or fractional acreage; whichever in the judgment of CONTRACTOR and ASSESSOR most accurately reflects the market for the appraised land.

Land Value Map

CONTRACTOR shall delineate the land value units on all streets and acreage in the TOWN on a suitable map to be provided by the TOWN. The land value map shall be returned to the TOWN prior to the completion of the PROJECT.

Neighborhood Delineation

After consideration of the environmental, economic and social characteristics of the TOWN, CONTRACTOR shall, with the cooperation and approval of the ASSESSOR, delineate "neighborhood" units within the TOWN. Each neighborhood unit will, in CONTRACTOR'S opinion, exhibit homogenous characteristics. Each neighborhood unit will be assigned a separate identification code, which will be used for valuation. These neighborhood codes shall be recorded and maintained on all property record cards and the computer database.

15. APPRAISAL OF RESIDENTIAL BUILDINGS AND STRUCTURES

All properties shall be reviewed in the field by CONTRACTOR'S personnel qualified as reviewers, as previously prescribed in these contract specifications. The properties shall be reviewed for classification correct listing of information, final value and to assure that they are correlated to comparable properties. The ASSESSOR shall be notified of the dates of reviewing and be entitled to accompany the reviewers during this phase of the revaluation

Exterior Field Review

Field Recording: Physical data and characteristics of the land parcel shall be observed in the field and recorded.

CONTRACTOR will make a careful and complete listing of physical construction details of all residential buildings and structures and all structural improvements appurtenant to residential property in the TOWN on property forms, as previously covered in these specifications.

CONTRACTOR guarantees to make a careful inspection of the complete interior of at least 95 percent of all properties, excluding those wherein the owner refuses permission to inspect or fails to respond to

CONTRACTOR'S notification letter. For each property above the allowable 5% percent which is not properly inspected, the ASSESSOR may deduct (\$25.00) from the contract price to be paid to CONTRACTOR, such amount deemed by the parties hereto to be fair and equitable estimate of the damages to the TOWN if less than 95% percent of all properties, excluding those properties described in the previous section are inspected.

CONTRACTOR'S listers will have each interior inspection verified, including the date of the inspection, by having an adult owner or resident of each building or dwelling unit sign the field card.

When entrance to a building for an inspection is refused, CONTRACTOR'S listers will make note of the fact and within two working days, notify the ASSESSOR in writing, giving the facts as to the time of the visit, and, if possible, the name of the party refusing entrance and other pertinent information. The ASSESSOR shall review the situation and if he/she shall be unable to gain the cooperation of the party involved, he/she shall so notify CONTRACTOR and they shall proceed to estimate the value of the building on the basis of facts ascertainable without entry and make adequate notations of the lack of cooperation and manner arriving at value conspicuously on the record card.

The street card shall indicate the initials of the lister and the date(s) of the listing.

Where necessary, CONTRACTOR will make two call-backs, one of which must be on a weekday after 5:00 PM AND/OR ON A SATURDAY. The time and date at which the call-back was made shall be duly noted on the field record card by the lister making the call-back.

If after two call-backs contact was not established with the property owner, a notification letter, approved by the ASSESSOR, shall be sent via First Class Mail at the CONTRACTORS expense, to the property in question notifying the property owner that the representatives of CONTRACTOR were not able to make contact and request that, within a prescribed time limit, the property owner contact CONTRACTOR by telephone or by mail for alternative arrangements for the inspection of the property. Failure of the property owner to respond to the notification letter will place that parcel in the 95% percent "entry" group.

The perimeter of all improvements shall be verified for accuracy. When measurement is required or if no sketch presently exists, such as for new construction, all improvements shall be measured to the nearest foot.

An outline sketch prepared to scale shall be entered into CAMA system giving dimensions to the nearest foot.

A digital image database integrated within the CAMA system installed by the CONTRACTOR shall be in place by the completion of this project. This will provide the Town with the ability to randomly retrieve an image of any parcel described on the CAMA data file. The imaging shall be included in the cost of the proposal by the CONTRACTOR.

Pricing and Valuations

Pricing and valuations of all land and buildings must reflect the present true and actual value as of October 1, 2011, and shall be done from and in accordance with the previously approved manuals and schedules.

The final valuation shall be the true and actual value of the structures plus the true and actual value of the land. In arriving at the true and actual value of the structures, replacement cost new less depreciation from all causes may be considered along with other factors affecting the value of the property, all of which shall be noted on the property record card.

16. APPRAISAL OF COMMERCIAL, INDUSTRIAL, PUBLIC UTILITY, AND SPECIAL PURPOSE PROPERTIES

General

All commercial, industrial, public utility and special purpose buildings shall be classified, priced and reviewed in the same manner as residential properties, as set forth previously in these specifications.

Income Approach

Income and expense data gathered by the TOWN shall be utilized by CONTRACTOR for income producing and, where appropriate, owner-occupied properties. Any income and expense data with accompanying summary reports and rent schedules shall become property of the TOWN. All information filed and furnished with Income and Expense report shall not be a public record and is not subject to the provisions of Section 1-200 et seq. (Freedom of Information) of the Connecticut General Statutes. From these returns and other data sources, such as field investigations and interviews, CONTRACTOR will establish market or economic rent and expenses for income producing properties. CONTRACTOR shall also develop capitalization rates by investigating sales and income data. Rates shall be established for the various classes of property and checked by bankers, investors and appraisers to ensure their accuracy. When the rates and methods have been approved by the ASSESSOR, CONTRACTOR shall perform the income approach using both actual and economic income and expenses CONTRACTOR shall be responsible for entering all income data into the CAMA system.

All yard improvements shall be listed and valued separately.

All fixed machinery and equipment serving a building and taxable as real estate shall be listed within that building and priced in accordance with procedures and outlined in the applicable price schedule. If a question exists whether certain machinery or equipment is taxable as real estate, CONTRACTOR shall bring that question to the attention of the ASSESSOR to be bound by his/her determination.

Review

All final reviews and inspections shall be made in the same manner and for the same purpose as prescribed for residential properties. The reviewer shall be completely trained and fully experienced in the appraisal of the particular type and kind of commercial, industrial, public utility or special purpose building; the final value of which he or she is responsible.

17. CONTROL AND QUALITY CHECKS

Field Checks

The ASSESSOR shall spot check in the field, properties picked at random by him/her with or without the appropriate CONTRACTOR'S supervisor.

Building Permits

The ASSESSOR shall screen and make available on a timely basis to CONTRACTOR, copies of all building permits issued during the course of the revaluation to allow the inclusion of all new construction, additions, and remodeling in CONTRACTOR'S appraisals.

Incomplete Construction

CONTRACTOR shall code as unfinished construction all property cards which appear to have incomplete improvements on the October 1, 2011 Grand List. The street card shall show the percentage of completion, based upon a schedule approved by the ASSESSOR, and reflect the percentage of completion in the valuation.

Sales Analysis

Sales analyses of properties shall be performed as a means of sustaining the values derived. These analyses shall be done on the aggregate of all residential properties and on each of the neighborhoods previously delineated. The sales analyses shall include, at a minimum, sales ratios and coefficients of variance and dispersion. Any additional requests for sales analyses by the ASSESSOR shall also be performed.

Performance Based Revaluation Standards: All fair market values that are developed by the CONTRACTOR must meet the Performance Based Testing Standards developed by the State of Connecticut Office of Policy and Management in accordance with Section 12-62i of the Connecticut General Statutes.

18. DATA MAILERS (OPTIONAL):

CONTRACTOR, as a quality check for the data, shall at their own expense, prepare and send out a data mailer to every owner of each improved property within the TOWN by April 1, 2011. These data mailers will include a cover letter explaining that the purpose and content of the mailer is to ensure the accuracy of the data concerning their property. The information collected will be used to determine their new valuation. The CONTRACTOR will be responsible that the properties reporting discrepancies are reviewed for accuracy by virtue of the best available information including, if necessary, a new inspection of the property.

The format and content of the data mailer, as well as the cover letter, shall be subject to approval by the ASSESSOR. The data mailers shall include, but not be limited to the following information: property type classification, parcel size zoning, utilities, building style, number of bedrooms, number

of bathrooms, number of bathroom fixtures, type of heating fuel, type of heating system, exterior wall material, roof style and composition, interior wall material, interior floor covering, total number of rooms, central air conditioning, finished basement, garage type, number of fireplaces and year built.

The CONTRACTOR shall be responsible for making any correction to the existing CAMA database as a result of the returned data mailers and the CONTRACTOR shall field inspect such properties as the ASSESSOR shall require prior to making the corrections shown on the returned data mailers.

19. RESPONSIBILITIES OF THE TOWN

(a) Nature of Service

It is clearly understood and agreed that the services rendered by CONTRACTOR are in the nature of assistance to the ASSESSOR and all decisions as to proper valuation of taxable or tax exempt real properties, shall rest with the ASSESSOR.

(b) Cooperation

The ASSESSOR, TOWN, and its employees will cooperate with and render all reasonable assistance to CONTRACTOR and its employees.

(c) Items Furnished By the Town

The TOWN shall furnish the following:

(d) Maps

The TOWN shall furnish one (1) set of the most up-to-date TOWN Tax Maps that are currently available showing streets, and property lines and boundaries and parcel identification numbers.

(e) Land Dimensions

The TOWN will make available lot sizes and total acreage to CONTRACTOR of all pieces of property where the map or present records fail to disclose measurement or acreage.

(f) Zoning

The TOWN will provide current TOWN zoning regulations and zoning maps.

(g) Existing Property Record Cards

The TOWN will make available the present field cards.

(h) Property Transfers

The TOWN shall notify CONTRACTOR, on a regular basis, of property splits and transfers occurring after the initial creation of the revaluation database by CONTRACTOR. CONTRACTOR shall update the revaluation database as necessary.

(i) Building Permits

The TOWN shall make available copies of all building permits issued during the course of the revaluation project up to October 1, 2011. All building permits shall be returned to the Town.

(j) Signing of Communications

The TOWN shall sign, by the ASSESSOR or ASSESSOR'S designee, communications to be mailed at CONTRACTOR'S expense, for the purpose of contacting a property owner for inspection of the property.

(k) Mailing Address

The TOWN shall make available through the ASSESSOR'S or Tax Collector's Office the current mailing address and other relative data that exists on the administrative program for all property owners.

(l) Office Space

The TOWN shall furnish to CONTRACTOR sufficient office space to carry out the terms of this contract. If the TOWN is unable to provide space, the TOWN will reimburse CONTRACTOR for leased space, subject to the TOWN'S approval for appropriateness and cost. The TOWN shall provide installation of one (1) telephone line and CONTRACTOR shall be responsible for all monthly charges on such one line for the duration of the project.

(m) Media

The TOWN shall have the information above available on computer disk for the purposes of creating a legal file on CONTRACTOR'S computers during the initial stages of revaluation.

(n) Obligation to Keep Current

The TOWN shall continuously and currently update the information specified above.

(o) Sales Information

The TOWN shall continuously and currently provide copies of all sales information available to it with respect to transfer of parcels.

20. TRANSMITTAL OF DELIVERABLES TO THE ASSESSOR

Records

Regular periodic delivery of appraisals and other information required under this agreement, as completed, and in accordance to a schedule hereinabove set forth or agreeable to the ASSESSOR shall

be made to the ASSESSOR for his/her review. All appraisals of buildings either complete or under construction, shall be completed as of October 1, 2011. All completed and/or corrected records shall be turned over to the ASSESSOR as of December 30, 2011. The final inspection and review shall take into consideration any known or apparent changes in the individual property since they were first inspected in order that the final appraisal of property shall be appraised as of October 1, 2011.

This information and/or appraisals and records shall not be made public until after the informal public hearings, except to the extent public access may be compulsory under provisions of applicable law.

It is understood and agreed that the revaluation of properties covered by this CONTRACT shall meet or exceed the standards as outlined in the Connecticut Performance Based Revaluation Standards and Certification of Revaluation (Connecticut General Statutes sec. 12-62I-1 to 12-62I-7), shall be acceptable to the ASSESSOR and shall conform to the procedures and technical requirements of the ASSESSOR and, at least weekly, CONTRACTOR shall meet with said ASSESSOR to discuss the progress and various other details of the project.

