PROPOSAL FORM FOR REAL PROPERTY REVALUATION #2020-5

THE REVALUATION OF ALL REAL
PROPERTY (TAXABLE AND EXEMPT),
LOCATED WITHIN
THE CORPORATE LIMITS OF THE TOWN OF
GRISWOLD, CT
EFFECTIVE OCTOBER 1, 2021.

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 Board of Selectmen of the Town of
   Griswold, Connecticut, said Proposer will furnish the services for which this PROPOSAL is
   submitted at the price bid and in compliance with the provisions of said CONTRACT.

3. That this PROPOSAL is accompanied by surety in the form and amount indicated below:
   
   _______________ Bid Proposal Bond       Amount $ _______________

   _______________ Certified Check        Amount $ _______________

4. That the Proposer or his or her representative has visited the Town of Griswold; 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 bid proposal.

5. That all items, documents and information required to accompany this PROPOSAL of the
   aforesaid CONTRACT are enclosed herewith.

6. That the Proposer proposes to furnish the services and materials required to complete the
   subject project in accordance with the aforesaid CONTRACT for the following amount:

   $________________________________________

7. Proposed scheduled prices for aforementioned proposals are valid for Sixty (60) days.
8. 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.

FIRM NAME OF PROPOSER: ________________________________

BY: SIGNATURE ________________________________

TYPE NAME: ________________________________

TITLE: ________________________________
APPENDIX A

CONTRACT SPECIFICATIONS

DEFINITIONS

ASSESSOR - The word “ASSESSOR” shall mean the duly appointed ASSESSOR of the TOWN of Griswold, Connecticut.

CAM - The abbreviation “CAMA” means a Computer Assisted Mass Appraisal System.

CONTRACTOR – The word “CONTRACTOR” shall mean any person, firm, corporation, association, or other entity proposing to perform or, after awarding of the PROJECT, being awarded the job to perform the PROJECT.

CONTRACT SPECIFICATIONS - The terms “CONTRACT SPECIFICATIONS” or “SPECIFICATIONS” shall mean this EXHIBIT A which has been attached to, and made part of, a certain CONTRACT between the TOWN AND CONTRACTOR and any addenda thereto.

PROJECT – The word “PROJECT” shall mean the revaluation and reappraisal of all taxable and exempt real property within the corporate limits of the TOWN of Griswold, Connecticut.

TOWN – The word “TOWN” shall mean the TOWN of Griswold, Connecticut

SCOPE OF REAPPRAISAL AND REVALUATION

This PROJECT includes the complete reappraisal and revaluation of all real property within the corporate limits of the TOWN of GRISWOLD, Connecticut.

The successful CONTRACTOR shall furnish the database, labor, materials, supplies and equipment to perform all work for the project in strict accordance with the hereinafter listed specifications.

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

The values to be determined shall be the full fair market values as defined in Section 12-63 of the Connecticut General Statues 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 with the appraisal of real estate.

Additionally, the project requires the installation by the Company of its computer assisted mass appraisal (CAMA) software. The system must be capable of transferring data electronically into the assessment administration, tax billing administration software system; a public inquiry system, the GIS system, and the Building Department system. In this regard, The Company shall be expected to provide appraisal and data processing software services within the context of their appraisal system.

EFFECTIVE DATE

The effective date of this revaluation PROJECT shall be for the October 1, 2021 Grand List and the pricing valuation by the CONTRACTOR of all land, buildings, and property under this CONTRACT shall reflect the fair market values as of October 1, 2021.
I. Revaluation Overview

PARCEL COUNT:

CONTRACTOR’s price for the revaluation is based upon the following anticipated parcel counts (estimated by TOWN as of October 1, 2019)

<table>
<thead>
<tr>
<th>Use</th>
<th>Count</th>
<th>Parcel Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>100</td>
<td>4,213</td>
</tr>
<tr>
<td>Commercial</td>
<td>200</td>
<td>163</td>
</tr>
<tr>
<td>Industrial</td>
<td>300</td>
<td>26</td>
</tr>
<tr>
<td>Public Utility</td>
<td>400</td>
<td>12</td>
</tr>
<tr>
<td>Vacant Land</td>
<td>500</td>
<td>446</td>
</tr>
<tr>
<td>Use Assessment</td>
<td>600</td>
<td>222</td>
</tr>
<tr>
<td>Apartments</td>
<td>800</td>
<td>43</td>
</tr>
<tr>
<td>Exempt</td>
<td>213</td>
<td></td>
</tr>
</tbody>
</table>

Total Real Estate Accounts 5,338

II. GENERAL CONDITIONS

A. CONTRACTOR

Each company, corporation, partnership, or individual hereinafter termed 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 12-1c of the Connecticut General Statutes.

B. PERSONNEL

The CONTRACTOR shall provide experienced and qualified personnel in compliance with the requirements of the Equal Employment Opportunity provision of Federal and State governments. The 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 with the TOWN and may be removed for cause from this PROJECT by the CONTRACTOR upon written notification from the ASSESSOR.
III. MINIMAL QUALIFICATIONS

A. PROJECT MANAGER OR SUPERVISOR

The CONTRACTOR shall assign the administration of this PROJECT 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 five (5) years of practical appraisal experience in the appraisal of commercial, industrial, apartment, and residential type properties. The project manager or supervisor shall be subject to approval by the ASSESSOR.

B. 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 not less than five (5) 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 eight (8) years. All reviewers and appraisers shall be subject to the approval of the ASSESSOR prior to the commencement of their duties on this project.

C. IDENTIFICATION

For the purposes of reviewing properties for market analysis or photographic images, all field personnel shall have visible clip-on identification cards which shall include an up-to-date photograph supplied by the TOWN and signed by the FIRST SELECTMAN of the TOWN. In addition, all field personnel shall carry a “letter of introduction” signed by the FIRST SELECTMAN. All automobiles used by field personnel shall be registered with the TOWN & BOROUGH OF JEWETT CITY RESIDENT TROOPER giving license number, year, make, model, and color of all vehicles used on this PROJECT.

D. CONFLICT OF INTEREST

No resident of the TOWN or TOWN employee shall be employed by the CONTRACTOR without prior approval of the ASSESSOR.

IV. PROTECTION OF THE TOWN

A. BONDING

To secure faithful performance by the CONTRACTOR, of the terms of this agreement, shall furnish to the TOWN a Performance Surety Bond the amount of this CONTRACT, which bond shall be issued by an admitted bonding company licensed to do such business in the State of Connecticut with a minimum A.M. Best Company rating of at least “A-/VIII”. Said bond shall be delivered to the TOWN prior to the commencement of the actual work and shall be in a form satisfactory to the TOWN Attorney. This bond shall include the appeal requirements of these SPECIFICATIONS. It is understood and agreed that upon completion and delivery of the revaluation to the TOWN, the performance bond shall be reduced to ten (10%) of the value of the contract to cover the defense of all appeals. This reduced bond amount shall become effective until a final resolution in the courts of any timely appeals taken from the doings of the Board of Assessment Appeals on the October 1, 2021 Grand List. The TOWN reserves the right to waive any insurance requirement if it is in the best interest of the TOWN.

B. INSURANCE

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

1. Workers’ Compensation insurance in the required amount and employers’ liability insurance in the following amount:
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.

2. 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 $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, the insurance must be maintained by the CONTRACTOR for a period of two (2) years from the completion of the contract.

3. During the term of the CONTRACT, the CONTRACTOR shall provide general 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, and blanket contractual 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
- $  50,000 - Fire Damage/Fire
- $   5,000 - Medical Expense/Person

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

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

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

C. LIQUIDATED DAMAGES

Liquidated damages shall be deducted from the CONTRACT price and will represent a fair and equable estimate of damages the TOWN will suffer if the CONTRACTOR's work is not completed by January 29, 2022. The TOWN shall have the right to use the funds withheld from each periodic payment to the CONTRACTOR, to satisfy in whole or in part, this liquidated damages clause. Delays occasioned by war, strike, explosion, covid-19 issues, acts of God or an order of court or other public authority are accepted.

Failure by the CONTRACTOR to complete all work prior to the date specified herein, January 29, 2022, shall be cause for a penalty payment by the CONTRACTOR upon request of the ASSESSOR in the amount of TWO HUNDRED FIFTY DOLLARS ($250.00) per day beyond the specified date of completion. The CONTRACTOR agrees that this is fair value and that it reasonably approximates the cost to the Town for any delays beyond the mandatory completion date of January 29, 2022. For the purpose of this penalty only, completion of all work not later than January 29, 2022 is defined as follows:

1. Completed CAMA database, integration of CAMA software with administrative software, property record cards with all measurements, listing, sketches, photographic images, pricing, review and final valuation.

2. Assessment change/data mailer notices mailed to comply with requirements of Connecticut State Statues.
V. CHANGES TO THE CONTRACT

A. CHANGES

Changes in these specifications to the CONTRACT will be permitted only upon written mutual agreement of the CONTRACTOR and the TOWN.

B. COMPLETION DATE AND TIME SCHEDULE

The revaluation work may be started at the convenience of the CONTRACTOR, but not later June 1, 2020 or 7 days after contract signing and must continue in a diligent manner so as to ensure completion within schedule of completion dates as set forth below: The following phases of revaluation must be completed in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Key Milestones</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>June 1, 2020</td>
</tr>
<tr>
<td>Town Access to the Revaluation Data, Neighborhood Delineations, Land Study</td>
<td>July 1, 2021</td>
</tr>
<tr>
<td>Preliminary Numbers, Cost Book &amp; Market Rents Study</td>
<td>July 1, 2021</td>
</tr>
<tr>
<td>Complete Data Collection and Entry</td>
<td>August 16, 2021</td>
</tr>
<tr>
<td>Complete Review</td>
<td>September 1, 2021</td>
</tr>
<tr>
<td>Land Study Written Report</td>
<td>September 8, 2021</td>
</tr>
<tr>
<td>Final Collection of Permits and Sales</td>
<td>October 11, 2021</td>
</tr>
<tr>
<td>Turn over Values to the Assessor</td>
<td>November 1, 2021</td>
</tr>
<tr>
<td>Finalized Assessments</td>
<td>November 11, 2021</td>
</tr>
<tr>
<td>Assessment Notices Mailed</td>
<td>November 18, 2021</td>
</tr>
<tr>
<td>Informal Hearings Start</td>
<td>December 16, 2021</td>
</tr>
<tr>
<td>Informal Hearings End</td>
<td>January 15, 2022</td>
</tr>
<tr>
<td>Inspections and Changes Completed</td>
<td>January 21, 2022</td>
</tr>
<tr>
<td>Informal Results Mailed</td>
<td>January 22, 2022</td>
</tr>
<tr>
<td>Final Installation of the Software &amp; Admin Bridge in the Town</td>
<td>January 29, 2022</td>
</tr>
<tr>
<td>Final Cards Printed</td>
<td>January 29, 2022</td>
</tr>
<tr>
<td>Close of Contract</td>
<td>January 29, 2022</td>
</tr>
</tbody>
</table>

C. PAYMENT SCHEDULE

1. 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 for the term of this contract, the CONTRACTOR will certify in writing to the ASSESSOR the percentage of the total work completed under the CONTRACT which the CONTRACTOR has performed during the said thirty (30) day period. Such notification will itemize and accurately indicate the extent and nature of the work performed by volume, street 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 schedule in Section D-2 below.

The TOWN upon determination by the ASSESSOR will pay the CONTRACTOR the percentage of the total compensation under the contract equal to the percentage of the work certified as having been completed during said period as outlined in the “Stages of Completion”. The TOWN will retain ten percent (10%) from the
CONTRACTOR for payment until such time that he or she has fully and satisfactorily performed ALL its obligations, requirements and litigations under the CONTRACT.

2. Suggested Schedule and Percentages of Completed Work.
   % of Total Stages of Completion Project Costs.
   AA. Bonding, Office set-up, Project set-up, Training, Public Relations 10%
   Ab. Sales Data collection, Quality control & Data Entry

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

VI. RESPONSIBILITIES OF THE CONTRACTOR

A. GOOD FAITH

The CONTRACTOR shall in good faith use its best efforts to assist the ASSESSOR in determining accurate and proper fair market valuations and shall not undervalue or overvalue any land, building or other property to avoid or minimize its responsibilities under Section V. (H)

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.

The CONTRACTOR shall provide reasonable assistance to the ASSESSOR in conducting a program of public information through the press and other media. This will include but not be limited to meetings with citizens, clubs, associations and property groups as a means of establishing understanding and support for the revaluation. The CONTRACTOR shall have visual aids and other media at its disposal to this end. The ASSESSOR shall approve all public media information prior to its release. The CONTRACTOR will send, via first class mail, a change of assessment notice/data mailer for the intent of discovering corrections which could be addressed during the informal hearing process.

C. CONDUCT OF COMPANY EMPLOYEES

As a condition of this CONTRACT the CONTRACTOR'S employees shall at all times treat the residents, employees and taxpayers of the TOWN with respect and courtesy. The CONTRACTOR shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision.

D. RECORDS

1. GENERAL PROVISIONS

The CONTRACTOR shall provide all property record cards, computer supplies, other supplies, equipment, forms, literature 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 may be required by Connecticut General Statutes.

2. CAMA REQUIREMENTS

The project requires the installation by the Company of its computer assisted mass appraisal (CAMA) software. The system must be capable of transferring data electronically into the assessment administration, tax billing administration software system; a public inquiry system, the GIS system and the Building Department system.
3. DATA INTEGRITY

The CONTRACTOR is responsible for keeping the Revaluation Database and the TOWNs database in sync in regards to changes made in the TOWN database, including but not limited to data collected during the PROJECT. Sales, Permits and any changes which are TOWN database as part of their normal day to day work outside of the PROJECT.

4. RECORDS ARE TOWN PROPERTY

The original or a copy of all records and computations including machine readable databases made by the 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 not be limited to: ASSESSOR’S maps, land value maps, cost investigations and schedules, data collection forms, listing cards, property record cards with property valuations and sketches, capitalization rate effective date, sales data, depreciation tables, computations of land and/or building values, all letters of memoranda to individuals or groups explaining methods used in appraisals, operating statements of income properties, duplicate notices of valuation changes and database of all property records, CAMA systems, and integration with administrative system.

5. ASSESSOR’S RECORDS

The 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 of the corporate limits of the TOWN without prior permission of the ASSESSOR.

6. PROPERTY RECORD CARDS (STREET CARDS)

The CONTRACTOR shall complete Property Record Cards, commonly referred to as “Street Cards” and file in alphabetical street order. 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 records, source of title, size, shape and physical characteristics of land, with the breakdown in acreage, along with the unit of value applicable to each public utility, public improvements and 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, and percent of physical, functional and economic depreciation, depreciated values, fair market value and assessment value will be shown. The CONTRACTOR shall review all comments listed on the field card and add or retain all pertinent information and delete non essential data relative to the property. A computer-generated sketch of ALL buildings with the appropriate scale of such sketch along with an accompanying buildings photograph shall also be shown on these cards.

E. ASSESSMENT NOTICES

At the close of the revaluation a notice shall be sent, at the CONTRACTOR’S expense, by first class mail to each property owner of record setting forth the value that has been placed upon the property identified in the notice, prepared in duplicate and in conformity with the Connecticut General Statues. The CONTRACTOR will provide the needed information for the notice. Also enclosed with such notice shall be information specifying the dates, times and places of the informational public hearings. Such notices shall be subject to approval by the ASSESSOR.

F. INFORMAL PUBLIC HEARINGS

At a time, mutually agreeable to the ASSESSOR and CONTRACTOR, but not later than December 16, 2021 following completion of all review work by the ASSESSOR and the CONTRACTOR, the CONTRACTOR shall hold public hearings so that property owners or their legal representatives may appear at specified times to discuss with qualified members of the CONTRACTOR’S staff, the valuations of their property. The CONTRACTOR’S personnel shall explain the manner and methods used to arrive at the new value.
The CONTRACTOR, in conjunction with 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 adjustments shall be made where warranted.

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

The CONTRACTOR shall be responsible for sending notices, by First Class mail at the CONTRACTOR’S expense, to each taxpayer or his or her legal representative who appears at these hearing seeking a review of valuation. Such notice shall include the original valuation determined by the CONTRACTOR and any adjusted valuation as deemed appropriate based on any information received at such hearing.

G. BOARD OF ASSESSMENT APPEALS

The CONTRACTOR shall have the project supervisor available for two (2) hours of training sessions with the Board of Assessment Appeals prior to the Board’s hearings relative to the October 1, 2021 Grand List. After the completion of the duties of the Board of Assessment Appeals, such availability and attendance shall not be required to assist in the settlement of complaints and/or to explain the valuation changes. The CONTRACTOR shall enter all changes made by the Board of Assessment Appeals to the valuation file and generate new street cards and summary reports for the ASSESSOR.

H. LITIGATION

In the event of a court appeal the CONTRACTOR shall furnish, at its sole cost, as required by the ASSESSOR, a competent witness or witnesses, approved by the ASSESSOR, to defend the valuation of the properties appraised. It is understood that the CONTRACTOR shall furnish said witness or witnesses on any court action instituted on the October 1, 2021 Grand List assessment. Parties other than the TOWN shall not hold the CONTRACTOR responsible for any assessment changed from the original valuation figure.

I. INFORMATION

1. INFORMATION TO THE TOWN

The CONTRACTOR shall give to the ASSESSOR any and all information requested pertaining to the PROJECT for a period of two (2) years after completion of the duties of the Board of Assessment Appeals on the October 1, 2023 Grand List without any additional cost to the TOWN.

2. WORK SCHEDULE

Throughout the appraisal process the CONTRACTOR shall satisfy all requests made by the TOWN for information as to the CONTRACTOR’S planned work schedule for the PROJECT, personnel employed on the PROJECT, appraisal methods and procedures utilized, and the status of the work. Written monthly status reports are required to be filed with the ASSESSOR throughout the duration of the PROJECT.

J. BUILDING COST SCHEDULES

1. GENERAL

The CONTRACTOR shall prepare for usage in the program as hereinafter specified all building cost schedules. These schedules will reflect the unit-in-place method based upon the square foot area of building as applicable. These schedules shall be used in computing the replacement cost for all residential, commercial, industrial, public utility, and agricultural construction in the TOWN. They shall reflect the wage scale for the various trades, labor efficiencies, overhead, profit, engineer and architect fees and all other direct and indirect construction costs. Before final acceptance testing against known sales shall be used to verify these costs. The ASSESSOR, before adoption and usage, shall approve all finalized schedules by the CONTRACTOR.

2. TYPES OF COST SCHEDULES

   a. Residential
Residential cost schedules shall include 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 a special section reflecting the various additions and deductions for construction components from the base specifications along with prices for different types of heating systems, bathrooms, porches, breezeways, finished basements, attached, detached and basement garages. Schedules for other building improvements usually found on residential properties including, but not limited to, in ground swimming pools, barns, sheds, tennis courts, gazebos, and hot tubs will be valued.

B. Commercial

Commercial building cost schedules shall be prepared in unit costs of materials 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.

c. Industrial and Special Structures

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

d. Farm

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

A recognized valuation publication company such as Marshall and Swift, Means, etc. must support cost schedules for the aforementioned.

3. DEPRECIATION SCHEDULES

Depreciation schedules or methods to be used 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, farm and special use buildings subject to the approval of the ASSESSOR.

4. SCHEDULES FOR THE TOWN

The CONTRACTOR shall supply and leave for the TOWN no less than three (3) copies of all of the above required building cost and depreciation schedules for the TOWN’S usage. One (1) copy of which shall be turned over to the ASSESSOR upon approval of the schedules.

VI APPRAISAL SPECIFICATIONS

A. APPRAISAL OF LAND

The CONTRACTOR shall appraise all the following land classifications within the TOWN: residential, commercial, industrial, agricultural, special use, public utility, vacant and unimproved.

1. LAND VALUE STUDY

Land shall be valued on the basis of an analysis of all sales data occurring during the three year period prior to October 1, 2021 or such other reasonable period of time deemed necessary by the ASSESSOR. The analysis and application of sales data shall be governed by procedures and techniques expressly approved by the ASSESSOR. The 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, utilities, size, vacancy, easements, right-of-ways, form of ownership, non-conforming uses and zoning variances.

2. LAND VALUE UNIT
The CONTRACTOR shall prepare land units by acreage that accurately reflect the fair market value for the appraised land.

3. LAND VALUE MAP

The CONTRACTOR shall delineate all land value units in acreage and base all values on either neighborhood or specific market areas as identified by the ASSESSOR. All applicable maps for this process will be provided by the TOWN to the CONTRACTOR and returned to the TOWN prior to the completion of the PROJECT.

4. NEIGHBORHOOD/SPECIFIC MARKET AREA DELINEATION

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

B. APPRAISAL OF RESIDENTIAL BUILDINGS AND STRUCTURES

The CONTRACTOR shall inspect all parcels.

1. INTERIOR INSPECTIONS

   a. The CONTRACTOR shall guarantee to make a careful inspection of the complete interior of at least 95% of all properties identified above excluding those wherein the owner refuses permission to inspect, in accordance with subsection C, below.

   Properties whose owners have not answered letters requesting an appointment for inspection will also be excluded from the total number of properties in computing the 95% figure.

   b. The data collector shall 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 data collection form.

   c. When entrance to a building for an inspection is refused, the data collector shall make note of the fact and notify the ASSESSOR of the fact 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 they shall be unable to gain cooperation of the party involved, they shall so notify the CONTRACTOR, and the CONTRACTOR 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 the manner of arriving at a value, conspicuously on the property record card.

   d. The data collection form shall indicate the initials of the data collector and date(s) of the inspection(s).

   e. The inspector will take front & rear photos of each building and outbuildings.

   f. Physical data of the parcel shall be recorded on the data collection form at the site to include topography, street improvements, ponds, power lines, obvious wetlands and other physical characteristics.

2. REVIEW

All property information shall be reviewed by the CONTRACTOR’S personnel that are qualified as reviewers as previously prescribed in these specifications.
The properties shall be reviewed for classification and final values to assure that their value is correlated to comparable properties and coded as such in CAMA system. CAMA system must indicate date review was performed. The process will be determined by the Supervisor of the project.

3. VALUATION

Pricing and valuations of all buildings and structures must reflect the fair market value as of October 1, 2021 and shall be done from and in accordance with the previously approved manuals and schedules.

The final valuation shall be the fair market value of the structures plus the fair market value of the land. In arriving at the fair market value of the structures, replacement cost 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.

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

1. GENERAL

The CONTRACTOR shall inspect all parcels. 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. The dimensions of all buildings shall also include the ceiling height for each story, which shall be recorded on the property record card.

2. DESCRIPTION

These buildings shall be identified and described as to component parts of construction, size, area, usage and present occupancy on the property record card.

3. INCOME APPROACH

Income and expense data gathered by the TOWN shall be utilized by the CONTRACTOR for income producing, and, where appropriate, owner-occupied properties. Any income and expense data including OPM form number M-58 with accompanying summary reports and rent schedules shall become property of the TOWN. All information filed and furnished with the M-58 report shall not be a public record and is not subject to the provisions of Connecticut General Statutes Section 1-210 (formerly 1-19) Access to Public Records; Exempt Records of the Freedom of Information Act. From these returns and other data sources, such as field investigations and interviews, the CONTRACTOR will establish market or economic rent and expenses for income producing properties. The 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, the CONTRACTOR shall perform the income approach using both actual and economic income and expenses. The CONTRACTOR shall be responsible for entering all income data into the system.

4. YARD (SITE) IMPROVEMENTS

All yard (site) improvements shall be listed and valued separately on the property record card.

5. FIXED EQUIPMENT

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

6. COMMERCIAL 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 for which he or she is responsible.

D. QUALITY CONTROL AND CHECKS

1. FIELD CHECKS

The ASSESSOR shall perform random spot checks in the field with or without the appropriate PROJECT supervisor.

2. BUILDING PERMITS

The CONTRACTOR shall provide the ASSESSOR with all completed building permits that were supplied by the TOWN on a regular basis based on the scheduled outlined above. Completed permits shall be data entered by the CONTRACTOR.

3. SALES ANALYSIS

Sales analyses of properties shall be performed as a means of substantiating the values derived. These analyses shall be done on the aggregate of all residential properties and on each of the neighborhoods/market areas 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. The CONTRACTOR will send via first class mail a sales verification letter to all new property owners from April 1, 2020 to October 1, 2021. The letter will include a self addressed stamped envelope for the convenience of the property owner. The CONTRACTOR shall put a sales comparison approach on each property record card.

4. PRELIMINARY TOWN ACCEPTANCE

Prior to the mailing of the assessment notice/data mailers, the PROJECT manager will review the final values with the ASSESSOR. If deemed by the ASSESSOR to be unacceptable the values will be corrected or revised by the CONTRACTOR. The final judgment on all values will be with the ASSESSOR.

VII. RESPONSIBILITIES OF THE TOWN

A. NATURE OF SERVICE

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

B. COOPERATION

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

C. ITEMS FURNISHED BY THE TOWN

The TOWN shall furnish the following:

1. MAPS
The TOWN shall furnish one (1) set of the most up to date ASSESSOR maps that are currently available showing streets, property lines and boundaries.

2. LAND DIMENSIONS

The TOWN will make available to the CONTRACTOR the total acreage of all pieces of property as found on the property record cards.

3. EXISTING PROPERTY RECORD CARDS

The TOWN will make available the present property record cards and present databases for use by the CONTRACTOR. The CONTRACTOR, at its own expense, will make copies of the existing street cards.

4. PROPERTY TRANSFERS

The TOWN will provide the CONTRACTOR with copies of Sales and Transfers on a timely basis to adhere to the schedule. The Town shall notify the CONTRACTOR on a regular basis of property splits and transfers occurring after the initial creation of the revaluation database by the CONTRACTOR. The CONTRACTOR shall update the revaluation database on a regular basis to adhere to the schedule.

5. BUILDING PERMITS

The TOWN shall provide the CONTRACTOR with copies of building permits from the duration of the PROJECT from October 1, 2020 to October 1, 2021 which the CONTRACTOR shall physically inspect and enter into the system. The ASSESSOR will provide the permits on a timely basis to adhere to the schedule. Before the PROJECT begins, the ASSESSOR will have all permits prior to the contractual dates updated in regards to Status, estimated completion dates and field work collected and entered. The CONTRACTOR is not responsible for Permits outside of the specified time frames.

6. INCOME AND EXPENSE FORMS

The TOWN shall make available all copies of the Income and Expense information (Form M-58) received by the TOWN for the 2019 and 2020 filing period. All information filed and furnished with the M-58 report shall not be a public record and is not subject to the provisions of Section i-19 (Freedom of Information) of the Connecticut General Statutes.

7. SIGNING OF COMMUNICATIONS

The ASSESSOR shall sign all communications to be mailed by the CONTRACTOR at their own expense for the purpose of contacting a property owner for an inspection of the property.

8. MAILING ADDRESSES

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

9. OFFICE SPACE

Office space shall be provided by the TOWN for the CONTRACTOR to manage daily activities.

VIII. TRANSMITTAL OF DELIVERABLES TO THE ASSESSOR

A. RECORDS
Appraisals shall be delivered and turned over for review in accordance with a schedule agreeable to the ASSESSOR. All appraisals of buildings either complete or under construction shall be finalized as of October 18, 2020. Final inspections and review shall take into consideration any known or apparent change in the individual property since they were first inspected. All properties shall be appraised as of October 1, 2021. All completed and/or corrected records shall be turned over to the ASSESSOR as of January 29, 2022.

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

It is understood and agreed that the reappraisal of properties covered by this agreement shall conform to the procedures and technical requirements of the ASSESSOR. On a biweekly basis the PROJECT manager shall meet with the ASSESSOR to discuss the progress and various other details of the PROJECT.

C. PERFORMANCE BASED REVALUATION CERTIFICATION

The CONTRACTOR shall perform the required statistical analyses and complete the Performance Based Revaluation Certification Form as prescribed by the Secretary of Office of Policy and Management. If the revaluation is not in compliance with the required statistical analyses the CONTRACTOR shall make such adjustments to the appraisal of the properties to ensure compliance with said requirements.
THE COMPLETE REAPPRAISAL AND REVALUATION OF REAL
PROPERTY (TAXABLE AND EXEMPT) LOCATED
WITHIN THE CORPORATE LIMITS OF THE
TOWN OF GRISWOLD, CONNECTICUT, EFFECTIVE OCTOBER 1, 2021

This agreement, made this _______day of _______ 2020 by and between the TOWN of GRISWOLD, a municipal
corporation, located in the County of New London, State of Connecticut hereinafter termed the TOWN acting by and
through its Legislative Council having been so duly authorized and hereinafter termed the CONTRACTOR.

WITNESSETH THAT:

WHEREAS, the TOWN through its ASSESSOR, plans to undertake a complete reappraisal and revaluation of all
property located within the corporate limits of the TOWN, and

WHEREAS, the CONTRACTOR is to assist the ASSESSOR in making such reappraisal and revaluation and
represents that it is experienced and qualified to carry on such work, and is familiar with the recognized appraisal
practices and with the standards required for determining ad valorem values for assessment purposes.

NOW, therefore the TOWN and the CONTRACTOR, under the conditions and the consideration hereinafter set forth,
hereby agree to following:

1. ENGAGEMENT OF CONTRACTOR

The TOWN hereby engages the CONTRACTOR and the CONTRACTOR hereby agrees to make a complete
reappraisal and revaluation of all real property located within the corporate limits of the TOWN and to perform all the
services and furnish all the records, materials, forms, and supplies required by and in complete accordance with the
CONTRACT SPECIFICATIONS. A copy is attached hereto and made a part hereof (Appendix A) all such labor,
records, materials, forms and supplies to comply with the requirements of the pertinent Connecticut General Statues and
Special Acts, pertinent Regulations of Connecticut State Agencies, pertinent rulings of the Secretary of Office of Policy
and Management, pertinent ordinances and agreements of the TOWN, and pertinent decisions of several courts.

2. COMMENCEMENT AND COMPLETION DATES

a. The CONTRACTOR agrees to commence all work on or before June 1, 2020.
b. The CONTRACTOR agrees to complete the work through the informal public hearings on or before
January 29, 2022.
c. The CONTRACTOR agrees to adhere to the time schedule for the revaluation project as set forth in
the CONTRACT.

3. COMPENSATION

The TOWN agrees to pay the CONTRACTOR the total sum of $________________ as compensation for the services
to be performed. The operating systems, the database records, materials, forms and supplies shall be furnished by the
CONTRACTOR. The CONTRACTOR and the TOWN agree that the methods of billing and payments shall be set
forth in the CONTRACT SPECIFICATIONS.

4. TRANSFER, ASSIGNMENT AND SUBLETTING OF CONTRACT

The CONTRACTOR agrees that it shall not transfer, assign or sublet the CONTRACT, or any part therein, or any
interest therein without first receiving prior written approval from the TOWN and the bonding company. The
CONTRACTOR further agrees that any such assignment or transfer without prior written approval by the TOWN and
bonding company shall not release the CONTRACTOR from any responsibility or liability as set forth in this CONTRACT and specifications.

5. INDEMNIFICATION AND CONDITIONS

a. The CONTRACTOR is an independent CONTRACTOR and shall not be construed to be an agent or employee of the TOWN of GRISWOLD. The CONTRACTOR further agrees to indemnify, hold harmless and defend the TOWN at the CONTRACTOR’S expense from any and all liability for loss, damage or expense for which it may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under the CONTRACT. Costs and expenses for or on account of any patented or copyrighted equipment, materials, articles or processes used in the performance of this CONTRACT shall be the responsibility of the CONTRACTOR.

b. Upon execution of this CONTRACT, and thereafter, no less than fifteen (15) days prior to the expiration date of any insurance policy delivered pursuant to this CONTRACT, the CONTRACTOR shall deliver to the TOWN a certificate(s) of insurance to show compliance with the specifications.

c. Financially responsible insurers duly licensed to do business in the State of Connecticut shall issue each policy of insurance. The insurers shall be reasonable and acceptable to the TOWN and shall have an A.M. Best Company rating of “A/VII” or better.

d. Each policy of insurance shall include a waiver or subrogation in favor of the TOWN and shall provide no less than thirty (30) days’ notice to the TOWN in the event of a cancellation or change in conditions or amount of coverage.

e. The CONTRACTOR will promptly notify the TOWN of any claim or case formally brought against the CONTRACTOR.

f. The CONTRACTOR’S Software License Agreement is attached hereto and made apart therefore as Attachment B.

6. MISREPRESENTATION OR DEFAULT

The TOWN may void this agreement if the CONTRACTOR has materially misrepresented any offering or defaults on any contract with a Connecticut municipality.

7. CANCELLATION

The TOWN shall have the right at its option and without prejudice to terminate the CONTRACT and withhold any payments due if the CONTRACTOR does not pay its debts as they become due. If a receiver is appointed for its business or its assets and not voided within sixty (60) days, the CONTRACTOR shall make an assignment for the benefit of its creditors or interest herein shall be sold under execution of, it shall be adjudicated insolvent or bankrupt then and forthwith thereafter.

If the CONTRACTOR fails to perform the CONTRACT in accordance with its terms or if the TOWN reasonably doubts that the CONTRACTOR’S work is progressing in such a manner as to ensure compliance with the schedule of completion dates set forth in the CONTRACT SPECIFICATIONS and any addendum thereto, the TOWN shall have the right, upon seven (7) days written notice to the CONTRACTOR and its surety bonding company to declare the contract in default and thereby terminated. The TOWN shall then have the right to award the PROJECT or the remaining work thereof to another CONTRACTOR. If this termination clause is invoked, the CONTRACTOR’S agents and employees shall, at the ASSESSOR’S direction, vacate in an orderly fashion the office space provided by the TOWN (if applicable), leaving behind all properly filed and indexed records, as well as any and all property of the TOWN. Any funds held by the TOWN under the CONTRACT shall become the property of the TOWN to the extent necessary to reimburse the TOWN for its cost in obtaining another CONTRACTOR and supervising the transition.
Termination of the **CONTRACT** and retention of funds by the **TOWN** shall not preclude the **TOWN** from bringing an action against the **CONTRACTOR** for damages or exercising any other legal, equitable or contractual rights the **TOWN** may possess in the event of the **CONTRACTOR’S** failure to perform.

IN WITNESS HEREOF OF THE TOWN OF MYTOWN, CONNECTICUT AND

IN THE PRESENCE OF:

_________________________________  TOWN OF GRISWOLD, CONNECTICUT

_________________________________

Witness  Date

_________________________________

Witness  Date

_________________________________

Witness  Date

(For Revaluation Company)  Date

Have executed this **CONTRACT** on the date first mentioned above.
<table>
<thead>
<tr>
<th>Description</th>
<th>$</th>
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</thead>
<tbody>
<tr>
<td><strong>REVALUATION VENDOR</strong></td>
<td></td>
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<tr>
<td>Revaluation Bid Per Specifications</td>
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<tr>
<td><strong>Subtotal Revaluation Per</strong></td>
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<tr>
<td><strong>CAMA SOFTWARE VENDOR BID (OPTIONAL)</strong></td>
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<tr>
<td>CAMA Software Cost &amp; Revaluation Year Database Conversion</td>
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<tr>
<td>Additional License Fee if Revaluation Company is not Software Vendor</td>
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</tr>
<tr>
<td>Annual CAMA Maintenance Fee</td>
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<tr>
<td>With CAMA WEB Hosting and On-line Field Cards</td>
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<tr>
<td><strong>Subtotal CAMA Software/Conversion, Additional License Fee</strong></td>
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<tr>
<td><strong>Annual Maintenance and WEB</strong></td>
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<tr>
<td><strong>GRAND TOTAL</strong></td>
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*The town reserves the right to select different vendors for the REVALUATION and CAMA SOFTWARE.*

Example of break out

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<thead>
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<th>Proposal Requirement</th>
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<tr>
<td>Software</td>
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<tr>
<td>Conversion</td>
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<tr>
<td>Images included in collection</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>122,000</strong></td>
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