



RFP

Town of Stratham, New Hampshire

Assessing Department

**TOWN OF STRATHAM  
TOWN-WIDE STATISTICAL REVALUATION**

Proposer: \_\_\_\_\_

Proposal Due Date/Time: Friday July 21, 2023 by 3:00 pm

## I. BACKGROUND

The Town of Stratham, NH is seeking proposals for the complete statistical reappraisal of all taxable, non-taxable and exempt properties situated within the Town of Stratham, New Hampshire utilizing the Town's CAMA system (Avitar). The effective date of value for the revaluation shall be April 1, 2024.

Proposals are due Friday, July 21, 2023 by 3:00 pm.

The following is a breakdown of the parcel count:

Single Family and Condominium	2,911
Duplex and Multi Family	56
Mobile Homes	39
Commercial	111
Utility	9
Exempt	68
Vacant Land	219

Stratham's last revaluation was conducted in 2019.

The Town of Stratham, New Hampshire (population 7,700) is located in the Seacoast region of the state, approximately 50 miles from Boston and just minutes from Portsmouth and the New Hampshire coastline, in a region that offers a wealth of cultural, recreational, and educational resources. Stratham residents are proud of the Town's quality of life, its close knit community feel, and its excellent public services.

The project plan should incorporate significant public outreach and use of explanatory materials including outreach sessions that can be viewed on demand.

## II. PROJECT SCOPE

### Services to be Included

All services shall be performed in a professional manner, in accordance with applicable State Statutes as well as DRA and ASB rules.

1. Perform complete exterior and interior inspection (full measure and list) and appraisal of all properties transferred between April 1, 2022 and April 1, 2024 within the Town. The existing property cards may be used for reference; however, all data on the cards, other than lot measurements, must be verified by measurement and inspection. New exterior photographs are required. The contractor should attempt to set up appointments with the property owner and if necessary, follow up with callbacks. Documentation of inspection and follow-up is required.

2. Perform sales analysis of all transfers determining appropriate classification using data from April 1, 2022 through April 1, 2024. The sales analysis and final values will be determined as of April 1, 2024.
3. Work with the Town's contract assessor during each phase of the project and provide responses to suggested input.
4. Input all property records and sales analysis data into Town's appraisal software (Avitar) and generate new values for the entire town.
5. Make at least monthly progress reports to the Select Board and/or their representatives unless otherwise agreed to by both contract parties.
6. Perform public relations with the residents of Stratham, including, but not limited to, news releases, ongoing progress reports, formal presentation to the Select Board of macro results, notification of revaluation results, and informal reviews.
7. Provide, as an additional cost, the cost of defending appeals of assessments after the update.
8. Provide for a penalty for the failure to complete the project on time.

#### IV. PROPOSAL REQUIREMENTS

Interested firms or teams of firms should submit proposals that shall include five (5) paper bound copies of the proposal and one (1) unbound copy of the proposal along with an electronic copy of the proposal in PDF format provided via e-mail to [dmoore@strathamnh.gov](mailto:dmoore@strathamnh.gov). All submittals to be received by the due date above.

Interested firms are encouraged to submit succinct, well-organized proposals where the required components of the proposal RFP can be easily identified.

Proposals should include the following components and addressed and submitted to David Moore, Town Administrator 10 Bunker Hill Avenue Stratham, NH 03885:

1. **Letter of Transmittal:** Printed on the firm's letterhead with contact information for the proposed project leads, which clearly identifies the project manager name and contact information. Include the number years engaged as a company, corporation, partnership or individual specializing in government assessing/revaluation services
2. **Description of Firm and Project Team:** A list of all personnel who will be assigned to Stratham, including their years of experience and qualifications.
3. **Comparable Projects and References:** Listing of all municipal valuation updates completed during the past five (5) years, including client contacts, telephone numbers,

and size of municipalities (indicated by number of real estate parcels, scope of services rendered, and date completed under present corporate entity).

4. **Project Schedule:** Provide a project schedule. Completion dates of the below listed project milestones are to be provided. State with specificity the start date, the turnover date (no later than September 1, 2024) and define all key milestones as to the progress plan of the project, including but not limited to the following events:

- Clerical start-up operations
- File maintenance timeline
- Sale Inspection start-up and completion
- Sales Analysis start-up and completion
- Modeling and Calibration start-up and completion
- Generation of preliminary valuations
- Final Field reviews
- Turnover of reviewed preliminary valuation for Monitor review
- Presentation of reviewed preliminary valuations to Select Board
- Notice to taxpayers of preliminary valuations
- Informal Hearings schedule
- Request for final project Select Board review

5. **Cost Proposal & Budget:** Proposals should include a budget estimate and typical billing rates by task.

## V. SCHEDULE REQUIREMENTS AND OTHER REQUIREMENTS

1. All work to be completed in accordance with applicable statutes and DRA and ASB rules.
2. The project shall begin no later than 30 days after the execution of a contract between the winning Bidder and the Town, or on such other date as agreed by both parties to the contract. The project shall begin with a meeting among Town officials, the winning Bidder and the DRA.
3. The project shall be concluded and results delivered to the Select Board by September 1, 2024.
4. Appraisal software shall be updated by August 15, 2024, and shall contain current assessment data for all properties as of April 1, 2024.
4. The revaluation shall be considered complete only when informal reviews have been completed, the figures reviewed by the Select Board, changes have been made as required, the Select Board has accepted the new values, all data has been

entered into the assessing program on the Town's computer system and required USPAP manual has been provided.

## VI. SELECTION PROCESS AND CRITERIA

Please take notes of the following process steps:

Event or Requirement	Date and Time
RFP posted to Town's website	June 6, 2023
Deadline for submission of questions or clarifications due via e-mail to <b>dmoore@strathamnh.gov</b>	12:00 p.m. on June 19, 2023
Responses to comments and questions posted to Town's website and distributed to all those who made inquiries	June 23, 2023
Proposals Due (complete proposals in paper and electronic form must be received by this time)	July 21, 2023 by 3:00 pm
Contract Execution	August/September 2023

Proposals will be scored and a recommendation made to the Select Board. Proposals will be ranked based on the following factors:

1. The proposal's responsiveness to the RFP, including the format of the proposals, capabilities of the firm, professional and technical approaches, clarity, and demonstrated ability to lead the project.
2. The ability of the firm to address the project scope and core competencies outlined in this RFP.
3. Firms demonstrated commitment to quality and effective outreach & communication materials in the context of a statistical revaluation.
4. A proven track record of working with clients to navigate comparable efforts, overcome impediments, and successfully complete projects on time and within budget.
5. The capabilities and experience of the Project Team.
6. Cost Proposal

Firms may be asked to participate in an interview before a finalist is selected. Interviews will likely be conducted in person at the Stratham Municipal Center. Town staff will coordinate

relevant details with the selected firms or communicate with any firms who submitted proposals that do not advance in the process.

The New Hampshire Department of Revenue Administration requires a contract before any work shall commence. Any contract awarded as a result of this RFP will comply with applicable Statutes and DRA and ASB rules.

## **VII. TOWN STAFF AND BOARD**

The Town has a contract assessor who ensures the performance of the assessing function on behalf of the Select Board and in coordination with the Town Administrator and with the assistance of an in-house staffing resource in the Deputy Town Clerk/Tax Collector who previously served as the Town's full-time assessing assistant prior to the move to a contracting model. Generally, these resources will be available to assist the firm in start-up, orientation, and accessing Town assessing records. Any specific functions beyond these that would be relied on by the selected firm should be expressly stated in the proposal.

## **VIII. RESERVATION OF RIGHTS**

The Town of Stratham reserves the right to reject any or all proposals or accept the proposal the Town deems to be in its best interest. The Town of Stratham assumes no responsibility or liability for costs incurred by consultant teams in responding to this RFP or in responding to any further request for interviews, additional data or information, or clarification of any items included in the proposal. The Town reserves the right to request additional data or information or that the firm provide the Town a presentation in support of written proposals. The Town further reserves the right to:

- Not award a contract for the requested services;
- Waive any irregularities or informalities in any proposals;
- Accept the proposal deemed to be the most beneficial to the public and the Town;
- Negotiate and accept, without advertising, the proposal of any other respondent in the event a contract cannot be successfully negotiated with the selected firm; and
- Retain products submitted by respondents for its own use at its sole discretion.

## **IX. RFP INQUIRIES**

Questions related to this process, shall be directed to the Stratham Town Administrator, (603) 772-7391 x187