

SOUTHINGTON, CONNECTICUT

REQUESTS FOR PROPOSALS

**Assessment Review of Revaluation of 2001
Of Spring Lake Village Condominium Complex**

1. INTENT AND GENERAL INFORMATION

The Town of Southington, Connecticut is seeking services of a qualified Assessor or Assessment company to provide services to the Town of Southington to review the 2001 revaluation pertaining to a condominium complex known as Spring Lake Village.

2. GENERAL REQUIREMENTS

Sealed proposals are hereby being solicited by the Town of Southington for said assessment review.

The company or individual must be a certified Assessor by the State of Connecticut or the State for which the Assessor practices.

Prospective firms or individuals must respond thoroughly to the requirements of this Request for Proposals (RFP). The Proposal shall be a part of the Contract resulting from this RFP. Prospective firms or individuals are cautioned not to make claims or statements to which they are not prepared to commit contractually.

All terms, conditions, requirements, and procedures included in this RFP must be met for a response to be acceptable. If a Proposer fails to meet any material terms, condition, requirement of procedure, its response may be deemed unresponsive and disqualified.

3. SPECIAL REQUIREMENTS

Proposals submitted may be in the format used by your firm; however, be specific to this proposal's specifications.

4. AUTHORIZED CONTACT

5. EXPECTED DURATION OF CONTRACT SERVICES

Any contract resulting from this RFP is expected to terminate upon completion of the services described herein.

6. RFP TIMELINE

All proposals must be received in the Office of the Town Manager by 10:00 am EST, March 25, 2005. One original and five copies of the proposal shall be submitted.

Advertisement/RFP Available		January 19, 2005
Deadline for written inquiries	10:00 am	February 18, 2005
Responses sent to proposers		February 23, 2005
Submission Deadline for Proposals	10:00 am	March 25, 2005
Notification of Award (est)		April 15, 2005
Implementation of Services		T B D

7. USE OF SUBCONTRACTORS

The Proposer must not use a subcontractor pursuant to this proposal.

8. NO GUARANTEE OF PURCHASE

The Town of Southington makes no guarantee, either expressed or implied, that any purchases will take place from any Contract or Agreement resulting from this RFP. Any statement made regarding past expenditures or estimated expenditures are for informational purposes only, and are not binding on the Town of Southington.

9. INQUIRIES

Proposers may submit written questions concerning this RFP to the Town Manager no later than the date and specified in the RFP Timeline. All inquiries must be in writing and may be mailed, faxed, or hand delivered. Written inquiries received after the deadline for written inquiries will not be considered. Copies of questions and responses thereto will be sent to all Proposers who have obtained a copy of this RFP from the Town of Southington no later than the date specified in the RFP Timeline.

10. ADDENDA TO RFP

If it becomes necessary to revise any part of this RFP, or if additional data is necessary to clarify any of its Provisions, an addendum will be sent to all Proposers who have obtained a copy of this RFP from the Town of Southington.

The Town of Southington intends to adhere to the schedule and dates specified in the RFP Timeline. However, if it is necessary, due to revisions made to this RFP, the proposal due date and all subsequent dates may be extended with written notice of such changes sent to all Proposers who have requested a copy of this RFP from the Town of Southington.

11. PROPOSAL PREPARATION COSTS

Proposers must bear all cost associated with their proposals including preparation, copying, postage, and delivery costs. The Town of Southington will not be responsible for any costs or expenses incurred by Proposers responding to this RFP.

12. CANCELLATION OF SOLICITATION

The Town of Southington retains the right to cancel this Solicitation at any time prior to the execution and approval of a Contract. If this Solicitation is canceled, all Proposals received in response to this RFP will be rejected. All proposal preparation costs remain the responsibility of the proposer.

13. RETURN OF PROPOSALS

The Town of Southington shall be under no obligation to return any proposals or materials submitted by a Proposer in response to this RFP.

PROCUREMENT SCOPE

A. *PURPOSE*

The purpose of this project is to review the Town of Southington's revaluation of 2001 as it pertains to Spring Lake Village Condominium Complex.

B. *BACKGROUND*

The Town of Southington and residents of Spring Lake Village Condominium Complex have been unable to agree as to whether the procedures followed in the 2001 revaluation were fair and equitable under the Connecticut General Statutes.

C. *SCOPE OF WORK*

The Proposer shall assign a certified Assessor with no less than ten years experience in revaluation to the Town of Southington to obtain copies of all relevant data and to conduct a field review of the property. The Proposer shall

bring the materials back to its offices and review said materials for accuracy and shall study the valuation and methodology techniques used by Cole, Layer, Trumbull in the revaluation of 2001.

The project Assessor shall schedule a second trip to the condominium complex to verify the sales data and the results of the study. The Proposer shall then prepare a written report detailing his findings, which shall include but not be limited to a detailed analysis comparing Spring Lake Village to other residential dwellings in Southington. The Proposer then shall present his findings to the Town Council, in public session, and will fax to the Town copies of the report in advance so the Town may review.

The report shall focus on the revaluation as related to generally accepted guidelines as promoted by the International Association of Assessing Officers (IAAO), the statutes of the State of Connecticut, as well as regional guidelines.

The proposal should identify other services that it will provide as part of the contract.

EVALUATION OF PROPOSALS AND CONTRACT AWARD

The following criteria will be used, without limitation, in determining the successful Proposer:

1. The Proposer's certifications and years of service in the field.
2. The background and experience of the Proposer in providing similar services elsewhere, as requested under the RFP.
3. The specific background, education, qualifications and relevant experience of the individuals designated to provide services.
4. Commitment to the Town of Southington's timetable for the services to be rendered.
5. Location of the Proposer's service office(s).
6. Competitiveness of proposed fees, although the Town of Southington is not bound to select the Proposer who proposes the lowest fee for services, the Town of Southington reserves the right to negotiate fees with the selected Proposer or to accept the proposal which is in the best interest of the Town of Southington.
7. The Proposer's responsiveness and compliance with the RFP requirements and conditions.

8. A review of references from other clients as provided in the Proposal submitted.

Proposals in response to this RFP will be reviewed against the criteria listed above, and an award of contract shall be made in accordance with standard purchasing procedures.

MISCELLANEOUS REQUIREMENTS

1. **PRINCIPAL/COLLUSION**

See attached Affidavit.

2. **INSURANCE**

The selected Proposer shall be required to furnish proof of the following insurance coverage within 10 (ten) days of receipt of Notice of Selection. Insurance shall be provided by an insurance company licensed to conduct business in the State of Connecticut with a Best's Key Rating of A-, or 7, or better. The Town of Southington must approve any and all exceptions. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions or renewals thereof. Each insurance certificate shall contain 30 (thirty) day notice of cancellation. All renewal certificates shall be furnished at least 30 (thirty) days prior to policy expiration.

INSURANCE REQUIREMENTS

1. Workers Compensation Insurance
2. Employer's Liability Insurance
3. Liability Insurance
 - (i) General Liability - at least \$ 1 million
 - (ii) Errors and Omissions - at least \$ 1 million
 - (iii) Automobile Liability - at least \$ 1 million

The Town Council for the Town of Southington reserves the right to waive these requirements if in the sole opinion of the Town Council it is in the best interest of the Town of Southington.

Cancellation of insurance or other termination of insurance policies required without immediate replacement thereof may be considered a default in the terms and conditions of any such agreement. The Proposer agrees that such

default may be cured by procurement of insurance by the Town of Southington on behalf of Proposer, as the Proposer's expense, at the Town of Southington's option.

3. TERMINATION

The Town of Southington may terminate the services of the Proposer after sixty days written notice if the Town of Southington in its sole discretion feels that the Proposer has failed to satisfactorily meet the terms under the contract.

FORMAT FOR PROPOSALS

TITLE PAGE

RFP Project Title
Name of proposing firm
Address and telephone number of proposing firm
Name and title of contact person
Date of submission

A. COMPANY OVERVIEW

1. Description of your firm and, if applicable, associated partners and subcontractors.
2. Provide a brief history of your firm.
3. References: list current governmental clients and private sector clients that are relevant to this project. Include names and phone numbers of references that may be contacted.
4. Describe prior experience in the area of evaluating prior municipal assessments.

B. PROFESSIONAL EXPERIENCE AND STAFFING

1. Identify the management staff that would be assigned to this project. Provide resumes (which may be included as appendices) showing relevant past experience, education, training, et cetera.
2. Describe the management staff's participation, if any in similar projects.

C. SERVICE FEE

1. State the hourly rate of all employees to work on this project.
2. State the anticipated hours and total amount of the project.
3. State the length of time Proposer anticipates to complete the project.

D. FINANCIAL STATEMENTS

1. Attach your firm's most recent audited financial reports, including balance sheets and profit and loss statements and all the notes thereto.

E. NON-COLLUSION AFFIDAVIT

See Attached Sample

F. PROPOSAL SIGNATURE PAGE

See Attached Sample

NONCOLLUSION AFFIDAVIT

A F F I D A V I T

STATE OF _____

: ss

COUNTY OF _____

_____ being duly sworn according to the law,

deposes and says:

1. That he/she is _____ (a partner/officer) of the firm of _____, the party making the foregoing proposal, that such proposal is genuine and not collusive or sham; that said proposer has not colluded, conspired, connived, or agreed, directly or indirectly, with any proper or person, to put in a sham proposal or to refrain from submitting a proposal, and has not, in any manner directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the price of this or any other proposal, or to secure any advantage against _____ or any person interested in the proposed contract; and that all statements in said proposal are true.

(Firm Name)

By: _____

(Signature of Proposer)

(Title)

PROPOSAL SIGNATURE PAGE

An officer of the firm duly authorized to bind the firm to the proposal submitted must sign all proposals. Responses to all sections of this proposal must be completed where appropriate and included in the sealed package submitted to the Town Manager. Failure to properly sign the proposal and include all required information may result in the rejection of the proposal.

The information in this proposal and all attachments hereto is true and correct, and the officer signing below is duly authorized to bind this firm to such proposal.

Signed this _____ day of _____, 200__.

By: _____

Name of Officer: _____

Title of Officer: _____

Name and Address of Firm:

**REQUEST FOR PROPOSALS
Legal Notice
Town of Southington**

The Town of Southington requests proposal from a qualified Assessor or Assessment Company to provide services to the Town of Southington to review the 2001 revaluation pertaining to a condominium complex known as Spring Lake Village.

Requests for Proposals can be obtained by contacting the office of the Town Manager at the Southington Town Hall.

Submissions by Assessors or Assessment Companies shall be received in the office of the Town Manager, 75 Main Street, Southington, CT 06489 by 10:00 am on March 25, 2005.

Dated at Southington, Connecticut this 19th day of January, 2005.

TOWN OF SOUTHINGTON

John Weichsel
Town Manager

