



Town of Bolton
3045 Theodore Roosevelt Highway
Bolton VT 05676
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**REQUEST FOR PROPOSAL
TOWN ASSESSOR**

**ISSUE DATE: October 31, 2016
RESPONSE DATE: December 5, 2016**

I. Introduction:

For more than 30 years, the voters of the Town of Bolton have opted to utilize a Town Assessor in addition to a Board of Listers. The Town of Bolton voted to eliminate the Office of Lister at Town Meeting 2015, to be replaced by a Town Assessor, hired by the Select Board. The Select Board is seeking Town Assessor proposals due to a newly adopted procurement policy.

II. Scope of Services:

The contracted Assessor shall perform, execute and complete all duties, functions and responsibilities of a Town Assessor stipulated by:

- (a) Vermont State Statutes
- (b) The highest standards of the assessing profession. Specifically, the Assessor shall
 - i. Oversee the compilation of and input of data needed to prepare and to maintain the Town Grand List, including the Lister's, Current Use, Personal Property and Utility files;
 - ii. Generate and print annual and revised tax bills;
 - iii. Inspect, photograph, measure and appraise new residential and commercial properties and supervise in-house computer systems valuation;
 - iv. Review real estate data and general information on trends in real estate;
 - v. Answer questions, explain appraisals, and obtain information for attorneys, brokers, contractors, bankers, property owners, when the Town staff is unable to provide the information;
 - vi. Maintain contact with the Division of Property Valuation and Review, to keep informed of applicable state laws.
 - vii. Ensure all required state reports are completed and delivered to state offices;
 - viii. Provide accurate Grand List totals for the Select Board's use in setting the tax rate;
 - ix. Provide realistic Grand List growth projections when the Select Board is preparing the budget;
 - x. Conduct grievance hearings; attend Board of Civil Authority appeal hearings and court and/or Property Valuation and Review hearings as needed.

In addition:

- (a) The Town of Bolton completed a 5 year cyclical reappraisal in June 2016. Respondents are asked to make a recommendation and proposal for meeting the need for re-appraisal of real and personal property, and the associated field inspections.
- (b) The Town desires to have the Assessor available to answer the public's questions. Based on information provided in this RFP, the respondents are asked to make a recommendation and proposal for meeting this need.
- (c)) Other duties as required by the board of selectmen.

The Town will not pay for training unless it is specific to the Town of Bolton. The Town will not pay professional association dues.

III. Background Data:

The following Town of Bolton statistics give an indication of the makeup of the town and the corresponding workload for the Assessor:

Current data

- Estimated population: 1,182
- Area in square miles: 41.8
- Total taxable parcels: 776
- Current use parcels: 35
- Personal property accounts: 23
- Homestead declarations: 387

Annual statistics

(averaged over the last five years)

- Total building permits issued: 24
- Building permits issued for new homes: 2.4
- Subdivisions approved: 2.8

The Town of Bolton utilizes CAMA and NEMRC for assessing properties.

The Town of Bolton employs a part time Zoning Administrator who maintains the building permits and subdivision records. The Town Clerk and Assistant Town Clerk are available to assist the Assessor and answer basic questions from the public.

IV. The Town Will Provide:

- a) Adequate office space and furniture;
- b) Telephone, copy machine, fax and computer;
- c) Cost of printing and mailing all correspondence related to office;
- d) Maintain all sales records, transfer records, sales history, normal correspondence including providing up to date zoning permits.

V. The Proposal:

The proposal must state:

- a) The annual fee for three (3) years;

- b) The respondent's plan for completing the required duties, including work schedule;
- c) The respondent's experience and training. In case of a firm, the information must be specific for the individual(s) to be assigned to the Town of Bolton;
- d) Regular office hours;
- e) A plan how to handle questions from the public; and
- f) References.

VI. Payment Schedule:

The Town will pay the contractor in four (4) quarterly installments.

VII. Contract Period:

Three (3) years starting July 1, 2017 and ending June 30, 2020.

VIII. Submitting the Proposal:

Submit six (6) copies of the proposal, in a sealed envelope with the name and address, clearly labeled "Assessor RFP" on the outside to:

Bolton Town Clerk
Town of Bolton
3045 Theodore Roosevelt Highway
Bolton VT 05676

By: 4:00 p.m. on Monday, December 5, 2016. **No electronic submissions will be accepted.**

IX. Assessor Selection Process:

The Select Board will review all proposals and make the selection based upon on, but not limited to, the following criteria:

- a) Qualifications of the firm or individuals to be assigned this contract
- b) Clarity of the proposal and thoroughness addressing the scope of work
- c) References
- d) Price
- e) The Select Board may elect to interview one or more consultants prior to the final selection.

X. The Municipality Reserves the Right To:

- a) Request an oral interview with, and additional information from, the applicant prior to final selection of a consultant;
- b) Consider information about the applicant in addition to the information submitted in the proposal by the applicant; and,
- c) Reject any and all responses and waive any irregularities

XI. Questions:

Questions about this REQUEST FOR PROPOSAL may be directed to the Town of Bolton Town Clerk, Amy Grover at 802-434-5075 x 222 or clerkbolton@gmavt.net