

**REQUEST PROPOSAL FOR  
GL TOWN WIDE REAPPRAISAL**

Date of Issue 11/15/2023  
Due Date of Proposal 12/20/2023

**ISSUED BY**  
Eden, VT  
71 Old Schoolhouse Road  
Eden Mills, VT 05653

Town Contact: Melissa Whitcomb  
[melissa@edenvt.org](mailto:melissa@edenvt.org)

The Eden Assessor's office is seeking proposals from qualified, State Approved reappraisal contractors to work with the office in completing a revaluation of 1039 parcels. The town of Eden currently uses the Proval CAMA (Computer Assisted Mass Appraisal) software. The current Common Level of Assessment (CLA) for 2023 is 85.17% with a Coefficient of Dispersion (COD) of 21.27%. In 2014 the Eden Lister's completed a statistical reappraisal.

The objective of this reappraisal is to generate accurate, defensible estimates of the fair market values for all properties in accordance with Title 32 **V.S.A** § 3481 and in compliance with the "3 prong" test outlined in document GB-1267. Estimated Fair Market Value (FMV) is defined as: the price the property will bring in the market when offered for sale and purchased by another, taking into consideration all the elements of the availability of the property, its use both potential and prospective, any functional deficiencies, and all other elements such as age and condition which combine to give property a market value. FMV will be determined as the result of considering multiple regression analysis, cost approach to value, income approach to value, and sales comparison approach to value. The product of this review will be used the development of factors & schedules (market-derived cost & depreciation) for estimating the FMV that is applied to properties in a systematic estimation process. The factors and schedules derived in determining the FMV will be integrated into a CAMA system.

The contractor is responsible for providing details on the methodology and practices used to develop FMV. This will be used to continue assessment practices utilized during the effective year of reappraisal.

### **Services**

1. Development of new valuation models (implemented into a CAMA system) that have been market calibrated to generate FMV. Included but not limited to a new land schedule compliant with Act 60 determining a 2-acre house site valuation, current cost tables, updated depreciation schedule, neighborhood delineations.
2. The contractor shall review and utilize available information affecting FVM determination. This includes existing assessment data, legal descriptions, neighborhood delineations, tax maps, zoning descriptions, MLS information, and any market relevant publications.
3. Exterior and attempted interior site visit to all properties updating sketches and photographs, the result of which will produce an inspection record including all pertinent property details, dates of inspection, and name of inspector.
4. Detailed analysis of all the most relevant qualified sales within the four years prior to the effective date of valuation in the Eden market.
5. Attempt to determine and verify property details with owners through interviews, mailers, and or a public website.
6. Final review with the Assessor before the public release of assessment data. This review will require a preliminary report demonstrating the new values comply with the 3-prong test outlined in GB-1267.

### **Deliverables**

- 1) Change of Assessment Notices
- 2) Updates to the CAMA software include new land schedules, updated cost tables, and updated depreciation schedules.
- 3) The successful completion of the appeals through the Civil Board of Authority level.
- 4) Land Valuation Manual (showing market adjustments made to land)
- 5) Copies of any material or manuals used in the valuation process.
- 6) Property Record Cards for each

Items to be included in the proposal:

- 1) Scope of services
- 2) Project inception and completion dates
- 3) Name of firm/professional qualifications
- 4) Cost proposal
- 5) Timeline for the reappraisal process
- 6) Methodology of site visits
- 7) Methodology of valuation in each property class
- 8) List of 3 referral towns in which a reappraisal was conducted in the last 3 years.

#### **Evaluation Criteria**

- Experience and qualifications.
- Demonstration of understanding of the scope.
- Proposed methodology for completing work.
- Work on similar projects
- Cost proposal

This request for proposal is intended to be explanatory, but should any discrepancy appear, or any misunderstanding arise as to the intent of anything contained therewith, the interpretation and decision of the Town of Eden shall be final and binding. Any corrections of errors or omissions in the request for proposal may be made by the Town of Eden. The work shall not be assigned or sublet without the previous consent of the Town of Eden and shall not either legally or equitably assign any of the money payable under this agreement, unless by and with the consent of the Town of Eden.