



**REQUEST FOR PROPOSAL
TOWN-WIDE REAPPRAISAL
ISSUED BY
Town of Johnson, VT
293 Lower Main Street W
P.O. Box 383
Johnson, Vermont, 05656
*Date of Issue: June 26, 2024***

Due Date for Proposal: July 15, 2024, at 4:00 p.m.

**TOWN OF JOHNSON
REQUEST FOR PROPOSAL
For
TOWN-WIDE REAPPRAISAL**

The Town of Johnson is requesting proposals from qualified, certified reappraisal contractors to work with the Johnson Assessor to complete the Townwide Reappraisal.

The selected contractor will be responsible for a thorough analysis of local real estate market conditions and review of the existing Computer Assisted Mass Appraisal (CAMA) data leading to the development of computer models for establishing the fair market value of all taxable property in Johnson.

Proposals are due by **July 15, 2024, at 4:00 p.m.** Paper copies of this request for proposal may be obtained by contacting Justin Mason at (802) 635-2611 or by email at listeners@townofjohnson.com

This Request for Proposal is intended to be explanatory, but should any discrepancy arise, or any misunderstanding arise as to the intent of anything contained therewith, the interpretation and decision of the Town of Johnson shall be final and binding. Any corrections of errors or omissions in the Request for Proposal may be made by the Town of Johnson when such a correction is necessary for the proper fulfillment of their intention as constructed by the Town of Johnson. The signed agreement with the selected contractor will be binding and supersede this RFP.

INTRODUCTION

The Town of Johnson is in Central Lamoille County. Johnson is 46.20 square miles with 60.89 miles of roads of which 49.54 are town owned. There were 1,332 residents as of the 2020 census, with a median household income of \$49,016 for 2022.

We have a mix of residential, agricultural, and commercial properties. Our 2023 CLA (Common Level of Appraisal) is 74.15%, the COD (Coefficient of Dispersion) is 22.64%.

For the 2024 Grand List there were 1347 Total Listed Real Parcels. The parcel breakout is as follows:

R1	483
R2	251
MHU	172
MHL	129
S1	12
S2	32

C	56
CA	21
I	3
UE	9
UO	2
F	7
O	0
W	54
M	116

There are 63 non-taxable properties. The selected contractor will collect data and take pictures of these properties. There are also subdivided lots in the Town of Johnson that are listed as 1 parcel with 1 building lot and the Town of Johnson requests the selected contractor to add value to legally created subdivisions for additional building lots where allowed.

The Town uses MICROSOLVE CAMA software provided by New England Municipal Resource Center (NEMRC). All properties are currently listed using this software. The reappraisal project will be completed using this software.

DESCRIPTION OF PROJECT

The reappraisal project shall involve:

- Development of new land schedules and neighborhood delineations to establish land values for every site in town,
- Land, lake front, and depreciation schedules will adhere to the standard MicroSolve table structure,
- Formulating accurate, localized cost and depreciation schedules to develop a market adjusted cost approach for all types of properties.

These, and any other applicable methods, shall be incorporated into the existing MicroSolve CAMA software system and the existing property listing data will be reviewed to ensure compliance with the new analyses.

The contractor will work closely with the Johnson Assessor throughout the project. The Town will provide mailing services, and access to the existing CAMA system.

Project Purpose & Objectives

The objective of this reappraisal is to generate accurate, defensible valuations to reflect the Fair Market Value for every property in Johnson as of April 1 of the Townwide Reappraisal. In addition, the models shall be integrated into the CAMA system so that future construction, subdivisions, and changes to existing properties may be valued using the same methodologies.

AVAILABLE INFORMATION

- Examples of current land schedules and MICROSOLVE manuals
- Property descriptions from current CAMA Systems
- Tax Map and parcel data
- Previous Listers Cards
- Zoning permits and information

SCOPE OF SERVICES

- A. The contractor shall review existing CAMA property descriptions, neighborhood delineations, tax maps, zoning descriptions and other relevant information to understand the current assessment system.
- B. The contractor shall analyze three years of sales information, verifying the sales information and correcting, as needed, the associated assessment information.
- C. The contractor shall review and refine neighborhood delineations, analyze vacant and improved property sales, and develop land-pricing schedules that result in accurate valuations for land values for every property in town. The new land schedules must also produce current Act # 60 Homestead site values.
- D. The contractor will visit each property and complete an interior inspection of all Residential (year-round and seasonal), Condominium, Farm and Commercial buildings and will update all sketches and photos for each property. Photos will include at least 2 opposite angles of each building that is not an outbuilding, so all sides of the building are captured and at least 1 photo of each outbuilding. The outbuildings shall be labeled in the CAMA notes section. The contractor shall come to an agreement with the Town Assessor for scheduling property visits and will be specified in the final contract.
- E. The contractor shall produce new models in the CAMA system for cost and depreciation, sales comparison, MRA, income and any other applicable valuation methods for all types of real property in Johnson.
- F. The contractor shall test the various computer models against the existing sales data to verify the reliability and accuracy of the models for estimating fair market values.
- G. The contractor shall produce, review, and verify fair market value for every property in Johnson which shall include a property record card, including inactive parcels.
- H. The Contractor, working with the Town, shall produce a Change of Assessment Notice to be mailed to every property owner as the official notification.
- I. The contractor shall conduct informal hearings for taxpayers to question the new assessment values and shall assist the Town with the formal Listers' grievances and Board of Civil Authority appeals.
- J. The contractor shall produce manuals clearly explaining the valuation methods, the data, and the processes to aid the Town in defending the new assessments, neighborhood codes and areas, and valuing new properties, subdivisions, and changes

to existing properties. This includes a thorough description of land grading values as well as how peculiarities in construction that are not described in Marshall & Swift are appraised.

- K. The contractor shall complete all these activities in compliance with Vermont's "Three-Prong Test" and accepted appraisal practices, conforming to all applicable state statutes and rules.
- L. All data, maps, reports, forms, and worksheets used or developed for this reappraisal shall belong to the Town of Johnson.

DELIVERABLES

The final work product will be the completed Grand List Change of Assessment Notices, updates to the MICROSOLVE CAMA software that reflect the new land schedules and updated cost, income and market models and the successful completion of the informal appeals. The documentation produced for this project shall include: a new land valuation manual that includes neighborhood delineations, land schedules and descriptions of adjustments, a copy of the sales file and adjustments made to create the land schedule, copies of any data collection or review manuals developed for, or used during this project, a map containing neighborhood codes, and copies of any other manuals, tables or reference materials developed or used during this project; property record cards for each parcel. Properties with multiple residences shall have a property record card for each residence.

ADMINISTRATIVE INSTRUCTIONS

The proposals are due by **July 15, 2024, at 4:00 p.m.** Complete paper proposals shall be submitted in a sealed envelope, clearly marked as **JOHNSON TOWNWIDE REAPPRAISAL**, and addressed to:

Johnson Assessor's Office: 293 Lower Main Street W, Johnson, VT, 05656

P.O. Box 383, Johnson, VT, 05655

or emailed to: listeners@townofjohnson.com

The work shall not be assigned or sublet without the previous consent of the Town of Johnson 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 Johnson. The Town of Johnson will work with the selected contractor to specify specific details for scheduling and other mentioned items and terms prior to signing the contract. The Town of Johnson and the Contractor will agree to a retention rate prior to the signing of the contract to evaluate the completion of the Townwide Reappraisal.

QUALIFICATIONS AND EVALUATION

The proposal should include the following:

- A. Scope of services
- B. Professional qualifications and names of the principals of the firm

- C. The qualifications of the project manager and key staff assigned to the project.
- D. Description of the proposed methodologies for assessing values on each class of property
- E. Description of quality control and testing results
- F. The cost proposal
- G. Schedule of work by task
- H. List of all municipal reappraisals currently underway or completed within the last five years including client contacts and references.

The evaluation of the proposal will be based on:

- A. Firm's understanding of the scope
- B. Proposed methodology for completing work
- C. Qualifications of the firm
- D. Work on similar projects
- E. Cost proposal

TOWN CONTACT

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