

# ***Reappraisal Contract Guidelines***

1. A well-written Request for a (Reappraisal) Proposal (RFP) requires extensive pre-planning. Before you put together your RFP, carefully evaluate:
  - The date (Grand List year) by which you want to have the reappraisal completed. It is not uncommon for a full reappraisal to take two or more years.
  - The capabilities of the Listers - their experience, knowledge and familiarity with normal reappraisal procedures and the extent to which the Listers will be actively involved in the reappraisal.
  - The status of your existing records and resources and what needs to be done to upgrade your records and resources before you start the reappraisal. This evaluation should include your:
    - Computer equipment
    - CAMA and sketching programs
    - Tax maps
    - Individual property records
    - Sales records
2. After you have considered your Listers' capabilities and the extent to which the Listers will be involved in the reappraisal and the status of your records and resources, you will be in a position to put together an RFP.
3. The RFP should clearly state the specific responsibilities of, and the outputs expected from, the reappraisal firm including target dates, payment terms and payment holdbacks if the dates are not met. It should also state what the responsibilities of the Listers would be. The actual specifics of the RFP will vary depending upon the size of the town, the status of the records and resources and what is to be required of the reappraisal firm. The RFP should state that the reappraised Grand List values meet the State's "Three prong test" (or explain why not) and the State's guidelines for an acceptable CLA and COD.
4. Factors that should be considered when the RFP is being put together should include:
  - What public relations work is to be done - meetings, newspaper announcements, mailings, etc. and by whom.
  - Who is to be responsible for verifying that the values of properties with building and/or subdivision permits are current?

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- Inspection records - what properties (including exempt properties) are to be inspected by the reappraisal firm, the information to be obtained and the process for data collection.
- Who is to be responsible for scheduling inspections and call backs?
  - The inspection routine to be followed including:
  - The percentage of external and internal inspections to be completed.
  - The acceptable number of and type of attempts to gain entry by the contractor.
- The possibility of including a funds holdback pending successful completion of the reappraisal.
- Who is to be responsible for:
  - The purchase of general office and reappraisal supplies.
  - Software purchases and licensing fees.
  - Data entry and sketching.
  - The taking and entering of photographs.
  - The scheduling of hearings.
  - The printing and mailing of the Change of Appraisal Notices.
- The documentation that is to be provided by the appraisal firm and when it is to be delivered. This may include:
  - A current file of validated sales.
  - A Land Schedule.
  - A Depreciation Schedule (and Cost Multipliers) with sales analysis support.
  - Neighborhood delineations.
  - Detailed notes on what features are assessed and the methodology used to value any component of the property assessment that is not specifically covered in the CAMA instructions and cost tables.
  - Documentation of the income and expense model when the income approach is used.
  - Final ownership of the reappraisal documentation.
  - The Housesite, Homestead and Current Use values on all properties.
  - The format of the documentation and reappraisal results to be delivered by the contractor.

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- The responsibilities of the appraisal firm with regard to the appeals process - Grievance meetings and beyond.
  - An assessment of the ability of the Listers to use and maintain the data and systems going forward.
5. The RFP should also require that the respondent supply detailed resumes of the work experience for all of the individuals who would be involved in conducting the reappraisal. The RFP should specify that the resumes include references to other Towns of a similar size and scope in which these individuals have done reappraisal work. These references should always be verified when the response to the RFP is received.
  6. For additional information on RFP's refer to the listing maintained by PV&R of towns that have recently completed reappraisals. This information is also available on the VALA website. (<http://www.vtala.org/>) The International Association of Assessing Officers (IAAO) also has a comprehensive document entitled "Standard on Contracting for Assessment Services" available on the documents section of their website ([www.iaao.org](http://www.iaao.org))
  7. Chapter 18 of the "Property Appraisal and Assessment Administration", manual published by The International Association of Assessing Officers (IAAO) also contains detailed information on the reappraisal process and what to consider in putting together an RFP.
  8. It is recommended that an attorney review any contract before execution.

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Revisions: