



TOWN OF NEWINGTON, CONNECTICUT

REQUEST FOR PROPOSAL

STATISTICAL REVALUATION SERVICES OF

TAXABLE & EXEMPT

REAL PROPERTY

FOR THE GRAND LIST

OCTOBER 1, 2015

Date Issued: October 31, 2014

Date Due: November 20, 2014

JOHN SALOMONE, TOWN MANAGER
S. STEVEN JUDA, ASSESSOR
TOWN OF NEWINGTON
131 CEDAR STREET
NEWINGTON, CT 06111

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1 LEGAL NOTICE

The Town of Newington will accept proposals for the complete statistical revaluation of real property, taxable and tax exempt, located within the corporate limits of the Town of Newington, Connecticut, effective October 1, 2015. All proposals must be submitted in accordance with Town specifications and on forms supplied by the Town. Proposal forms and specifications are available in the office of the Town Manager, 131 Cedar Street, Newington, CT 06111 and on line at www.newingtonct.gov, under Doing Business, Bid Opportunities. Sealed proposals will be received at the office of the Town Manager until 2:30 PM on November 20, 2014 when they will be publicly opened. The Town of Newington reserves the right to reject any or all proposals.

John L. Salomone
Town Manager

RFP No. 1, 2014-15

2 REQUEST FOR PROPOSALS

“STATISTICAL” REVALUATION SERVICES FOR THE ASSESSOR’S OFFICE IN NEWINGTON, CONNECTICUT

The Town of Newington, Connecticut is undertaking a program of an “Update” Revaluation of all Real Property, effective October 1, 2015. Respondents interested in providing the Revaluation Services set forth in the attached specifications are invited to deliver 4 (four) copies of their proposals to the Town of Newington, no later than 2:30 p.m. on November 20, 2014, at which time and place such proposals will be opened and read.

All proposals shall be sealed, addressed to the office of the Town Manager, 131 Cedar Street, Newington, CT 06111 and marked:

"RFP No. 1, 2014-15, Year 2015 Statistical Revaluation Services"

All information pertaining to the respondent's technical and management approach to completing this project, as well as the proposed cost, timetable and staffing plan, shall be presented in the proposal. The proposal must address, at a minimum, each of the issues set forth in the Request for Proposals in order to be considered responsive. Any proposal that does not respond to each issue in the Request for Proposals specifications may be rejected by the Town as non-responsive.

The Town reserves the right to amend the Request for Proposals specifications at any time prior to the deadline for submission of proposals, through written addenda. All addenda shall be posted on the Town’s website, www.newingtonct.gov, under Doing Business, Bid Opportunities, at least 24 hours prior to the scheduled response deadline. All respondents are responsible for checking the Town’s website for the presence and content of any addenda. If an addendum is issued, it shall be acknowledged by the respondent on the Proposal Form. Failure to do so is sufficient grounds for rejection of their proposal.

The Town reserves the right to reject any and/or all proposals received if it determines, at its sole discretion, this to be in the best interests of the Town.

The Town of Newington has purchased and is licensed to use Vision 7.0. It is anticipated that the revaluation will be done using this software. Any proposed conversion or software upgrade cost must be specified and included in the proposal. If a conversion to the CAMA system is proposed it must be completed no later than January 1, 2015. Any proposal must address the method and costs associated with the conversion of this data and the method for maintaining both the data and the values in-house. Any conversion is solely the responsibility of the firm awarded the Contract by the Town (hereinafter the CONTRACTOR). All data entry will be the responsibility of the Contractor.

The proposal must address the method and cost associated with utilization of or the conversion of this data. The system must be fully loaded with all assessment data before the revaluation is completed. The software must provide an interchange file to move data to Quality Data of Waterbury, Connecticut, who is responsible for the Town's current billing and collection system. The CAMA system must interface with The Town of Newington’s GIS system (Arc GIS, version 10.2.2).

The Town of Newington is committed to providing assessment information to the public via the internet and public computers at the Assessor's office. It is a requirement that the use of the World Wide Web for purposes of sharing data be part of the proposal. The respondent must include their Internet solution, connection to GIS database, and time frame for release as a part of this proposal.

In addition to addressing each of the items in the specifications, the respondent must submit, as part of its proposal, the following information:

1. A Letter of Transmittal, signed by the individual authorized to negotiate for and contractually bind the respondent, stating that the offer is effective for at least ninety (90) calendar days from the deadline for the submission of proposals.
2. A list of Connecticut Municipalities for which the respondent has completed Revaluation Programs for last five years, and contacts, including names, titles, phone numbers and e-mail addresses.
3. A list of Connecticut Municipalities for which the respondent has performed Digital Imaging Services.
4. A list of Connecticut Revaluation Contracts for which the respondent is currently committed with a time table for their completion.
5. Listing of Connecticut Municipalities now using the respondent's Windows based CAMA Software.
6. Description and examples of the respondent's revaluation public relations program and web public relations program.
7. Copy of respondent's current Connecticut Revaluation Certificate issued pursuant to Connecticut General Statutes 12-2c.
8. A bid bond or certified check in the amount of 10% of the Total Proposal must be submitted by the respondent with its proposal as a guarantee that, in case the contract is awarded to the respondent, the respondent will, within ten days after appropriation of funds and notice of award, execute such contract and furnish a Performance Bond and Payment Bond that is satisfactory to the Town.
9. Software License Agreement for the period from July 1, 2015 to June 30, 2016. The Agreement shall also list costs for warranty and maintenance fees, system licensing fees, and charges associated with applications modifications after the completion of the project.
10. The Town of Newington reserves the right to reject any and all proposals. Proposals which are irregular in form, incomplete, conditioned, or qualified may be disregarded and rejected as improper except that the Town may waive any defects or irregularities. Any award is subject to appropriation by the Town of Newington.

3 CONTRACT

THE COMPLETE "STATISTICAL" REVALUATION SERVICES
OF REAL PROPERTY, TAXABLE AND TAX EXEMPT,
THE TOWN OF NEWINGTON, CONNECTICUT
EFFECTIVE OCTOBER 1, 2015

This agreement, made this _____ day of _____, 2014, between the TOWN OF NEWINGTON, a municipal corporation, located in the County of Hartford, State of Connecticut, hereinafter termed the TOWN, acting by and through its Town Manager, John L. Salomone, having been duly authorized, and _____, a _____, located in _____ hereinafter termed the CONTRACTOR, acting by and through its _____, _____ having been duly authorized;

WITNESSETH THAT:

WHEREAS, the TOWN, through its Assessor plans to undertake a "statistical" reappraisal and revaluation of all real property located within the corporate limits of the TOWN; and,

WHEREAS, the CONTRACTOR, is to assist the Assessor in making such "statistical" reappraisal and revaluation and represents that it is experienced and qualified to carry on such work, and is familiar with the recognized appraisal practices and with the standards required for determining ad valorem values for assessment purposes,

NOW, THEREFORE, the TOWN and the CONTRACTOR, for the consideration and under the conditions hereinafter set forth, hereby agree as follows:

A. ENGAGEMENT OF CONTRACTOR

1. The CONTRACTOR agrees to make a complete reappraisal and revaluation of all real property located within the corporate limits of the TOWN and to perform all the services and furnish all the records, materials, forms, and supplies required by and in complete accordance with the Contract Specifications, a copy of which is attached hereto and made a part hereof, all such labor, records, materials, forms and supplies to comply with the requirements of the pertinent Connecticut General Statutes and Special Acts, Regulations of Connecticut State Agencies, rulings of the Secretary of Office of Policy and Management, ordinances and agreements of the TOWN, and pertinent decisions of several courts.

B. COMMENCEMENT AND COMPLETION DATES

1. The CONTRACTOR agrees to commence the work within thirty (30) calendar days following written notice of award by the TOWN.

2. The CONTRACTOR agrees to complete the work through the mailing of the notices of the results of the informal public hearings and the completion of the CAMA statistical and final property record cards on or before December 30, 2015.

3. The CONTRACTOR agrees to adhere to the Time Schedule for the revaluation project as set forth in the Contract Specifications.

C. COMPENSATION

1. The TOWN agrees to give the CONTRACTOR the total sum of \$ XXXXXXXXXX as compensation for the CONTRACTOR'S services to be performed, the software, operating systems, databases to be delivered; records, materials, forms and supplies to be furnished by the CONTRACTOR. The CONTRACTOR and the TOWN agree that the methods of billing and payments shall be set forth in the Contract Specifications.

D. TRANSFER, ASSIGNMENT AND SUBLETTING OF CONTRACT

The CONTRACTOR agrees that it shall not transfer, assign or sublet the contract, or any part therein, or any interest therein without first receiving prior written approval from the TOWN and the bonding company, and further agrees that any such assignment or transfer without prior written approval by the TOWN and bonding company shall not release the CONTRACTOR from any responsibility of liability as set forth in this contract and specifications.

Nothing contained in this Contract or Contract Specifications shall be deemed to create any contractual relationship between any subcontractor and the TOWN.

E. INDEMNIFICATION AND INSURANCE

1. The CONTRACTOR is an independent contractor and, as such, is not and shall not be construed to be an agent or employee of the Town of Newington. The CONTRACTOR agrees to indemnify, defend and hold harmless the Town of Newington and its respective officers, employees, agents and/or servants against all demands, claims, actions, or causes of actions, losses, damages, liabilities, costs and expenses; costs and expenses for, or on account of, any patented or copyrighted equipment, materials, articles or processes used in the performance of this Contract; including without limitation, interest, penalties, court costs and reasonable attorney's fees, asserted against, resultant to, imposed upon or incurred by the Town of Newington, resulting from or arising out of:

- (a) Any breach by the CONTRACTOR of the terms of the bid specifications, or
- (b) Any injuries (including death) sustained by or alleged to have been sustained by the officers, employees, agents, and/or servants of the Town of Newington or the CONTRACTOR or subcontractors or material men, or
- (c) Any injuries (including death) sustained by or alleged to have been sustained by any member of the public or otherwise any or all person, or
- (d) Any damage to property, real or personal, (including property of the Town of Newington or its respective officers, agents and servants)

caused in whole or in part by the acts and omissions of the CONTRACTOR, any subcontractor, or any material men, or anyone directly or indirectly employed by them while engaged in the performance of any work for the Town of Newington.

2.a. CONTRACTOR hereby warrants and represents that it shall furnish a certificate of insurance to the Town Manager for the following insurance coverage within ten (10) days from contract execution. All insurance coverage shall be written with an insurance company licensed to conduct business in the State of Connecticut and with an A.M. Best's rating of A-VII or better. Insurance coverage shall remain in full force for the duration of the contract term including any and all extensions. Such certificate of insurance shall specify that the Town of Newington will receive thirty (30) days notice of any cancellation, non-renewal or reduction in coverage and limits originally provided, and ten (10) days notice for non-payment of premium.

1. Commercial General Liability , Comprehensive Form, including Premises-Operations, Independent Contractors, Blanket Contractual, Personal Injury, Broad Form Property Damage, Products and Completed Operations.

\$1,000,000 Each Occurrence

\$2,000,000 Aggregate

Combined Single Limit for personal injury or property damage or both combined. Such policy shall name the TOWN as additional insured.

2. Comprehensive Automobile Liability covering liability arising out of all owned, non-owned, hired or leased vehicles.

\$1,000,000 Each Accident

Combined Single Limit for bodily injury or property damage or both combined.

3. Appraiser's Professional Liability, providing errors and omissions coverage for professional services rendered as an appraiser, with limits of:

\$1,000,000 Each Occurrence

\$2,000,000 Aggregate

Any deductible to a claim shall be noted on the Certificate of Insurance. If the policy is written on a Claims Made policy form, the CONTRACTOR shall maintain the insurance for a period of two years from the completion of the contract.

4. Commercial umbrella coverage including as insured's all entities that are additional insured on the Commercial General Liability coverage.

\$1,000,000 Each Occurrence

2.b. CONTRACTOR hereby warrants and represents that it will file with the Town Manager within ten days of Contract execution, and prior to the commencement of service hereunder, a workers' compensation insurance policy, meeting the requirements of the State of Connecticut Worker's Compensation Law, written in a form

satisfactory to the Town Manager that includes the Voluntary Compensation endorsement.

2.c. All certificates of insurance must be on file in the Town Manager's Office. CONTRACTOR further warrants and represents that said policies shall be renewed or kept in effect by the CONTRACTOR through the term of the contract and any extensions. CONTRACTOR'S insurance shall be primary over any other valid and collectible insurance, and the CONTRACTOR'S insurer shall not seek contribution from other insurance available to the additional insured. Any deductibles are the sole responsibility of the CONTRACTOR, including claim handling and legal expenses. All exclusions or restrictions of coverage not found in standard policies shall be clearly identified to the TOWN.

2.d. All insurance companies shall have the duty to defend the TOWN against liability or property damage claims arising from the conduct of the CONTRACTOR and/or its agents or employees.

3. The CONTRACTOR will promptly notify the TOWN of any claim or case formally brought against the CONTRACTOR.

4. The CONTRACTOR'S Software License Agreement is attached hereto and made a part hereof.

F. MISREPRESENTATION OF DEFAULT

The TOWN may void this agreement if the CONTRACTOR has materially misrepresented any offering or defaults on any contract with a Connecticut municipality.

G. CANCELLATION

If the CONTRACTOR does not pay its debts as they shall become due, or if a receiver shall be appointed for its business or its assets and not voided within sixty (60) days, or if the CONTRACTOR shall make an assignment for the benefit of creditors, or otherwise, or if interest herein shall be sold under execution or if it shall be adjudicated insolvent or bankrupt then and forthwith thereafter, the TOWN shall have the right at its option and without prejudice to its right hereunder to terminate the Contract and withhold any payments due.

If the CONTRACTOR fails to perform the Contract in accordance with its terms or if the TOWN reasonably doubts that the CONTRACTOR'S work is progressing in such a manner as to ensure compliance with the schedule of completion dates set forth in the Contract Specifications and any addendum thereto, the TOWN shall have the right, in addition to all other remedies it may have, upon seven (7) calendar days written notice to the CONTRACTOR and its surety bonding company, to declare the contract in default and thereby terminated, and to award the Project or the remaining work thereof, to another contractor. If this termination clause is invoked, the CONTRACTOR'S agents and employees shall, at the Assessor's direction, vacate in an orderly fashion the office space provided by the TOWN, leaving behind all records, properly filed and indexed, as well as other property of the TOWN. Any funds held by the TOWN under the Contract shall become the property of the TOWN to the extent necessary to reimburse the TOWN for its costs in obtaining another contractor and supervising the transition. Termination of the Contract and retention of funds by the TOWN shall not preclude the TOWN from

bringing an action against the CONTRACTOR for damages or exercising any other legal, equitable, or contractual rights the TOWN may possess in the event of the CONTRACTOR'S failure to perform.

H. LITIGATION

In the event of litigation by third parties, it is anticipated that the Assessor may choose to proceed, but is not obligated to do so, with witnesses from the CONTRACTOR based on prior mutual agreement. The CONTRACTOR shall submit a per diem cost for court defense that is in addition to the revaluation bid. The CONTRACTOR shall not be held responsible for any assessment changed from the original valuation figure by parties other than the CONTRACTOR.

IN WITNESS WHEREOF, the TOWN OF NEWINGTON, CONNECTICUT and

_____ have

Executed this contract on the date first above-mentioned.

TOWN OF NEWINGTON, CONNECTICUT

In the presence of:

By: _____
John Salomone,
Town Manager-Duly Authorized

CONTRACTOR:

In the presence of:

By: _____
Name
Title – Duly Authorized

Date: _____

4 SPECIFICATIONS FOR "STATISTICAL" REVALUATION SERVICES

A. DEFINITIONS

1. ASSESSOR: The word "ASSESSOR" shall mean the duly appointed Assessor of the Town of Newington, Connecticut.
2. CONTRACTOR: The word "CONTRACTOR" shall mean the certified revaluation company who shall perform this project following written notice of award by the TOWN.
3. PROJECT: The word "PROJECT" shall mean the complete statistical revaluation of all real property located within the corporate limits of the Town of Newington, Connecticut, effective October 1, 2015, for assessment purposes.
4. SOFTWARE: The word "SOFTWARE" shall mean that the revaluation will be done using Vision 7.0 software. The Town of Newington implemented a new CITRIX 6.0 64 bit system using a SQL 2008 server. If your company is proposing to do the revaluation on any other software you must provide an explanation of how it would work in the environment of the Town of Newington.
5. STATISTICAL: The word "STATISTICAL" shall mean the "a method of adjusting the value, without a physical observation, reflecting any change in the value of such real estate as compared to its value determined for the purpose of said immediately preceding revaluation" as defined in Section 12-62 subsection b section 4 of Connecticut State Statutes. Additionally, within the concept of a statistical revaluation certain properties may be fully inspected or viewed in conjunction with a revaluation that primarily entails the use of statistical analyses and modeling.
6. TOWN: The word "TOWN" shall hereinafter mean the Town of Newington, Connecticut.

5 SCOPE OF REAPPRAISAL AND REVALUATION

A. The Revaluation PROJECT will cover and include all real property in Newington including the following categories:

1. All taxable real estate, land, buildings, and improvements.
2. All tax-exempt real estate, land, buildings, and improvements.
3. All public utility land and buildings.

B. This project includes the complete “statistical” revaluation of all real property within the corporate limits of Newington, Connecticut effective as of October 1, 2015 to include the following:

- a) Fully operational and integrated CAMA system
- b) Complete integration with Town of Newington GIS database
- c) Complete internet interface with CAMA and GIS systems
- d) Drive by field review of all real estate parcels to determine accuracy of assessment data
- e) Digital photographs of all real estate parcels
- f) Data Mailers to all real estate parcels
- g) Sales verification forms for the 2 years preceding the revaluation
- h) Income & Expense Statements to all non owner occupied commercial parcels
- i) List, measure, value all building permits
- j) Use of internet realty sites and map sites
- k) Inspections as needed when field review discovers inaccurate data
- l) Assessment notices
- m) Informal hearings

C. CONTRACTOR shall furnish all the databases, labor, materials, supplies and equipment and perform all work for the project in strict accordance with the specifications. The CONTRACTOR will work with the ASSESSOR to develop and institute a quality assurance program with respect to responses received to all questionnaires. If satisfied with the results of said program concerning such questionnaires, the ASSESSOR may fully inspect only those parcels of improved real property for which satisfactory verification of data listed on the ASSESSOR'S property record has not been obtained and is otherwise unavailable.

D. All work will be carried out and all forms, materials, and supplies utilized in this project shall conform to and be carried out in accordance with the requirements of the Secretary, Office of Policy and Management, the Connecticut General Statutes, and Regulations of Connecticut State Agencies pertaining hereto, and shall be subject to the direct supervision and approval of the ASSESSOR.

E. The values to be determined shall be the full fair market value as defined in Section 12-63 of the Connecticut General Statutes and shall be based upon recognized methods of appraisal and conform to Uniform Standards of Professional Appraisal Practices, as required by Connecticut General Statutes for the licensing and certification of all individuals involved in the appraisal of real estate.

6 EFFECTIVE DATE

A. The effective date of this statistical revaluation update project shall be for the October 1, 2015 Grand List and the pricing and valuation by CONTRACTOR of all land, buildings and property under this contract shall reflect the fair market value as of October 1, 2015.

7 TOWN DATA

TOWN OF NEWINGTON 2013 REAL ESTATE ACCOUNTS			
CODE	# OF ACCTS	DESCRIPTION	GROSS ASSESSMENT
100	11,249	RESIDENTIAL	\$1,628,724,461
200	321	COMMERCIAL	\$366,589,296
300	214	INDUSTRIAL	\$122,526,298
400	0	PUBLIC UTILITY	\$0
500	422	VACANT LAND	\$22,548,430
600	6	USE ASSESSMENT	\$75,805
800	<u>29</u>	APARTMENTS	<u>\$64,381,957</u>
	12,241		\$2,204,846,247
	232	REAL ESTATE EXEMPT	<u>\$350,524,414</u>
TOTAL	12,412		\$2,555,370,661

TOWN OF NEWINGTON 2013 BUILDING PERMITS	
BUILDING	779
ELECTRICAL	523
MECHANICAL	432
PLUMBING	<u>315</u>
TOTAL	2,049

These are all the permits applied for, pending, and issued for the year 2013.

8 GENERAL CONDITIONS

A. CONTRACTOR

1. The corporation, hereinafter termed CONTRACTOR, must hold, from the time of submission of the proposal through the completion for all work hereinafter required, a valid Connecticut Revaluation Company Certification pursuant to Section 12-1c of the Connecticut General statutes.

B. PERSONNEL

1. CONTRACTOR shall provide experienced and qualified personnel in compliance with the requirements for the Equal Employment Opportunity provisions of Federal and State governments. CONTRACTOR shall submit to the TOWN, written qualifications of all personnel assigned to this project.

2. All personnel assigned to this project shall be subject to the approval of the ASSESSOR, prior to the commencement of the individual's duties in the TOWN and shall be caused to be removed from the project by CONTRACTOR upon written notification of the ASSESSOR.

3. Minimal Qualifications

a. Project Manager or Supervisor

1.) The administration of this project shall be assigned by CONTRACTOR to a project manager or supervisor, who shall be certified by the State of Connecticut as a Revaluation Supervisor pursuant to Section 12-2c of the Connecticut General Statutes, and such other statutes and regulations that the State of Connecticut may promulgate from time to time, and shall have not less than three (3) years of practical appraisal experience in the appraisal of commercial, industrial, apartment, and residential type properties. The project manager or supervisor shall be subject to approval by the ASSESSOR.

b. Reviewers and Appraisers

1.) Reviewers and appraisers shall be certified under the Connecticut Revaluation Certification Program pursuant to Section 12-2c of the Connecticut General Statutes, and such other statutes and regulations that the State of Connecticut may promulgate from time to time, and shall not have less than three (3) years of practical appraisal experience in the appraisal of the particular type of properties for which they are responsible. Two (2) years of this experience shall have been in the mass appraisal field and shall have occurred within the past five (5) years. All reviewers and appraisers shall be subject to the approval of the ASSESSOR prior to the commencement of their duties on this PROJECT.

c. Data Collectors

1.) Data Collectors shall have a high school diploma or equivalency and at least three years experience in the appraisal or municipal revaluation field. Any field person who does not meet the above qualifications must work under the direct supervision of an appraiser or project supervisor. The ASSESSOR shall be notified of the individual's name, starting date, qualifications, and field assignments prior to the commencement for the individual's duties on this PROJECT.

4. Background Check

a. All personnel will be subject to background checks by the Newington Police Department. If the ASSESSOR is provided with information as a result of the background check that is unacceptable to the Assessor, the individual will be removed from the project.

5. Identification

a. All field personnel shall have visible clip-on identification cards, which shall include an up-to-date photograph, supplied by CONTRACTOR and signed by the ASSESSOR. In addition, all field personnel shall carry a "Letter of Introduction" signed by the ASSESSOR. All automobiles used by field personnel shall be registered with the TOWN's Police Department giving license number, make, model, year and color of all vehicles used on this PROJECT.

6. Office Hours and Staffing

a. CONTRACTOR shall maintain an office in the Newington Town Hall from the commencement of work on this project through the conclusion of the public hearings. This office shall be staffed at Contractor's expense with clerical staff as needed, as well as other qualified full-time persons so as to ensure the successful completion of this project in accordance with the completion dates set forth in the Contract Specifications and any Addenda thereto. The CONTRACTOR'S office hours shall be approved by the ASSESSOR.

7. Conflict of Interest

a. No resident of Newington or TOWN employee shall be employed by CONTRACTOR without the prior approval of the ASSESSOR.

9 PROTECTION OF THE TOWN

A. Bonding

1. CONTRACTOR hereby warrants and represents that it shall, on or before the effective date of this contract file with the Town Manager a Performance Bond covering faithful performance of the contract and payment of obligations arising thereunder. Such bond shall be in the full amount of this Contract, as a guarantee that the terms of the contract shall be complied with in every particular. This bond shall be issued from a surety company either licensed or approved by the State of Connecticut Insurance Commissioner and which has an A.M. Best's rating of A-VII or better. This bond shall clearly state that on default by the CONTRACTOR the surety company shall pay all payables associated with this contract that are outstanding. The bond shall be in a form satisfactory to and approved by the TOWN'S attorney. It is understood and agreed that upon completion and delivery to the Town of the revaluation and its approval by the ASSESSOR and after completion of the duties of the Board of Assessment Appeals, the performance bond shall be reduced to 10% of the value of the contract for the purpose of covering the defense of all appeals taken by taxpayers. The reduced amount of the bond shall remain effective until a final resolution in the courts of any timely appeals taken from the doings of the Board of Assessment Appeals on the list of October 1, 2015.

B. Insurance

1. CONTRACTOR shall, at its own expense, provide and keep in force insurance that meets the requirements of the Contract, Section E. INDEMNIFICATION AND INSURANCE, in its entirety.

C. Penalties

1. Failure by CONTRACTOR to complete all work prior to the date specified herein, December 30, 2015, shall be cause for a penalty payment by CONTRACTOR, on request of the ASSESSOR, in the amount of ONE THOUSAND DOLLARS (\$1,000) per calendar day beyond the specified date of completion. For the purposes of this penalty only, completion of all work no later than December 30, 2015 is defined as follows:

- a. Completed data on electronic property record cards contained within a CAMA system with all measurements, listings, sketches, pricing, review and final valuations.
- b. Completed Video Imaging Update.
- c. Final Assessment notices addressed and in envelopes prepared for mailing.

2. Penalties due under this clause shall be deducted from the contract price and will represent a fair and equitable estimate of the damages the TOWN will suffer if CONTRACTOR'S work is not completed by December 30, 2015. The TOWN shall have the right to use the funds withheld from each periodic payment to these Contract specifications to satisfy in whole or in part, this penalty clause. Delays occasioned by strikes, explosions, acts of God, or an order of court or other public authority are excepted.

D. Changes and Subletting of CONTRACT

1. Changes

a. Changes in these specifications or to the Contract will be permitted only upon written mutual agreement of the CONTRACTOR and the TOWN.

2. Subletting

a. CONTRACTOR shall not assign, transfer or sublet the Contract or any interest or part therein, without first receiving written approval from the TOWN. It shall be mutually agreed and understood that said consent by the TOWN shall in no way release CONTRACTOR from any responsibility or liability as covered in these specifications and Contract.

10 COMPLETION DATE AND TIME SCHEDULE

CONTRACTOR shall commence the revaluation work not later than thirty (30) calendar days following written notice of award by the TOWN, and shall continue uninterrupted in a diligent fashion so as to ensure completion within the schedule of completion dates hereinafter set forth below:

A. Completion Dates

1. The phases of the revaluation must be completed in accordance with the following schedule:

- Data Mailers sent to property owners by February 1, 2015. (CONTRACTOR shall pay postage).
- Complete CAMA integration with Quality Data Administrative system installed, tested, and verified as accurate to the Assessor by March 30, 2015.
- Complete CAMA integration with Newington GIS with full field card information available through Town of Newington's website by October 1, 2015.
- Complete and deliver to the Assessor residential data verification by April 1, 2015 (except for current building permits).
- Complete and deliver to the Assessor commercial, industrial, public utility, and tax-exempt data verification by May 29, 2015 (except for current building permits).
- Complete video imaging of all properties by June 1, 2015 if applicable.
- Complete and deliver to the Assessor land study and values set by June 1, 2015.
- Complete the drive by field review of all parcels by July 1, 2015.
- Complete and deliver building cost manual and tables in electronic format by October 30, 2015.
- Complete the data entry and analysis of all income and expense statements by August 31, 2015.
- Complete and deliver to the Assessor study of market rents, expenses and capitalization factors by July 1, 2015.
- Complete all valuation tables for use in CAMA modeling by September 1, 2015.
- Complete User Manuals for use of all functions of CAMA system by September 1, 2015.
- Complete all building permits through October 1, 2015.
- ASSESSOR completes review and final adjustments made for real property no later than November 1, 2015.
- Assessment change notices mailed to comply with requirements of Connecticut State Statutes, Section 12-62(f) by November 9, 2015 at CONTRACTOR'S expense.

- Informal hearings shall commence no later than November 16, 2015 and end no later than December 18, 2015.
- Notices of results of informal hearings completed to comply with requirements of Connecticut State Statutes, Section 12-62(f) and mailed out at CONTRACTOR'S expense, CAMA system statistical and final property record cards completed no later than December 30, 2015.

11 PAYMENT SCHEDULE

A. Periodic Payments

1. Payments shall be made in the following manner:

a. Thirty (30) days after the execution date of this contract, and at the end of each thirty (30) day period thereafter for the term of this contract, CONTRACTOR will certify in writing to the ASSESSOR the percentage of the total work completed under the contract which CONTRACTOR has performed during the said thirty (30) day period. Such notification will itemize and accurately indicate the extent and nature of work performed by volume, street, and category or in any manner as required by the ASSESSOR. The itemization shall be categorized by each of the "Stages of Completion" listed on the Payment Schedule as shown below.

b. The TOWN, upon determination by the ASSESSOR that the certification of CONTRACTOR concerning work during said period is accurate, will pay to CONTRACTOR a percentage of the total compensation due under the contract equal to the percentage of work certified as having been completed during said period, less ten percent (10%), which is to be retained by the TOWN for payment to CONTRACTOR at such time that he or she has performed fully and satisfactorily all its obligations, requirements, and litigation under the contract. The retained ten (10%) percent of the contract price is to be paid upon the completion of work of the Board of Assessment Appeals on the October 1, 2015 Grand List in accordance with the provisions of this contract.

c. This contract makes provisions for a reduction of the performance bond to 10% of the contract price so as to ensure the defense of any appeals resulting from the revaluation work.

B. Fiscal Year Limitations

1. The contract cost shall be paid in the 2014/2015 and 2015/2016 TOWN Fiscal Years according to the provisions of this section and subject to the appropriation of necessary funds by the TOWN's fiscal authority. CONTRACTOR shall incur no cost in any fiscal year in excess of that year's annual appropriation plus the balance of prior years' unexpended appropriations.

C. Stages of Completion

The cost associated with revaluation services shall be billed to approximately correspond to the table below:

TASK	%	AMOUNT
Bonding, office set-up, project setup, CAMA Conversion, Software Installation, training, public relations	20	
Data mailers, quality control, data entry	5	
Residential valuation	15	
Commercial/Industrial Valuation	10	
Residential field review, data entry	10	
Commercial/Industrial field review, income production, reconcile cost and income	10	
Video imaging, documentation	10	
Impact notices, residential and commercial/industrial hearings, field work, data entry	10	
Project finalization, change notices, special land pricing, client meetings, support of values, goodwill	5	

NOTE: Cost of litigation not included as part of project finalization but per diem charge shall be as listed in addition to total cost on the Proposal Form.

12 RESPONSIBILITIES OF CONTRACTOR

A. GOOD FAITH

1. CONTRACTOR shall, in good faith, use its best efforts to assist the ASSESSOR in determining accurate and proper market valuations, and shall not undervalue or overvalue any land, building or other property to avoid or minimize its responsibilities specified herein.

B. PUBLIC RELATIONS

1. The parties of this revaluation PROJECT recognize that a good public relations program shall be planned and completed from the beginning of the project in order to inform the public of the Town of Newington as to the purpose, benefits and procedures of the revaluation program.

2. CONTRACTOR shall provide reasonable assistance to the ASSESSOR in conducting a program of public information through the press and other media, such as meeting with citizens, service clubs, and property owner groups as a means of establishing understanding and support for the revaluation

program and sound assessment administration. CONTRACTOR shall supply visual aids and other media at its disposal to this end. All public releases shall be approved by the ASSESSOR prior to release.

C. CONDUCT OF COMPANY EMPLOYEES

1. As a condition of this contract, CONTRACTOR'S employees shall, at all times, treat the residents, employees and taxpayers of the TOWN with respect and courtesy; CONTRACTOR shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision.

D. RECORDS

1. Records are Town Property

a. The original or a copy of all records and computations, including CAMA systems and databases, made by CONTRACTOR in connection with any appraisal of property in the TOWN shall, at all times, be the property of the TOWN and, upon completion of the project or termination of this contract by the TOWN, shall be left in good order in the custody of the ASSESSOR. Such records and computations shall include, but not be limited to:

- Assessor's/GIS Maps;
- Land Value Maps;
- Materials and Wages, Cost Investigations and Schedules;
- Data Collection Forms, Listing Cards, Property Record Cards with property valuations and sketches;
- Capitalization Rate Data;
- Sales Data;
- Depreciation Tables;
- Computations of land and/or building values;
- All letters of memoranda to individuals or groups explaining methods used for appraisals;
- Operating statement of income properties;
- Duplicated notice of valuation changes;
- Database of all property records, CAMA system, and integration with administrative and GIS systems.

b. In addition, throughout the conduct of said revaluation, any criteria, guidelines, price schedules or statement of procedures used in such revaluation by the Contractor shall be made available by CONTRACTOR for public inspection in the Assessor's office and shall be available thereafter, all in accordance with Section 12-62 (c) of the Connecticut General Statutes.

E. ASSESSOR'S RECORDS

1. CONTRACTOR shall use a system approved by the ASSESSOR for the accurate accounting of all records and maps, which may be taken from the ASSESSOR'S office in conjunction with this PROJECT. All such records and maps shall be returned immediately following their use. None of the ASSESSOR'S records shall be taken outside the corporate limits of the TOWN without prior written permission of the ASSESSOR.

2. The ASSESSOR will permit CONTRACTOR to copy all residential building sketches from existing field cards within the CAMA system, together with the outside dimensions of all auxiliary buildings such as garages, barns, sheds, and swimming pools. CONTRACTOR will be permitted to copy and sketch all

commercial and industrial properties, of which the Assessor has additional information other than what is contained on existing ASSESSOR'S field cards.

F. CAMA DATABASE

1. CONTRACTOR shall complete CAMA system to provide useable electronic Property Record Cards, commonly referred to as "Street Cards" or "Field Cards" for use at the counter in the Assessor's office. These electronic field cards shall contain all manner of information affecting value, including but not limited to, information as to location of property, classification as to usage, owner of record, source of title, size, shape and physical characteristics of land, with the breakdown of front feet, square feet or acreage as applicable, along with the unit of value applicable to each, public utilities available, public improvements, census tract number, and zoning regulations in effect as of the assessment date. All physical improvements shall be listed giving all interior and exterior construction details, quality of construction, age, condition, replacement values, percent of physical, functional and economic depreciation, depreciated values, fair market value and 70% assessment value shall be shown. A computer-generated sketch of all buildings, with the appropriate scale of such sketch, shall also be shown on these cards. The "Street Cards" or "Field Cards" shall contain a digitized photo of each house and a GIS connection.

G. PLOT PLANS

1. Plot plans shall be checked with the Town of Newington GIS database to assure that each residential, commercial or industrial property with four or more major buildings thereon is included, and each plot plan shall be accurate as to the location of the buildings and coded to the field record cards. Cards of multiple building properties, together with plot plans or land maps, shall be displayed on the Assessor's Office staff computers and public computers in the Assessor's Office.

H. ASSESSMENT NOTICES

1. At the close of the revaluation, a notice shall be sent, at CONTRACTOR'S expense, by first class mail to each property owner of record, setting forth the valuation that has been placed upon the property identified in the notice, prepared in duplicate and in conformity with the Connecticut General Statutes Section 12-62(f). CONTRACTOR shall provide the needed information for the notice. Also enclosed with such notice shall be information specifying the dates, times and places of the informal public hearings and information describing the property owner's right to appeal the valuation of this property, including the manner in which an appeal may be filed with the Board of Assessment Appeals. Such notices shall be subject to approval by the ASSESSOR in accordance with Connecticut General Statutes.

2. The Company shall, at its own expense, send out an additional notice for real property classified under P.A. 490 (farm, forest, open space).

I. ASSESSOR'S OFFICE STAFF TRAINING PROGRAM

1. The CONTRACTOR will be responsible for training local staff in such a manner that, at the end of the project, the ASSESSOR'S office staff will be knowledgeable in the operation of all phases of the valuation system. On-the-job training, where feasible, shall consist of the ASSESSOR and their staff working in the appropriate phases of this project under the CONTRACTOR'S supervision. The CONTRACTOR shall submit a reasonable training plan and schedule to achieve the objective stated above prior to the

commencement of the project. Such training plan and schedule will include a minimum of twenty (20) hours of on-site training.

J. BUILDING COST SCHEDULES

1. General

a. CONTRACTOR shall prepare for usage in the PROJECT building cost schedules, as hereinafter specified. These schedules will reflect the unit-in-place method based upon the square foot or cubic foot area of buildings as applicable. These schedules shall be used in computing the replacement cost in the TOWN for all residential, commercial, industrial, and farm construction. They shall reflect the wage scale for the various trades, labor efficiencies, overhead, profit, engineer and architect fees, and all other direct and indirect costs of construction. Before final acceptance, they shall be proven by testing against known sales. All finalized schedules shall be approved by the ASSESSOR before adoption and usage by CONTRACTOR.

2. Types of Cost Schedules

a. Residential

1.) Residential cost schedules shall be in electronic format and shall include schedules for various classifications, types, models, and story heights on a per square foot basis, normally associated with residential buildings. The schedules shall be flexible with special sections reflecting the various additions and deductions for construction components from the base specifications, along with prices for different types of heating systems, bathrooms, porches, breezeways, attached, detached, and basement garages, and finished basements and schedules for other building improvements usually found on residential property including, but not limited to, in-ground swimming pools, barns, sheds, tennis courts, gazebos, and hot tubs.

b. Commercial

1.) Commercial building cost schedules shall be in electronic format and shall be prepared with unit costs of material in place and charted on a per square foot basis, and shall be prepared for various story heights and contain all the additions and deductions for construction components from base specifications.

c. Industrial and Special Structures

1.) Cost schedules for industrial and special purpose structures shall be in electronic format and shall be prepared with unit costs of material in place and charted on a per square foot basis, and shall contain all the additions and deductions for construction components from base specifications.

d. Farm

1.) Cost schedules for farm structures shall be in electronic format and shall be prepared for square foot and cubic foot costs for various types of farm buildings including, but not limited to, barns, sheds, silos, milk houses, coops, etc.

3. Support of Cost Schedules

a. All cost schedules must be supported by a recognized valuation publication company such as Marshall and Swift, Means, etc.

4. Depreciation Schedules

a. Depreciation schedules or methods to be used in determining the amount of depreciation shall be in electronic format and shall reflect the normal and accepted depreciation rates of buildings according to classification. These schedules or methods shall cover residential, commercial, industrial, and farm buildings and shall be approved by the ASSESSOR.

5. Schedule for Town

a. CONTRACTOR shall supply and leave for the TOWN all of the above required building cost schedules and depreciation schedules for the TOWN'S usage in electronic format. These schedules shall be turned over to the ASSESSOR upon approval of the schedules by the ASSESSOR.

K. APPRAISAL SPECIFICATIONS

1. Appraisal of Land

a. CONTRACTOR shall appraise all land within the TOWN, including residential, vacant, commercial, industrial, agricultural, special use, public utility, and tax-exempt.

2. Land Value Study

a. Land shall be valued on the basis of an analysis of all sales data occurring during the two-year period prior to October 1, 2015. The analysis and application of sales data shall be governed by procedures and techniques expressly approved by the ASSESSOR. CONTRACTOR shall make a careful investigation of this data and shall consult owners, realtors, banks and other sources for information relative to sales of properties within the TOWN. All factors affecting the final values of land shall be considered, such as location, zoning, inland wetlands, topography, soil condition, utilities, size, vacancy, form of ownership, non-conforming uses, and zoning variances.

b. Non-conforming uses and zoning variances shall be considered in establishing values. A brief description of each lot or parcel of land, together with the valuation computations, shall be entered on the field record card.

3. Land Value Inspection

a. CONTRACTOR shall make necessary adjustments in value to compensate for topographical irregularities such as high banks, steep slopes, swamps, irregular shapes or anything else which may detract from the usefulness of the land. Non-conforming uses and zoning variances shall be considered in establishing values.

4. Land Value Unit

a. CONTRACTOR shall prepare land unit values by building lot, front foot, square foot, acreage or fractional acreage; whichever in the judgment of CONTRACTOR and ASSESSOR most accurately reflects the market for the appraised land.

5. Land Value Map

a. CONTRACTOR shall delineate the land value units on all streets and acreage in the TOWN on a suitable map to be provided by the TOWN GIS database. The land value map shall be returned to the TOWN prior to the completion of the PROJECT.

6. Neighborhood Delineation

a. After consideration of the environmental, economic and social characteristics of the TOWN, CONTRACTOR shall, with the cooperation and approval of the ASSESSOR, delineate "neighborhood" units within the TOWN. Each neighborhood unit will, in CONTRACTOR'S opinion, exhibit homogenous characteristics. Each neighborhood unit shall be assigned a separate identification code, which shall be used for valuation. These neighborhood codes shall be recorded and maintained on all property record cards and the computer database.

7. Pricing and Valuations

a. Pricing and valuations of all land and buildings must reflect the fair market value as of October 1, 2015, and shall be done from and in accordance with the previously approved manuals and schedules.

b. The final valuation shall be the fair market value of the structures plus the fair market value of the land. In arriving at the fair market value of the structures, replacement cost new less depreciation from all causes may be considered along with other factors affecting the value of the property, all of which shall be noted on the property record card.

L. TRANSMITTAL OF DELIVERABLES TO THE ASSESSOR

1. Records

a. Regular periodic delivery of appraisals, tables, analysis, and other information required under this agreement, as completed, and in accordance to a schedule hereinabove set forth or agreeable to the ASSESSOR shall be made to the ASSESSOR for the ASSESSOR'S review. All appraisals of buildings either complete or under construction, shall be completed as of October 1, 2015. All completed and/or corrected records shall be turned over to the ASSESSOR as of December 30, 2015. The final inspection and review shall take into consideration any known or apparent changes in the individual property since

they were first inspected in order that the final appraisal of property shall be appraised as of October 1, 2015.

b. This information and/or appraisals and records shall not be made public until after the informal public hearings, except to the extent public access may be compulsory under provisions of applicable law.

c. It is understood and agreed that the reappraisal of properties covered by this Contract shall meet or exceed the standards as outlined in the Connecticut Performance Based Revaluation Standards and Certification of Revaluation (Connecticut General Statutes sec. 12-62I-1 to 12-62I-7), shall conform to the procedures and technical requirements of the ASSESSOR and, at least weekly, CONTRACTOR shall meet with the ASSESSOR to discuss the progress and various other details of the project.

d. The revaluation of October 1, 2015 shall be performed in accordance with the schedule as prescribed in accordance with Connecticut State Statutes for updates. Should legislative changes be made, the TOWN and CONTRACTOR will conform to the State Statutes in effect upon passage of the legislation.

M. CONTROL AND QUALITY CHECKS

1. Incomplete Construction

a. CONTRACTOR shall code as unfinished construction all property records which have incomplete improvements on the October 1, 2015 Grand List. The CAMA system shall show the percentage of completion, based upon a schedule approved by the ASSESSOR, and reflect the percentage of completion in the valuation.

2. Sales Analysis

a. Sales analyses of properties shall be performed as a means of sustaining the values derived. These analyses shall be done on the aggregate of all residential properties and on each of the neighborhoods previously delineated. The sales analyses shall include, at a minimum, sales ratios and coefficients of variance and dispersion. Any additional requests for sales analyses by the ASSESSOR shall also be performed.

13 INFORMAL PUBLIC HEARINGS

A. At a time mutually agreeable to the ASSESSOR and CONTRACTOR and following completion of all review work by the ASSESSOR and CONTRACTOR, CONTRACTOR shall hold public hearings so that owners of property or their legal representative may appear at specified times to discuss, with qualified members of CONTRACTOR'S staff, the valuations of their property. CONTRACTOR'S personnel shall explain the manner and methods of arriving at value. Informal public hearings, at the ASSESSOR'S discretion, may be held on weeknights and Saturdays.

B. CONTRACTOR, in conjunction with recommendations of the ASSESSOR, shall schedule a sufficient number of hearings and provide sufficient personnel to handle said hearings expeditiously and fairly. Any information offered by the taxpayer or their legal representative shall be given consideration, and an adjustment shall be made where warranted. The public hearings shall be completed by December 18, 2015.

C. CONTRACTOR shall keep a record, on a form approved by the ASSESSOR, of all owners that requested a hearing and the result of that hearing. A copy of those records shall be given to the ASSESSOR.

D. CONTRACTOR shall require each person, or his or her legal representative, who appears at a hearing to sign a form indicating whether or not CONTRACTOR is requested to re-inspect the property being questioned; such decision to reinspect shall be at the reasonable discretion of CONTRACTOR. Any such reinspection shall be made as soon as possible. This form shall be approved by the ASSESSOR and provided by CONTRACTOR. The completed and signed forms shall be turned over to the ASSESSOR at the conclusion of the hearings. CONTRACTOR shall, at its expense, by first class mail, notify each taxpayer that has appeared at an informal public hearing of the results, said notice of results to be approved by the Assessor.

E. CONTRACTOR shall be responsible for sending notice, by first class mail at CONTRACTOR'S expense, to each taxpayer or his or her legal representative who appears at these hearings seeking review of valuation. Such notice shall include the original valuation determined by CONTRACTOR and any adjusted valuation as deemed appropriate based on any information received at such hearing, or a statement that no change is warranted. Such notice shall be subject to approval by the ASSESSOR and shall contain information describing the property owner's rights to appeal the valuation, including the manner in which an appeal may be filed with the Board of Assessment Appeals.

14 BOARD OF ASSESSMENT APPEALS

A. The ASSESSOR will likely choose to not have the CONTRACTOR at Board of Assessment Appeals hearings based on prior mutual agreement. The CONTRACTOR shall submit a per diem cost for Board of Assessment Appeals support that is in addition to the revaluation Total Proposal. The CONTRACTOR shall not be held responsible for any assessment changed from the original valuation figure by parties other than the CONTRACTOR.

B. LITIGATION

1. The ASSESSOR may choose to not have the CONTRACTOR assist with court litigation based on prior mutual agreement. The CONTRACTOR shall submit a per diem cost for court defense that is in addition to the revaluation Total Proposal. The CONTRACTOR shall not be held responsible for any assessment changed from the original valuation figure by parties other than the CONTRACTOR.

C. INFORMATION TO TOWN

1. CONTRACTOR shall give to the ASSESSOR any and all information requested pertaining to the PROJECT for a period of one (1) year after completion of the duties of the Board of Assessment Appeals on the October 1, 2015 Grand List, without any additional cost to the TOWN.

15 APPRAISAL OF RESIDENTIAL BUILDINGS AND STRUCTURES

A. CONTRACTOR shall verify or correct the complete listing of all physical details for all residential, commercial and industrial buildings and all structural improvements attached to each parcel. Listing shall include all interior and exterior construction details, quality of construction, age and condition.

B. CONTRACTOR shall verify or correct the sketch of all major buildings and physical improvements to scale.

16 DATA MAILERS

A. To ensure public confidence, taxpayers must play an active and important role in monitoring the quality of the data to be used as the basis of this revaluation. CONTRACTOR, as a quality check of the existing CAMA database, shall at their own expense, prepare and send out a data mailer to every owner of each parcel of property within the TOWN. Included with these data mailers will be a stamped, return-addressed envelope and a cover letter approved and signed by the ASSESSOR, which explains the purpose and content of the mailer. For any property owner that fails to respond to this mailing, CONTRACTOR shall work with the ASSESSOR to ensure that these properties particularly, are reviewed for accuracy by virtue of the best available information, including a field review of the property.

B. Should the data mailer indicate the need for correction, the CONTRACTOR shall physically inspect the premises prior to correcting the data base.

C. The format and content of the data mailer, as well as the cover letters, shall be subject to approval by the ASSESSOR. The data mailers shall include, but not be limited to, the following information:

Owner name	Owner's address
Property type classification	Parcel ID number
Basement garage	Number of bedrooms
Parcel size	Number of bathrooms
Zoning	Number of bathroom fixtures
Utilities	Type of heating fuel
Building style	Type of heating system
Exterior wall material	Central air conditioning
Outbuildings/pools	Solar or wind heating/cooling
Roof style and composition	Finished basement
Interior wall covering	Garage type
Interior floor covering	Number and type of fireplaces
Number of floors	Year built
Total number of rooms	Walkout basement
Granite counters	Jacuzzi

D. CONTRACTOR shall be responsible for making any corrections to the existing CAMA database as a result of the returned data mailers and the Contractor shall field inspect such properties as the ASSESSOR shall require prior to making the corrections shown on the returned data mailers.

E. All properties shall be viewed, compared to photo and sketch, to determine need for field inspection.

F. Properties shall be field inspected as the ASSESSOR shall require. All properties shall be reviewed in the field by CONTRACTOR's personnel qualified as reviewers as previously prescribed in these specifications.

G. The properties shall be reviewed for classification, final value, and to assure that they are correlated to comparable properties. The ASSESSOR shall be notified of the dates of review and shall be entitled to accompany the reviewers during this phase of the revaluation.

H. Outline Sketch: An outline sketch, prepared to scale, shall be entered into the CAMA system, giving dimensions to the nearest foot.

I. Field Recording: Physical data and characteristics of the land parcel shall be observed in the field and recorded.

17 APPRAISAL OF COMMERCIAL, INDUSTRIAL, PUBLIC UTILITY, AND SPECIAL PURPOSE PROPERTIES

A. General

1. All commercial, industrial, public utility and special purpose buildings shall be classified, priced and reviewed in the same manner as residential properties, as set forth previously in these specifications, except that the dimensions of all buildings shall also include the height, which shall be recorded on the property record card.

B. Description

1. All buildings shall be identified and described as to component parts of construction, size, area, age, usage, and present occupant (s) on the proper forms, as previously prescribed in these specifications.

C. Income Approach

1. Income and expense data gathered by the TOWN shall be utilized by CONTRACTOR for income producing and, where appropriate, owner-occupied properties. Any income and expense data with accompanying summary reports and rent schedules shall become property of the TOWN. All information filed and furnished with Income and Expense report shall not be a public record and is not subject to the provisions of Section 1-200 et seq. (Freedom of Information) of the Connecticut General Statutes. From these returns and other data sources, such as field investigations and interviews, CONTRACTOR shall establish market or economic rent and expenses for income producing properties. CONTRACTOR shall also develop capitalization rates by investigating sales and income data. Rates shall be established for the various classes of property and checked by bankers, investors and appraisers to ensure their accuracy. When the rates and methods have been approved by the ASSESSOR, CONTRACTOR shall perform the income approach using both actual and economic income and expenses. CONTRACTOR shall be responsible for entering all income data into the CAMA system.

D. Plot Plan

1. A plot plan shall be made of all industrial properties showing the locations and identification of the buildings, drawn to scale, and yard improvements.

E. Yard and/or Site Improvements

1. All yard improvements shall be listed and valued separately.

F. Fixed Equipment

1. All fixed machinery and equipment serving a building and taxable as real estate shall be listed within that building and priced in accordance with procedures as outlined in the applicable price schedule. If a question exists whether certain machinery or equipment is taxable as real estate, CONTRACTOR shall bring the question to the attention of the ASSESSOR and be bound by the ASSESSOR'S determination.

G. Review

1. All final reviews and inspections shall be made in the same manner and for the same purpose as prescribed for residential properties. The reviewer shall be completely trained and fully experienced in the appraisal of the particular type and kind of commercial, industrial, public utility or special purpose building; the final value of which he or she is responsible.

18 RESPONSIBILITIES OF THE TOWN

A. Nature of Service

1. It is clearly understood and agreed that the services rendered by CONTRACTOR are in the nature of assistance to the ASSESSOR and all decisions as to proper valuation shall rest with the ASSESSOR.

B. Cooperation

1. The ASSESSOR, TOWN, and its employees will cooperate with and render all reasonable assistance to CONTRACTOR and its employees.

C. Items Furnished By the Town

1. Maps

a. The TOWN shall furnish one (1) set of the most up-to-date TOWN Tax Maps that are currently available, showing streets, and property lines and boundaries.

2. Land Dimensions

a. The TOWN shall make available lot sizes and total acreage to CONTRACTOR of all pieces of property where the map or present records fail to disclose measurement or acreage.

3. Zoning

- a. The TOWN shall provide current TOWN zoning regulations and zoning maps.

4. Existing Property Record on CAMA System

- a. The TOWN shall make available the current CAMA system for all property types available to the CONTRACTOR with the following data: Owner of record, location of property, address of owner, deed references, map and lot reference, age and date of construction of all buildings, lot size or amount of acreage of properties.

5. Property Transfers

- a. The TOWN shall notify CONTRACTOR, on a monthly basis, of property splits and transfers occurring after the initial creation of the revaluation database by CONTRACTOR. CONTRACTOR shall update the revaluation database as necessary.

6. Building Permits

- a. The TOWN shall make available copies of all building permits issued during the course of the revaluation PROJECT up to October 1, 2015.

7. Signing of Communications

- a. The TOWN shall sign, by the ASSESSOR or Assessor's designee, communications to be mailed at CONTRACTOR'S expense, for the purpose of contacting a property owner for inspection of the property.

8. Mailing Addresses

- a. The TOWN shall make available through the ASSESSOR'S or Tax Collector's Office the current mailing address and other relative data that exists on the administrative program for all property owners.

9. Office Space

The TOWN shall furnish to CONTRACTOR sufficient office space to carry out the terms of this contract. If the TOWN is unable to provide space, the TOWN will reimburse CONTRACTOR for leased space, subject to the TOWN's approval for appropriateness and cost. The TOWN shall provide installation of a telephone line and CONTRACTOR shall be responsible for all monthly charges on such lines for the duration of the project.

10. Media

- a. The TOWN shall make the information above available on flash drive or internet connection for the purposes of creating a legal file on CONTRACTOR's computers during all stages of revaluation.

D. Obligation to Keep Current

1. The TOWN shall continuously and currently update the information specified above.

E. Sales Information

1. The TOWN shall continuously and currently provide copies of all sales information available to it with respect to transfer of parcels.

F. Control and Quality Checks

1. Field Checks

a. The ASSESSOR shall spot check in the field, properties picked at random by the ASSESSOR with or without the appropriate CONTRACTOR'S supervisor.

2. Building Permits

a. The ASSESSOR shall screen and make available on a timely basis to CONTRACTOR, copies of all building permits issued during the course of the revaluation to allow the inclusion of all new construction, additions, and remodeling in CONTRACTOR'S appraisals.

19 NON-COLLUSION STATEMENT

A. The proposal shall be arrived at by the respondent independently and the respondent shall declare by signing the Proposal Form that no persons other than those named therein are interested in the proposal or in the contract proposed to be taken, that it is made without any connection with any other person making any proposal for the same service, that it is in all respects fair and without collusion or fraud, is without any agreement, understanding, or planned common course of action with any other vendor of the materials, supplies, equipment, or services of this Request for Proposals, and that no person acting for or employed by the Town of Newington is directly or indirectly interested in the proposal, or in any portion of the profits which may be derived therefrom.

20 CT STATUTE - REVALUATION OF REAL ESTATE REGULATIONS - SEC. 12-62

(a) As used in this chapter:

(1) "Assessor" means the person responsible for establishing property assessments for purposes of a town's grand list and includes a Assessor;

(2) "Field review" means the process by which an Assessor, a member of an Assessor's staff or person designated by an Assessor examines each parcel of real property in its neighborhood setting, compares observable attributes to those listed on such parcel's corresponding property record, makes any necessary corrections based on such observation and verifies that such parcel's attributes are accounted for in the valuation being developed for a revaluation;

(3) "Full inspection" or "fully inspect" means to measure or verify the exterior dimensions of a building or structure and to enter and examine the interior of such building or structure in order to observe and record or verify the characteristics and conditions thereof, provided permission to enter such interior is granted by the property owner or an adult occupant;

(4) "Real property" means all the property described in section 12-64;

(5) "Revaluation" or "revalue" means to establish the present true and actual value of all real property in a town as of a specific assessment date;

(6) "Secretary" means the Secretary of the Office of Policy and Management, or said secretary's designee; and

(7) "Town" means any town, consolidated town and city or consolidated town and borough.

(b) (1) Commencing October 1, 2006, each town shall implement a revaluation not later than the first day of October that follows, by five years, the October first assessment date on which the town's previous revaluation became effective, provided, a town that opted to defer a revaluation, pursuant to section 12-62I, shall implement a revaluation not later than the first day of October that follows, by five years, the October first assessment date on which the town's deferred revaluation became effective. The town shall use assessments derived from each such revaluation for the purpose of levying property taxes for the assessment year in which such revaluation is effective and for each assessment year that follows until the ensuing revaluation becomes effective.

(2) When conducting a revaluation, an Assessor shall use generally accepted mass appraisal methods which may include, but need not be limited to, the market sales comparison approach to value, the cost approach to value and the income approach to value. Prior to the completion of each revaluation, the Assessor shall conduct a field review. Except in a town that has a single Assessor, the members of the Assessor shall approve, by majority vote, all valuations established for a revaluation.

(3) An Assessor, member of an Assessor's staff or person designated by an Assessor may, at any time, fully inspect any parcel of improved real property in order to ascertain or verify the accuracy of data listed on the Assessor's property record for such parcel. Except as provided in subdivision (4) of this subsection, the Assessor shall fully inspect each such parcel once in every ten assessment years, provided, if the statistical of any such parcel occurred in an assessment year preceding that commencing October 1, 1996, the Assessor shall fully inspect such parcel not later than the first day of October of 2009, and shall thereafter fully inspect such parcel in accordance with this section. Nothing in this subsection shall require the Assessor to fully inspect all of a town's improved real property parcels in the same assessment year and in no case shall an Assessor be required to fully inspect any such parcel more than once during every ten assessment years.

(4) An Assessor may, at any time during the period in which a statistical of each improved parcel of real property is required, send a questionnaire to the owner of such parcel to (A) obtain information concerning the property's acquisition, and (B) obtain verification of the accuracy of data listed on the Assessor's property record for such parcel. An Assessor shall develop and institute a quality assurance program with respect to responses received to such questionnaires. If satisfied with the results of said program concerning such questionnaires, the Assessor may fully inspect only those parcels of improved real property for which satisfactory verification of data listed on the Assessor's property record has not been obtained and is otherwise unavailable. The statistical requirement in subdivision (3) of this subsection shall not apply to any parcel of improved real property for which the Assessor obtains satisfactory verification of data listed on the Assessor's property record.

(c) The following shall be available for public inspection in the Assessor's office, in the manner provided for access to public records in subsection (a) of section 1-210, not later than the date written notices of real property valuations are mailed in accordance with subsection (f) of this section: (1) Any criteria, guidelines, price schedules or statement of procedures used in such revaluation by the Assessor or by any revaluation company that the Assessor designates to perform mass appraisal or field review functions, all of which shall continue to be available for public inspection until the town's next revaluation becomes effective; and (2) a compilation of all real property sales in each neighborhood for the twelve months preceding the date on which each revaluation is effective, the selling prices of which are representative of the fair market values of the properties sold, which compilation shall continue to be available for public inspection for a period of not less than twelve months immediately following a revaluation's effective date. Nothing in this subsection shall be construed to permit the Assessor to post a plan or drawing of a dwelling unit of a residential property's interior on the Internet or to otherwise publish such plan or drawing.

(d) (1) The chief executive officer of a town shall notify the Secretary of the Office of Policy and Management that the town is effecting a revaluation by sending a written notice to the secretary not later than thirty days after the date on which such town's Assessor signs a grand list that reflects assessments of real property derived from a revaluation. Any town that fails to effect a revaluation for the assessment date required by this section shall be subject to a penalty effective for the fiscal year commencing on the first day of July following such assessment date, and continuing for each successive fiscal year in which the town fails to levy taxes on the basis of such revaluation, provided the secretary shall not impose such penalty with respect to any assessment year in which the provisions of subsection (b) of section 12-117 are applicable. Such penalty shall be the forfeit of the amount otherwise allocable to such town pursuant to section 7-536, and the loss of fifty per cent of the amount of the grant that is payable to such town pursuant to sections 3-55i, 3-55j and 3-55k. Upon imposing said penalty, the secretary shall notify the chief executive officer of the amount of the town's forfeiture for said fiscal year and that the secretary's certification to the State Comptroller for the payments of such grant in said year shall reflect the required reduction.

(2) The secretary may waive such penalty if, in the secretary's opinion, there appears to be reasonable cause for the town not having implemented a revaluation for the required assessment date, provided the chief executive officer of the town submits a written request for such waiver. Reasonable cause shall include: (A) An extraordinary circumstance or an act of God, (B) the failure on the part of any revaluation company to complete its contractual duties in a time and manner allowing for the implementation of such revaluation, and provided the town imposed the sanctions for such failure provided in a contract executed with said company, (C) the Assessor's death or incapacitation during the conduct of a revaluation, which results in a delay of its implementation, or (D) an order by the superior court for the judicial district in which the town is located postponing such revaluation, or the potential for such an order with respect to a proceeding brought before said court. The chief executive officer shall submit such written request to the secretary not earlier than thirty business days after the date on which the Assessor signs a grand list that does not reflect real property assessments based on values established for such required revaluation, and not later than thirty days preceding the July first commencement date of the fiscal year in which said penalty is applicable. Such request shall include the reason for the failure of the town to comply with the provisions of subsection (b) of this section. The chief executive officer of such town shall promptly provide any additional information regarding such failure that the secretary may require. Not later than sixty days after receiving such request and any such additional information, the secretary shall notify the chief executive officer of the secretary's decision to grant or deny the waiver requested, provided the secretary may delay a decision regarding a waiver related to a potential court order until not later than sixty days after the date such court renders

the decision. The secretary shall not grant a penalty waiver under the provisions of this subsection with respect to consecutive years unless the General Assembly approves such action.

(e) When conducting a revaluation, an Assessor may designate a revaluation company certified in accordance with section 12-2b to perform property data collection, analysis of such data and any mass appraisal valuation or field review functions, pursuant to a method or methods the Assessor approves, and may require such company to prepare and mail the valuation notices required by subsection (f) of this section, provided nothing in this subsection shall relieve any Assessor of any other requirement relating to such revaluation imposed by any provisions of the general statutes, any public or special act, the provisions of any municipal charter that are not inconsistent with the requirements of this section, or any regulations adopted pursuant to subsection (g) of this section.

(f) Not earlier than the assessment date that is the effective date of a revaluation and not later than the tenth calendar day immediately following the date on which the grand list for said assessment date is signed, the Assessor shall mail a written notice to the last-known address of the owner of each parcel of real property that was revalued. Such notice shall include the valuation of such parcel as of said assessment date and the valuation of such parcel in the last-preceding assessment year, and shall provide information describing the property owner's rights to appeal the valuation established for said assessment date, including the manner in which an appeal may be filed with the board of assessment appeals.

(g) The secretary shall adopt regulations, in accordance with the provisions of chapter 54, which an Assessor shall use when conducting a revaluation. Such regulations shall include (1) provisions governing the management of the revaluation process, including, but not limited to, the method of compiling and maintaining property records, documenting the assessment year during which a statistical of each parcel of improved real property occurs, and the method of determining real property sales data in support of the mass appraisal process, and (2) provisions establishing criteria for measuring the level and uniformity of assessments generated from a revaluation, provided such criteria shall be applicable to different classes of real property with respect to which a sufficient number of property sales exist. Certification of compliance with not less than one of said regulatory provisions shall be required for each revaluation and the Assessor shall, not later than the date on which the grand list reflecting assessments of real property derived from a revaluation is signed, certify to the secretary and the chief executive officer, in writing, that the revaluation was conducted in accordance with said regulatory requirement. Any town effecting a revaluation with respect to which an Assessor is unable to certify such compliance shall be subject to the penalty provided in subsection (d) of this section. In the event the Assessor designates a revaluation company to perform mass appraisal valuation or field review functions with respect to a revaluation, the Assessor and the employee of said company responsible for such function or functions shall jointly sign such certification. The Assessor shall retain a copy of such certification and any data in support thereof in the Assessor's office. The provisions of subsection (c) of this section concerning the public inspection of criteria, guidelines, price schedules or statement of procedures used in a revaluation shall be applicable to such certification and supporting data.

(h) This section shall not require the revaluation of real property (1) designated within the 1983 Settlement boundary and taken into trust by the federal government for the Mashantucket Pequot Tribal Nation before June 8, 1999, or (2) taken into trust by the federal government for the Mohegan Tribe of Indians of Connecticut.

Newington, Connecticut

CERC Town Profile 2013

Town Hall
131 Cedar Street
Newington, CT 06111
(860) 665-8510

Belongs to
Hartford County
LMA Hartford
Capitol Area Economic Dev. Region
Capitol Region Planning Area



Incorporated in 1871

Demographics

Population (2011)				Race/Ethnicity (2011)			
Year	Town	County	State		Town	County	State
2000	29,306	857,183	3,405,565	White	25,886	652,004	2,796,198
2010	30,361	887,976	3,545,837	Black	1,594	114,542	347,941
2011	30,441	890,588	3,558,172	Asian Pacific	1,666	37,799	135,435
2020	32,301	922,085	3,690,997	Native American	96	2,163	8,104
'11-'20 Growth / Yr	0.7%	0.4%	0.4%	Other/Multi-Race	1,199	84,080	270,494
				Hispanic (any race)	2,192	132,983	463,407
Land Area (sq. miles)	13	735	4,845	Poverty Rate (2011)	4.6%	11.0%	9.5%
Pop./ Sq. Mile (2011)	2,310	1,211	734	Educational Attainment (2011)			
Median Age (2011)	44	40	40	Persons Age 25 or Older	Town	%	State
Households (2011)	12,615	348,438	1,360,115	High School Graduate	6,523	29%	678,312 28%
Med HH Inc. (2011)	\$71,817	\$64,007	\$69,243	Associates Degree	2,085	9%	176,216 7%
				Bachelors or More	7,307	33%	861,770 36%
Age Distribution (2011)							
	0-4	5-17	18-24	25-49	50-64	65+	Total
Male	467 2%	2,293 8%	1,065 3%	5,053 17%	2,966 10%	2,216 7%	14,060
Female	951 3%	2,316 8%	934 3%	5,129 17%	3,707 12%	3,344 11%	16,381
County Total	51,037 6%	153,985 17%	78,483 9%	301,147 34%	177,050 20%	128,886 14%	890,588

Economics

Business Profile (2012)			Top Five Grand List (2012)		% of Net
Sector	Units	Employment		Amount	
Total - All Industries	921	16,124	Connecticut Light and Power Inc.	\$37,505,910	1.5%
23 Construction	84	828	GKN Aerospace	\$22,537,010	0.9%
31 Manufacturing	86	1,821	Newington VF LLC	\$19,941,215	0.8%
44 Retail Trade	137	3,140	Newington Berlin Retail LLC	\$19,831,098	0.8%
62 Health Care and Social Assistance	81	1,219	TLG Newington	\$17,840,487	0.7%
72 Accommodation and Food Services	74	1,450	Net Grand List (2012)	\$2,536,619,686	
Total Government	25	3,106	Top Five Major Employers (2012)		
State Government	8	1,448	Connecticut Department of Trans	SPX Percision Components	
			US Vetran's Hospital Medical Ce	Keeney Manufacturing	
			Data-Mail		

Education

2010-2011 School Year	Town	State	Connecticut Mastery Test Percent Above Goal						
			Grade 4		Grade 6		Grade 8		
Total Town School Enrollment	4,504	548,313	Town	State	Town	State	Town	State	
Most public school students in Newington attend Newington School District, which has 4,416 students.			Reading	72	63	88	76	83	75
			Math	80	67	81	72	69	67
			Writing	76	67	79	65	75	65
For more education data see: http://sdeportal.ct.gov/Cedar/WEB/ResearchandReports/SSPReports.aspx			Average Class Size		Average SAT Score				
Elementary:	4.0	4.1	Grade K	17.6	Grade 2	18.5	Reading	509	502
Middle:	3.1	2.7	Grade 5	23.0	Grade 7	21.2	Writing	497	506
Secondary:	2.6	2.9	High School	21.0	Math	519	506		

Newington Connecticut



Government

Government Form: Council-Manager			Annual Debt Service (2011)	\$2,372,000	
Total Revenue (2011)	\$101,169,000	Total Expenditures (2011)	\$96,940,000	As % of Expenditures	2.4%
Tax Revenue	\$77,704,000	Education	\$64,499,000	Eq. Net Grand List (2009)	\$4,073,474,409
Non-tax Revenue	\$23,465,000	Other	\$30,069,000	Per Capita	\$133,815
Intergovernmental	\$22,272,000	Total Indebtness (2011)	\$13,938,000	As % of State Average	89%
Per Capita Tax (2011)	\$2,553	As % of Expenditures	14.4%	Date of Last Revaluation (2011)	
As % of State Average	101.1%	Per Capita	\$458	Moody's Bond Rating (2011)	Aa2
		As % of State Average	20.3%	Actual Mill Rate (2011)	29.18
				Equalized Mill Rate (2011)	19.07
				% of Grand List Com/Ind (2009)	18.4%

Housing/Real Estate

Housing Stock (2012)	Town	County	State	Owner Occupied Dwellings (2011)	10,586	230,923	937,339
Existing Units (total)	12,660	372,697	1,481,396	As % Total Dwellings	81%	62%	63%
% Single Unit	77.1%	60.8%	64.4%	Subsidized Housing (2012)	933	52,064	161,379
New Permits Auth. (2012)	75	838	4,669	Distribution of House Sales (2010)			
As % Existing Units	0.59%	0.22%	0.32%	Number of Sales			
Demolitions (2012)	2	192	955	Less than \$100,000	4	264	1,114
House Sales (2010)	236	5,480	17,157	\$100,000-\$199,999	114	1,962	5,005
Median Price	\$209,900	\$225,000	\$246,000	\$200,000-\$299,999	95	1,666	4,614
Built Pre 1950 share (2011)	15.8%	30.1%	30.6%	\$300,000-\$399,999	20	780	2,589
				\$400,000 or More	3	808	3,835

Labor Force

Place of Residence (2012)				Connecticut Commuters (2010)			
Labor Force (Residence)	Town	County	State	Commuters into Town from:	Town Residents Commuting to:		
Employed	15,770	420,714	1,722,407	Newington	2,035	Hartford	3,228
Unemployed	1,210	40,250	157,074	New Britain	1,399	Newington	2,035
Unemployment Rate	7.1%	8.7%	8.4%	Hartford	985	West Hartford	1,068
Place of Work (2012)				West Hartford	603	New Britain	1,067
# of Units	921	25,837	111,933	Bristol	603	Farmington	785
Total Employment	16,124	490,838	1,628,028	Wethersfield	548	East Hartford	524
2000-'12 AAGR	-0.9%	-0.2%	0.2%	Berlin	518	Rocky Hill	505
Mfg Employment	1,821	53,915	165,206	East Hartford	499	Berlin	422
				Manchester	488	Meriden	383
				Meriden	450	Wethersfield	383

Other Information

Library (2011)			Families Receiving (2013)		Residential Utilities	
Public web computers	27		Temporary Assistance	52	Electric Provider	Connecticut Light & Power (800) 286-2000
Circulation per capita	13.3		Population Receiving (2013)	1542	Gas Provider	CNG Corp (860) 727-3000
Crime Rate (2011)			Distance to Major Cities Miles		Water Provider	Municipal Provider local Contact
Per 100,000 Residents	Town	State	Hartford	6	Cable Provider	Cox Communications NEW ENGLAND/MA (800) 955-9515
	2,418	2,234	Boston	99		
			New York City	95		
			Providence	68		

22 PROPOSAL FORM

PROJECT: THE COMPLETE STATISTICAL REVALUATION OF ALL REAL PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE TOWN OF NEWINGTON, CONNECTICUT, EFFECTIVE OCTOBER 1, 2015, FOR ASSESSMENT PURPOSES.

The undersigned, duly authorized agent for the individual, partnership, corporation or other entity submitting this proposal affirms and declares:

A. That this proposal is submitted with full knowledge and acceptance of the CONTRACT (including the Reappraisal and Revaluation Specifications) enclosed with the Request for Proposals on the subject project.

B. The undersigned hereby declares that no persons other than those named herein are interested in this proposal or in the contract proposed to be taken, that it is made without any connection with any other person making any proposal for the same service, that it is in all respects fair and without collusion or fraud, is without any agreement, understanding, or planned common course of action with any other vendor of the materials, supplies, equipment, or services of this Request for Proposals, and that no person acting for or employed by the Town of Newington is directly or indirectly interested in this proposal, or in any portion of the profits which may be derived therefrom. This proposal is made with the understanding that it will be accepted or rejected within ninety (90) days from the date set for receiving proposals. The undersigned recognizes the existence and contents of all addenda identified below. The undersigned further declares that he/she has carefully examined the annexed Request for Proposals, Specifications, and Contract and that he/she will comply with the terms thereof and furnish the service therein required for the amount of the Total Proposal.

Addendum No.	Dated

C. Each proposal shall be accompanied by a security in the form of a surety company bid bond or a certified check made payable to the Town of Newington, guaranteeing that the respondent will furnish final performance, as required in the attached contract, if the proposal is accepted by the Town of Newington. Any surety company bond shall be issued from a surety company either licensed or approved by the State of Connecticut Insurance Commissioner and which has an A.M. Best rating of A-VII or better. Any certified check shall be issued by a bank located in the State of Connecticut. The amount of the security shall be ten per cent (10%) of the Total Proposal.

D. The Request for Proposals, the Legal Notice, the Contract, and the Proposal Form are an integral part of the specifications and shall be made a part thereof.

E. That the respondent or its representative has visited the TOWN; is familiar with the Town's geography, general character of housing and its commercial and industrial areas; has examined the quality and condition of the ASSESSOR'S records; and has met with the ASSESSOR to make itself knowledgeable of those matters and conditions in the TOWN which would influence this proposal.

F. That the respondent proposes to furnish the services and materials required to complete the subject project in accordance with the aforesaid specifications for the total amount of:

TOTAL PROPOSAL:

\$ _____

G. The TOWN reserves the right to reject any, or any part of, or all Proposals; to waive informalities; and to accept the Proposal which the TOWN, at its sole discretion, deems to be in the best interest of the TOWN, whether or not it is the lowest dollar amount proposed.

H. Consideration in the awarding of the CONTRACT will be given, but not limited to, price, the accuracy and responsiveness of the respondent, the experience, competence and financial condition of the respondent, time for completion and/or labor force adequate to perform the work, the nature and size of the respondent's organization, quality of similar projects it has performed and completed in the past in Connecticut, other projects and/or revaluations currently under contract by the respondent, the quality and ease-of-use of the Computer Assisted Mass Appraisal software system, quality of integration with the TOWN'S existing assessment administration computer system, and a determination by the TOWN that the respondent has the ability to complete the revaluation successfully.

I. The respondent is submitting with this Proposal Form their proposed method of billing and their per diem rate(s) for services such as court defense, that are outside the scope of the specifications and the PROJECT.

COMPANY RESPONDING:

SUBMITTED BY:

Firm _____

Signature _____

Address _____

Name _____

Title _____

Telephone _____

Fax _____

E-Mail _____