



**2P11-090**

**Request for Proposals**

The City of Bristol is accepting Proposals on the following:

**Revaluation Support Services**

All submittals must be made in accordance with the specifications supplied by

The City of Bristol  
Purchasing Office  
111 North Main Street  
Bristol, CT 06010

Submittals will be received until **11:00 am, April 15, 2011.**

Roger D. Rousseau  
Purchasing Agent  
Tel (860) 584-6195  
Fax (860) 584-6171  
<http://www.bristolct.gov/bids>

Request for Proposals 2P11-090  
Professional Services  
Revaluation Support Services

The City of Bristol is seeking proposals from qualified firms for the provision of revaluation support services relative to property revaluations in 2012. The scope of services and proposal submission documents are available from the City of Bristol

Purchasing Department  
111 North Main Street, Second Floor  
Bristol, CT 06010

between the hours of 8:30 am and 5:00 pm Monday through Friday, or by downloading from the website noted below.

Proposal submissions will be accepted by the Purchasing Department until Friday April 15, 2011 at 11:00 am; submissions received after this date and time will not be considered. The City reserves the right to waive any informalities in any submission, to reject any and/or all submissions, and to accept the proposal(s) that in its judgment is in its best interest. Each submission shall contain one original and four (4) copies as well as one copy via compact disk or USB drive (pdf or similar standard readable format), and shall be in a sealed envelope or package clearly identified as "RFP 2P11-090 Revaluation Support Services" delivered to the address noted above.

Roger D. Rousseau, Purchasing Agent  
Tel (860) 584-6195  
Fax (860) 584-6171  
<http://www.bristolct.gov/bids>

r/a April 1, 2011

# INDEX

- I. Project Specifications
  - 1. Introduction
  - 2. Scope of Services
  
- II. Submission Requirements
  - 1. Submission Due Date
  - 2. Directions for Written Submission
  - 3. Vendor Information
  - 4. Addenda
  - 5. Evaluation Criteria
  
- III. Contract Considerations
  - 1. Equal Opportunity – Affirmative Action
  - 2. Indemnification
  - 3. Insurance
  - 4. Invoicing and Payment
  - 5. Award Considerations
  
- IV. Forms and Attachments
  - 1. Submission Form
  - 2. Acknowledgement Form
  - 3. Proposal Check List
  - 4. Non-Collusion Affidavit



# REQUEST FOR PROPOSALS CITY OF BRISTOL, CONNECTICUT

## 2P11-090 Revaluation Support Services

### I. PROJECT SPECIFICATIONS

#### 1. INTRODUCTION

The City of Bristol is planning to perform revaluation of property values (commercial and residential), with proposed values finalized by November 2012, in accordance with the scope of services outlined herein. The City seeks to retain the services of a firm specializing in said services toward the completion of revaluation.

#### 2. SCOPE OF SERVICES

The scope of services is generally defined as noted below. Firms submitting qualifications are required to include information on how this scope of services will be addressed, including a timeline relative to the tasks defined.

- Develop a calendar of critical events and milestones.
- Evaluate the City's sales verification program and recommend changes if needed.
- Develop software required for importing data to maintain City's Vision software based CAMA system into an SQL and SPSS database for data analysis.
- Develop a series of data edit reports for resolution.
- Perform "drive by" inspection of all parcels for evaluating subjective criteria such as grade, effective year built, building condition and parcel site issues. Evaluation shall include review of items such as outlier sales, evaluating building styles, and any other need as it arises.
- Analyze current neighborhood definitions.
- Develop residential land rates using market analysis and/or abstraction methodology for all neighborhoods.
- Calibrate all components of the City's Vision software CAMA cost approach engine including, but not limited to, base rates, adjustment factors and depreciation schedules for residential properties.
- Complete preliminary residential land study, with continuous adjustment to values as needed.
- Develop market models and generate market approach to value for all condominium properties.
- Develop commercial/industrial land rates using market analysis and/or abstraction methodology.
- Calibrate all components of the City's Vision Software CAMA cost approach engine including, but not limited to, base rates, adjustment factors and depreciation schedules for commercial/industrial properties. With any adjustments made as needed throughout the process.
- Complete commercial/industrial land study, study of market rents, expenses and capitalization factors, with values and rates adjusted continually as needed throughout the process.
- Complete all preliminary building cost values.
- Generate an income approach value for all applicable commercial, industrial and multi-family properties.
- Complete the proposed values and submit to the Assessor no later than November 2012.

- Create the preliminary Performance Testing Standards no later than November 2012. This process continues throughout the entire project.
- Complete the review and final adjustments made for real estate property no later than December 2012.
- Help the Assessment staff generate change of value notices for the City to mail.
- Create the final Performance Testing Standards no later than January 31, 2013.

It is the intent of this Request for Proposals to provide complete, detailed, timely, professional inspection services for the compliance evaluation. Incidental items necessary to complete this work shall be considered included in the respondent's proposal whether such items are specifically listed. The selected firm and the City shall, if necessary, execute a final, mutually agreed Scope of Services Agreement prior to Notice to Proceed. Fees for substantial additional work items not listed in the final Scope of Services shall be negotiated.

## II. SUBMISSION REQUIREMENTS

### 1. SUBMISSION DUE DATE

Proposals will be accepted at the City of Bristol Purchasing Office, 111 North Main Street, Bristol, Connecticut, 06010 until **11:00 am, April 15, 2011**. Proposals received after that time will not be considered. Proposals may be withdrawn 120 days after opening if no award has been made.

Unless otherwise indicated, proposals that are submitted are assumed to be valid for one hundred twenty (120) days from the date that proposals are due.

### 2. DIRECTIONS FOR WRITTEN SUBMISSION

Interested firms are required to submit **one original and four (4) copies as well as one copy via compact disk or USB drive (PDF or similar readable format)** of the proposal to Roger Rousseau, Purchasing Agent, no later than the date and time noted above. Submittals shall consist of the following:

- a. A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and any cost projection included will remain in effect for 120 days after the due date.
- b. A concise and complete description of the work to be performed, including:
  1. An explanation of your firm's understanding of the project, its approach to the work, the key issues to resolve and the level of detail that can be accomplished for the feasibility study within the available time.
  2. A detailed work program and time schedule for each phase of the project, including milestones for periodic review of the work with the advisory committee(s).
  3. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of the person hours on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration.
  4. A description of similar projects which your firm has been involved in, including references.
  5. A summary of your firm as outlined in Section II.3 of this document.
- c. A fee schedule for the services, and/or method for fee schedule development for broken down per unit cost should be provided as warranted. Please note that evaluation and subsequent award of a resultant contract is primarily based on qualifications and not based on fee schedule; however, the cost for your firm's services is one of the criteria outlined in this document. If your firm is requested to meet with City staff for a scope review, and as a result certain clarifications and adjustments

need to be made to the fee schedule submitted, your firm will be allowed to adjust the fee schedule submitted, if so directed by the City.

Submittals shall be delivered to the City of Bristol Purchasing Department, 111 North Main Street, Bristol CT 06010, clearly marked as "2P11-090 Revaluation Support Services".

### **3. VENDOR INFORMATION**

#### **A. Vendor Overview**

Please provide the following:

- The name and location of your company, including the office location that will be serving the City.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The primary line of business of your firm.

#### **B. Client Base**

Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service
- Contact name, title and telephone number

The references must be relevant to service to a Connecticut municipality in the last thirty-six (36) months, and shall include specific details on how the project represents a project of similar scope. Information on your firm's specific role must be included.

### **4. ADDENDA**

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:

<http://www.bristolct.gov/bids>

This document includes an acknowledgement page; this page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The City of Bristol does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Questions regarding this document should be referred to Roger D. Rousseau at (860) 584-6195 or at <[rogerrousseau@ci.bristol.ct.us](mailto:rogerrousseau@ci.bristol.ct.us)>.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

## **5. EVALUATION CRITERIA**

Selection of firm(s) will be the responsibility of a committee consisting of City designated representatives. The evaluation will be based upon the written submittals and selected presentations and interviews. The factors which will be evaluated include the following:

- a. The specialized experience of the individual(s) or firm(s) and its (their) assigned personnel on similar projects, with specific attention to revaluation of commercial and residential properties in Connecticut municipalities.
- b. The firm's understanding of and technical approach to the project.
- c. The content of the firm and its consultants, support staff, etc. and their ability to work effectively together and with the City staff.
- d. The firm's schedule, including milestones in the process.
- e. The firm's ability to perform the work in a timely manner.
- f. Clarity, organization, and effective presentation of submittal.
- g. Review of references listed.
- h. Proposed fee schedule or fee schedule methodology. Please note that evaluation and subsequent award of a resultant contract is primarily based on qualifications and not based on fee schedule; however, the cost for your firm's services is a factor in the evaluation process. If your firm is requested to meet with City staff for a scope review, and as a result certain clarifications and adjustments need to be made to the fee schedule submitted, your firm will be allowed to adjust the fee schedule submitted, if so directed by the City

Final recommendations regarding award of contract(s) for services will be made after the City and firm(s) have negotiated reasonable fee schedule(s) for services to be provided, and have concurrence on the methods to be used for payment for services rendered.

## **III. CONTRACT CONSIDERATIONS**

### **1. EQUAL OPPORTUNITY – AFFIRMATIVE ACTION**

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

### **2. INDEMNIFICATION**

The awarded firm agrees to indemnify, defend, and save harmless the City of Bristol, as well as their officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the City of Bristol and/or their officers, agents or employees.

The City, as a sovereign government, cannot indemnify businesses or individuals.

### **3. INSURANCE**

Prior to the execution of any contract, the City of Bristol requires that any awarded contractor providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Accord or other approved format) naming the City of Bristol as additional insured, for the following:

- General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- Automobile Liability in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.
- Professional Liability, in an amount not less than \$500,000.00 per occurrence and \$1,000,000.00 aggregate.
- Worker's Compensation as defined in the Connecticut General Statutes.

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the City before starting work.

The awarded firm shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is no statute of limitations specifically applicable to this project, the awarded firm shall maintain coverage for a reasonable period after the date of substantial completion of the project as agreed to by the City and the awarded firm.

### **4. INVOICING AND PAYMENT**

Invoices shall be paid promptly by the City unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard payment terms are Net 30 Days from receipt of properly executed invoice(s). If your firm submits a proposal that includes payment schedules based on the completion of designated phases, those stages must be clearly outlined in your proposal. The City cannot make payments for "execution of contract" (payments due upon contract signing).

### **5. AWARD CONSIDERATIONS**

The City may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the City will be guided by consideration of the interests of the City. The City also reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the best interests of the City.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interests of the City of Bristol.

Documents/reports/data become property of the City of Bristol.



**RETURN THIS FORM IMMEDIATELY!**

## Acknowledgment: Receipt of RFP Documents

**Request For Proposals 2P11-090  
Revaluation Support Services**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date issued: April 1, 2011

Date documents received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you plan to submit a response? Yes \_\_\_\_ No \_\_\_\_

---

Print or type the following information:

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City or Town: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Received by: \_\_\_\_\_

**Note: Faxed acknowledgments are requested!  
FAX (860)584-6171  
A cover sheet is NOT necessary.  
IMPORTANT: DO NOT FAX PROPOSALS.  
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES**





## CITY OF BRISTOL, CONNECTICUT NON-COLLUSION CERTIFICATION

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

### Please complete and sign

Legal Name of Bidder: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Authorized Agent \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_