

Form Pur. 1
REQUEST FOR QUOTATION
BIDS TO BE SUBMITTED TO:
DEPARTMENT OF PURCHASES
27 WEST MAIN STREET, ROOM 401
NEW BRITAIN, CT 06051

RFP No. 3883
 Issued: May 02, 2016
 Page 1 of 82 Pages

RFP No. 3883
 Date Submitted _____

Sealed bids, subject to the conditions set forth in the REQUEST FOR PROPOSALS on pages 12-20, will be received by the City Purchasing Agent until the time and date set forth. In compliance with all of the conditions hereof, the Bidder, whose name appears hereon, offers and agrees to furnish and deliver all of the services against which prices are quoted.

Bidder _____

Street _____

Prices Quoted Must be F.O.B. City Hall, 27 West Main Street,

City _____ ST _____ Zip _____

New Britain, CT 06051, Room 401

 (Signature and Title)

Date of RFP Opening June 06, 2016 Time 11:00 AM

Jack Pieper
 Purchasing Agent

 (Printed name of Signer)

Amount of RFP/Bid Bond 10%

 (Bidders Telephone Number)

ITEM NO.	DESCRIPTION OF COMMODITIES AND/OR SERVICES	TOTAL PRICE
1.	<p>REQUEST FOR PROPOSAL (RFP) FOR THE COMPLETE REAPPRAISAL AND REVALUATION OF ALL TAXABLE AND EXEMPT REAL PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF NEW BRITAIN, CONNECTICUT, EFFECTIVE OCTOBER 1, 2017.</p> <p>THE FOLLOWING MUST BE EXECUTED/COMPLETED AND RETURNED:</p> <ol style="list-style-type: none"> 1. Form Pur. 1 (Request for Quotation). 2. Revaluation Proposal Form 3. Notice to Prospective Bidders – Certification Required Form 4. Affidavit 5. Completion of the W9 and Non Collusive Affidavit 6. RFP/Bid bond or Certified Check 7. PROPOSAL <p style="text-align: center;">***PLEASE SUBMIT RFPs IN DUPLICATE***</p> <p><u>RFPs WILL NOT BE ACCEPTED AFTER THE STATED BID OPENING DATE AND TIME.</u></p> <p><u>PLEASE NOTE THAT RFPs SUBMITTED CANNOT BE FAXED OR E-MAILED.</u></p>	<p>\$ _____</p>

**IMPORTANT - READ CAREFULLY BEFORE MAKING RFP: CONDITIONS, RFP TERMS AND INSTRUCTIONS
CITY OF NEW BRITAIN CONNECTICUT -DEPARTMENT OF PURCHASES**

1. All RFPs must be submitted on and in accordance with this form. If more space is required to furnish a description of the commodities and/or services offered or delivery terms, the Bidder may attach a letter hereto which will be made a part of the bid. All bids must be submitted in duplicate in sealed envelopes clearly identified with the appropriate bid number.
2. RFPs and amendments thereto, or withdrawal of RFPs submitted, if received by the City after the date and time specified for RFP opening, will not be considered. If any person contemplating the submission of a RFP on this invitation is in doubt as to the true meaning of any part of the specifications, plans or other documents, he should submit a written request for an interpretation thereof to the City Purchasing Agent at least 10 days prior to scheduled RFP opening. An interpretation of the RFP invitation documents will be made only by addendum duly issued to each person receiving a bid invitation and/or holding plans. The City of New Britain will not be responsible for explanations or interpretations of RFP invitation documents except as issued in accordance herewith. Note regarding addenda: Addenda shall be mailed via certified mail to all vendors listed on the City's list of plan holders. Addenda will be made available to those vendors downloading specifications from a website at that same website.
3. Prices should be stated in units of quantity specified, with packing and delivery to destination and all other incidental charges included.
4. The time of proposed delivery must be stated in definite terms. If time of delivery for different commodities varies, the Bidder shall so state.
5. Samples, when requested, must be furnished free of expense to the City, and if not destroyed, will, upon request, be returned at the Bidder's risk and expense.
6. Quotations must show unit price, amount and grand total, or RFP may be rejected. In case of error in the extension of prices, the unit price shall govern.
7. Unless qualified by the provision "NO SUBSTITUTE", the use of the name of a manufacturer, brand, make or catalog designation in specifying an item does not restrict Bidders to the manufacturer, brand, make or catalog designation identification.

This is used simply to indicate the character, quality and/or performance equivalence of the commodity desired, but the commodity on which RFPs are submitted must be of such character, quality and/or performance equivalence that it will serve the purpose for which it is to be used equally as well as that specified. In submitting RFPs on a commodity other than as specified, Bidder shall furnish complete data and identification with respect to the alternate commodity he proposes to furnish. The City reserves the right to make final determination of equivalency.

Consideration will be given to RFPs submitted on alternate commodities to the extent that such action is deemed to serve best the interests of the City. If the Bidder does not indicate that the commodity he proposed to furnish is other than specified, it will be construed to mean that the Bidder proposes to furnish the exact commodity described.

8. Bidder declares that the RFP is not made in connection with any other Bidder submitting a RFP for the same commodity or commodities, and that the RFP is bona fide and is in all respects fair and without collusion or fraud. Abstracts of RFPs received are prepared for distribution by the Department of Purchases.
9. Award will be made to the lowest responsible qualified Bidder, who shall be determined in accordance with and pursuant to Section 2-578, inclusive of the Purchasing Ordinances City of New Britain. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the City, and the delivery terms will be taken into consideration in making the award. Section 2-578, item 10, allows up to a ten percent differential in favor or resident Bidders. Differential percent (up to 10%) is assigned on a bid-by-bid basis by the Purchasing Agent.
10. The City reserves the right to award by item, groups of items or total RFP; to divide the award; to reject any and all RFPs, in whole or in part, and to waive any informality or technical defects if, in its judgment, the best interests of the City will be served.
11. Cash discounts may be offered by bidder for prompt payment of bills, but such discount will not be taken into consideration in determining the low Bidder but will be taken into consideration in awarding tie RFPs. The discount period will be computed from the date delivery is accepted at destination or from date correct invoice is received by the consignee, whichever is the later date.
12. Acceptance of a RFP by the City is not an order to ship.
13. Each RFP is received with the understanding that the acceptance in writing by the City of the offer to furnish any or all of the commodities and/or services described therein shall constitute a contract between the Bidder and the City, which shall bind the Bidder on his part to furnish and deliver the articles quoted at the prices stated and in accordance with the conditions of said accepted RFP.
14. Any equipment delivered must be standard new equipment, latest model, except as otherwise specifically stated in RFP. Where part or nominal appurtenances of equipment are not described, it shall be understood that all the equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.
15. In event of default by the Bidder, the City reserves the right to procure the commodities and/or services from other sources and hold the Bidder liable for any excess cost occasioned thereby. If, however, public necessity requires use of materials or supplies not conforming to the specifications, they may be accepted and payment therefor shall be made at a proper reduction in price.
16. Where a RFP bond is required, such bond must accompany the RFP; it must be executed by a surety company licensed to do business in the State of Connecticut; or it may be in the form of a cashier's or certified check made out to the "Treasurer, City of New Britain". Said bond or check shall be given as security that, if the bid is accepted, a contract will be entered into and the performance guarantee properly secured.
17. The RFP/Bid bond, cashier's or certified check shall be forfeited and the principal amount of said RFP/Bid bond shall be paid to the City or said check shall be surrendered to the City as the agreed amount of liquidated damages in case of failure of Bidder to enter into contract as above described. The RFP/Bid bond or check will be released or returned to the Bidder in case his bid is rejected.
18. The Bidder guarantees to save the City, its agents or employees, harmless from liability of any nature or kind, for use of any copyrighted or uncopyrighted compositions, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the Bidder is not the patentee, assignee or licensee.



City of New Britain
New Britain, Connecticut 06051

*"New Britain:
A City for
All People"*

27 WEST MAIN ST., NEW BRITAIN, CT 06051

PHONE: (860) 826-3434
FAX: (860) 612-4204
EMAIL: jack.pieper@newbritainct.gov

Date: May 02, 2016

Subject: THE COMPLETE REAPPRAISAL AND REVALUATION OF ALL TAXABLE REAL PROPERTY AND ALL EXEMPT REAL PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF NEW BRITAIN, CONNECTICUT, EFFECTIVE OCTOBER 1, 2017.

Public RFP No. 3883

To Whom It May Concern:

Specifications for subject bid solicitation are enclosed for your review and response.

If you do not submit a bid, we request that you complete the bottom portion of this letter and return to the writer's attention. This shall assist the City of New Britain in maintaining accurate bidders' lists.

Your cooperation is greatly appreciated.

Very truly yours,

Jack Pieper
Purchasing Agent

Company Name: _____

Address: _____

We are not responding to subject bid solicitation for the following reason:

- Our company has not done a complete revaluation for a city of this size.
 - Our schedule will not allow us to provide the requested service at this time.
 - Other (please explain): _____
- _____

REVALUATION PROPOSAL FORM

2017 REAPPRAISAL AND REVALUATION

NEW BRITAIN, CONNECTICUT
EFFECTIVE: OCTOBER 1, 2017

The undersigned PROPOSER affirms and declares:

1. That this PROPOSAL is executed by said PROPOSER with full knowledge and acceptance of the CONTRACT and CONTRACT SPECIFICATIONS enclosed with the REQUEST FOR PROPOSALS for the subject PROJECT.
2. That all exceptions to the CONTRACT and CONTRACT SPECIFICATIONS have been clearly delineated and described in a separate Appendix attached to the RFP PROPOSAL. For each such exception, the cost difference has been clearly stated to provide the CITY with the necessary basis for comparison of RFP PROPOSALS.
3. That should this RFP PROPOSAL be accepted in writing by the CITY OF NEW BRITAIN, said PROPOSER will furnish the services for which this PROPOSAL is submitted at the dollar amount indicated herein and in compliance with the provisions of said CONTRACT and CONTRACT SPECIFICATIONS.
4. That this PROPOSAL is accompanied by the surety in the amount of ten (10%) percent of the dollar bid, not including Options 1, 2 or 3, in the form and amount indicated as follows:

_____ RFP/BID BOND AMOUNT \$ _____

_____ CERTIFIED CHECK AMOUNT \$ _____

NOTE: If a Bid Bond is submitted, it must be issued by a company authorized to issue such surety bond in the State of Connecticut. If a Certified Check is submitted, it shall be made payable to "TREASURER, CITY OF NEW BRITAIN".

5. That the PROPOSER or his or her representative has visited the CITY OF NEW BRITAIN; is familiar with its geography, the general character and development patterns of its housing, commercial and industrial areas; has examined the quality and general character of the ASSESSOR'S records and has made himself or herself knowledgeable of those matters and conditions in the CITY OF NEW BRITAIN which would influence this PROPOSAL.
6. That all items, documents and other information required to accompany this PROPOSAL for the aforesaid CONTRACT and CONTRACT SPECIFICATIONS are enclosed herewith.
7. That the proposed bid price or quotation of the PROPOSER shall be valid for six (6) months from the opening of the BID PROPOSALS.
8. That the PROPOSER proposes to furnish the services and materials required to complete the subject PROJECT in accordance with the aforesaid CONTRACT and CONTRACT SPECIFICATIONS.

REAPPRAISAL AND REVALUATION

\$ _____
(AMOUNT) (WRITTEN DOLLAR AMOUNT)

For the following optional RFP PROPOSALS, the amount entered is for that option only.

OPTION 1: LITIGATION

\$ _____
(AMOUNT) (WRITTEN DOLLAR AMOUNT)

OPTION 2: ADDITIONAL FULL INSPECTIONS *(amount per block of 200 full inspections)*

\$ _____
(AMOUNT) (WRITTEN DOLLAR AMOUNT)

OPTION 3: DISCOUNT FOR LESS THAN 10,000 FULL INSPECTIONS *(amount per block of 200)*

\$ _____
(AMOUNT) (WRITTEN DOLLAR AMOUNT)

PROPOSER'S NAME: _____

PROPOSER'S ADDRESS: _____

BY (signature): _____ **DATE:** _____

PRINTED NAME: _____ **TITLE:** _____

TELEPHONE NUMBER: _____ **FAX NUMBER:** _____

EMAIL ADDRESS: _____

CITY OF NEW BRITAIN, CONNECTICUT



REQUEST FOR PROPOSALS

REAPPRAISAL AND REVALUATION FOR

OCTOBER 1, 2017

**DATE ISSUED:
DATE DUE:**

**May 02, 2016
June 06, 2016**

TABLE OF CONTENTS

	<u>PAGE</u>
REQUEST FOR QUOTATION FORM	1
LETTER FROM PURCHASING ADMINISTRATOR.....	3
REVALUATION PROPOSAL FORM	4
COVER PAGE	
TABLE OF CONTENTS	7
REQUEST FOR PROPOSALS	10
SUMMARY OF PERTINENT DATES	17
BID PROPOSAL FORMAT AND CONTENTS	19
CONTRACT	21
EXHIBIT A - REAPPRAISAL & REVALUATION CONTRACT SPECIFICATIONS.....	24
I. DEFINITIONS.....	24
II. SCOPE OF RE-APPRAISAL AND REVALUATION.....	24
A. BASIC SCOPE.....	24
B. EFFECTIVE DATE.....	25
C. COMPUTERIZATION.....	25
III. CITY INFORMATION.....	25
A. PHYSICAL DATA.....	25
B. GOVERNMENT.....	25
C. GENERAL ASSESSMENT & TAX INFORMATION.....	25
D. PARCEL INFORMATION.....	25
IV. GENERAL CONDITIONS.....	26
A. PROJECT AWARD.....	26
B. CERTIFICATION.....	26
C. GENERAL PROPOSAL REQUIREMENTS.....	26
D. OFFICE HOURS & STAFFING.....	27
E. PERSONNEL.....	27
1. GENERAL QUALIFICATION OF PERSONNEL.....	27
2. MINIMUM QUALIFICATIONS.....	28
a. PROJECT MANAGER OR SUPERVISOR.....	28
b. REVIEWERS AND APPRAISERS.....	28
c. DATA COLLECTORS.....	28
3. EMPLOYMENT, RELEASE OR TRANSFER.....	28
4. INSTRUCTION.....	29
F. IDENTIFICATION.....	29
G. CONFLICT OF INTEREST.....	29
H. PROTECTION OF THE CITY.....	29
1. BONDING.....	29
2. INSURANCE.....	30
a. WORKER'S COMPENSATION.....	30
b. COMMERCIAL GENERAL LIABILITY.....	30
c. AUTOMOBILE LIABILITY.....	30
d. PROFESSIONAL LIABILITY.....	30
e. DEFENSE OF CITY.....	30
f. INSURANCE CERTIFICATION.....	30
g. THIRTY DAY NOTICE OF INSURANCE CANCELLATION.....	30
3. PATENT/LICENSE/COPYRIGHT LIABILITY.....	31
4. HOLD-HARMLESS AGREEMENT.....	31
5. BANKRUPTCY, RECEIVERSHIP, INSOLVENCY.....	31
6. TERMINATION.....	31
7. SEVERABILITY.....	31
8. WAIVER.....	31
9. MISREPRESENTATION OR DEFAULT.....	31
10. LIQUIDATED DAMAGES/PENALTIES.....	32

I. TIME SCHEDULE.....	33
1. AWARD OF CONTRACT.....	33
2. SIGNING OF CONTRACT.....	33
3. CHANGES AND SUBLETTING OF CONTRACT.....	33
a. CHANGES.....	33
b. SUBLETTING.....	33
4. REVALUATION SCHEDULE.....	33
a. START.....	33
b. COMPLETION DATES.....	33
c. APPRAISAL QUALITY CHECK.....	34
d. ASSESSMENT DATE.....	34
e. DELAYS.....	34
J. PAYMENT SCHEDULE.....	34
1. PERIODIC PAYMENTS/PROGRESS REPORT/PROJECT WORK PLAN.....	35
2. FISCAL YEAR LIMITATIONS.....	35
3. PERCENTAGE OF COMPLETED WORK.....	35
V. RESPONSIBILITIES OF REVALUATION COMPANY.....	36
A. GOOD FAITH.....	36
B. PUBLIC RELATIONS.....	36
C. CONDUCT OF COMPANY EMPLOYEES.....	36
D. RECORDS.....	37
1. GENERAL PROVISIONS	37
2. PROPERTY RECORD CARDS (FIELD CARDS).....	37
a. NECESSARY INFORMATION.....	37
b. INSPECTION.....	37
3. RECORDS ARE CITY PROPERTY.....	37
4. ASSESSOR'S RECORDS.....	38
5. SALES STUDY AND ANALYSIS.....	38
E. VALUATION NOTICES.....	39
F. INFORMAL HEARINGS.....	39
G. BOARD OF ASSESSMENT APPEALS.....	39
H. INFORMATION TO THE ASSESSOR.....	40
I. APPRAISAL MANUALS.....	40
J. OFFICE SPACE.....	40
K. OFFICE EQUIPMENT.....	40
L. MAIL.....	40
VI. APPRAISAL SPECIFICATIONS.....	40
A. GENERAL.....	40
B. APPRAISAL OF LAND.....	41
1. LAND VALUE STUDY.....	41
2. LAND VALUE UNITS.....	41
3. LAND VALUE MAP.....	41
4. NEIGHBORHOOD DELINEATION.....	41
5. LAND VALUE REVIEW AND INSPECTION.....	41
C. APPRAISAL OF RESIDENTIAL BUILDINGS AND STRUCTURES.....	41
1. RESIDENTIAL PROPERTY.....	41
2. DATA VERIFICATION.....	42
3. DATA COLLECTION (FULL INSPECTION).....	42
a. PRE-INSPECTION LETTER.....	43
b. INTERIOR INSPECTION.....	43
c. INSPECTION REFUSED.....	43
d. NO CALL BACKS.....	44
e. VERIFICATION AND RECORDING OF DATA.....	44
4. DATA MAILER (QUESTIONNAIRE).....	44
5. FIELD REVIEW.....	45
6. PRICING AND VALUATION.....	45
a. OCTOBER 1, 2017 FAIR MARKET VALUE.....	45
b. CITY ACCEPTANCE.....	45
D. APPRAISAL OF COMMERCIAL, INDUSTRIAL, PUBLIC UTILITY AND EXEMPT PROPERTIES.....	45
1. APARTMENT PROPERTY.....	45
2. COMMERCIAL PROPERTY.....	45

3. INDUSTRIAL PROPERTY.....	46
4. PUBLIC UTILITY PROPERTY.....	46
5. EXEMPT PROPERTY.....	46
6. DATA COLLECTION (FULL INSPECTION).....	46
a. PRE-INSPECTION LETTER.....	46
b. INTERIOR INSPECTION.....	47
c. INSPECTION REFUSED.....	47
d. NO CALL BACKS.....	47
e. VERIFICATION AND RECORDING OF DATA.....	47
f. SKETCHES.....	48
g. YARD IMPROVEMENTS.....	48
h. FIXED EQUIPMENT.....	48
i. LARGE PROPERTIES.....	48
7. FIELD REVIEW.....	48
8. PRICING AND VALUATION.....	48
a. OCTOBER 1, 2017 FAIR MARKET VALUE.....	48
b. FINAL VALUATION.....	49
c. CITY ACCEPTANCE.....	49
9. INCOME APPROACH.....	49
E. CONTROL AND QUALITY CHECK.....	49
1. FIELD CHECKS	49
2. COMPANY QUALITY CONTROL.....	49
3. BUILDING PERMITS.....	49
4. INCOMPLETE CONSTRUCTION.....	50
VII. TRANSMITTAL OF RECORDS TO THE ASSESSOR.....	50
VIII. RESPONSIBILITY OF CITY.....	50
A. NATURE OF SERVICE	50
B. COOPERATION.....	50
C. ITEMS FURNISHED BY CITY.....	50
1. MAPS.....	50
2. ZONING.....	50
3. CAMA DATA BASE.....	50
4. PROPERTY RECORD CARDS.....	51
5. PROPERTY TRANSFERS.....	51
6. BUILDING PERMITS.....	51
7. INTRODUCTION.....	51
8. SIGNING OF COMMUNICATIONS.....	51
9. MAILING ADDRESSES.....	51
10. GRAND LIST INFORMATION.....	51
11. OFFICE SPACE.....	51
IX. RESPONSIBLE TO THE ASSESSOR.....	51
X. CAMA SYSTEM.....	52
A. GENERAL	52
B. PERFORMANCE CRITERIA.....	52
C. APPRAISAL MANUALS.....	53
EXHIBIT B - M-13 (TAXABLE REAL PROPERTY)	
EXHIBIT C - M-13a (TAX EXEMPT REAL PROPERTY)	
EXHIBIT D - OCTOBER 1, 2015 GRAND LIST TOTALS	
EXHIBIT E - STATE REGULATION – REVALUATION STANDARDS	
EXHIBIT F - OPTION 1 - LITIGATION	
EXHIBIT G - OPTION 2 – ADDITIONAL FULL INSPECTIONS	
EXHIBIT H - OPTION 3 – DISCOUNT FOR LESS FULL INSPECTIONS	

**CITY OF NEW BRITAIN
REQUEST FOR PROPOSALS**

RFP NO.3883

PROJECT: THE COMPLETE REAPPRAISAL AND REVALUATION, UTILIZING THE CAMA SOFTWARE OF VISION APPRAISAL TECHNOLOGY, OF ALL TAXABLE REAL PROPERTY AND ALL EXEMPT REAL PROPERTY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF NEW BRITAIN, CONNECTICUT, EFFECTIVE OCTOBER 1, 2017.

A. INTRODUCTION AND GENERAL REQUIREMENTS

The CITY OF NEW BRITAIN, through its Purchasing Agent, is requesting sealed PROPOSALS from “*State Certified Revaluation Companies*” for the complete reappraisal and revaluation of all real property located within the corporate limits of the CITY OF NEW BRITAIN in accordance with the attached CONTRACT and CONTRACT SPECIFICATIONS.

Anywhere in this REQUEST FOR PROPOSALS that the term “bid” is used, it shall be construed to mean a REQUEST FOR PROPOSALS.

The CITY reserves the right to reject any, or any part of, or all proposals; to waive any informality or technical defects if, in its judgment, the best interests of the CITY will be served; and to accept that bid which the CITY and the ASSESSOR deem to be in the best interest of the CITY, whether or not it is the lowest dollar bid.

To be considered, sealed PROPOSALS must be submitted to the City of New Britain, Department of Purchases, Room 401, City Hall, 27 West Main St., New Britain, CT 06051, by 11:00 AM on June 06, 2016. At that time, the RFP PROPOSALS will be opened and read aloud. The envelope should be clearly marked on the outside “Proposal for Professional Consulting Services, 2017 Revaluation, due June 06, 2016, Public RFP No. 3883”. The name and address of the PROPOSER also should be clearly noted on the sealed envelope. The CITY OF NEW BRITAIN reserves the right to reject any or all PROPOSALS submitted. PROPOSALS submitted will be evaluated by the CITY ASSESSOR and the Purchasing Agent.

Any PROPOSAL received after said date and time, whether hand delivered, submitted via US Postal Service, or submitted via any other delivery service, shall be declared invalid.

PROPOSALS and amendments thereto, or withdrawal of PROPOSALS submitted, if received by the CITY after the date and time specified for bid opening will not be considered.

There is no expressed or implied obligation for the CITY OF NEW BRITAIN to reimburse responding firms for any expense incurred in preparing PROPOSALS in response to this request.

**CITY OF NEW BRITAIN
REQUEST FOR PROPOSALS**

RFP NO. 3883

Each PROPOSER shall submit in the sealed envelope a certified check or bid bond in an amount equal to ten (10) percent of the dollar amount of his or her BID PROPOSAL, *not including Options 1, 2, or 3*. Bid bonds must be executed by a surety company licensed to do business in the State of Connecticut. Such certified check shall be made payable to the "TREASURER, CITY OF NEW BRITAIN". Said bond or certified check shall be given as security that if the BID PROPOSAL is accepted, the CONTRACT will be entered into and performance of it secured. The bid bond or certified check shall be forfeited and the principle amount of said bid bond shall be paid to the CITY as the agreed amount of liquidated damages in case of failure of the PROPOSER to enter into contract as described in the enclosed CONTRACT and CONTRACT SPECIFICATIONS. The bid bond or certified check of each PROPOSER who is not awarded the CONTRACT will be released and returned to said PROPOSER following the execution of a CONTRACT with the successful PROPOSER.

PROPOSERS must conform with all REQUEST FOR PROPOSALS instructions and conditions when responding to this REQUEST FOR PROPOSALS. The CITY, at its discretion, may reject any non-conforming PROPOSAL. The CITY may also reject any PROPOSAL of any PROPOSER that materially misrepresents any offering.

Each PROPOSER shall have read and become thoroughly familiar with this REQUEST FOR PROPOSALS package including the CONTRACT and CONTRACT SPECIFICATIONS and any Addenda thereto. The failure of any PROPOSER to examine any form or to fail to familiarize themselves with this package, CONTRACT, CONTRACT SPECIFICATIONS or any Addenda thereto, shall in no way relieve any PROPOSER from any obligation required by this package, CONTRACT, CONTRACT SPECIFICATIONS or any Addenda thereto.

The CITY reserves the right to amend or to cancel this REQUEST FOR PROPOSALS at any time if it is in the best interest of the CITY.

The selected firm shall report to and be responsible to the CITY ASSESSOR in all aspects of this PROJECT.

During the evaluation process, the CITY reserves the right, where it may serve the CITY'S best interest, to request additional information or clarifications from PROPOSERS. A PROPOSER shall furnish to the CITY all such data for this purpose. At the discretion of the CITY, firms submitting PROPOSALS may be requested to make oral presentations as part of the evaluation process. Such presentations may include, and may not be limited to, the firms experience with Connecticut revaluations, with CAMA revaluations and with CAMA revaluations utilizing the software of Vision Government Solutions, Inc.

**CITY OF NEW BRITAIN
REQUEST FOR PROPOSALS**

RFP NO.3883

The PROPOSER declares that its PROPOSAL is not made in connection with any other PROPOSER submitting a PROPOSAL for this REVALUATION PROJECT, and that it's PROPOSAL is bona fide and is in all respects fair and without collusion or fraud. Abstracts of proposals received may be prepared for distribution by the Purchasing agent or the CITY ASSESSOR.

The CITY reserves the right to retain all PROPOSALS submitted and to use any ideas in a PROPOSAL regardless of whether that PROPOSAL is selected. Submission of a PROPOSAL indicates acceptance by the PROPOSER of the conditions contained in this REQUEST FOR PROPOSALS, unless clearly and specifically noted in the PROPOSAL submitted and confirmed in the CONTRACT between the CITY and the COMPANY selected.

The PROPOSER guarantees to save the CITY, its agents or employees, harmless from liability of any nature or kind, for use of any copyrighted or uncopyrighted compositions, secret process, patented or unpatented invention, articles or appliances, furnished or used in the performance of the CONTRACT of which the PROPOSER is not the patentee, assignee, or licensee.

Proposals may not be withdrawn for six (6) months after the opening of the PROPOSALS.

Questions regarding the purchasing process may be directed to Jack Pieper of the Department of Purchases at (860) 826-3402. If any COMPANY that is contemplating the submission of a PROPOSAL on this invitation is in doubt as to the true meaning of any part of this REQUEST FOR PROPOSALS, CONTRACT or CONTRACT SPECIFICATIONS, that COMPANY shall submit a written request for an interpretation and deliver that request to the CITY ASSESSOR no later than May 20, 2016.

Michael Konik, City Assessor
27 West Main Street
New Britain, CT 06051
(860) 826-3326
mike.konik@newbritainct.gov

B. DETAILED REQUIREMENTS

1. RFP PROPOSALS shall be submitted on the attached REQUEST FOR QUOTATION FORM, REVALUATION PROPOSAL FORM, CERTIFICATION FORM (*not in default*), (*blue*) AFFIDAVIT and signed by the authorized agent of the PROPOSER. Incomplete PROPOSAL forms may be the cause for disqualification of the PROPOSAL.

**CITY OF NEW BRITAIN
REQUEST FOR PROPOSALS**

RFP NO.3883

2. PROPOSALS must be submitted in the format provided in the attached “BID PROPOSAL FORMAT AND CONTENTS” sheet. PROPOSALS that are renumbered or re-sequenced may be cause for rejection if all information cannot be easily found and identified.
3. RFP PROPOSALS must be submitted in a sealed envelope and clearly marked on the outside “Proposal for Professional Consulting Services, 2017 Revaluation, due June 06, 2016, Public RFP No. 3883”. The name and address of the PROPOSER also should be clearly noted on the sealed envelope.
4. *If mailed, the sealed envelope* containing the REQUEST FOR QUOTATION FORM, REVALUATION PROPOSAL FORM, CERTIFICATION FORM, AFFIDAVIT and RFP/Bid Bond or certified check shall be marked as stated above and *shall be enclosed in another envelope properly addressed for mailing.*
5. Any request from prospective PROPOSERS for an interpretation of the REQUEST FOR PROPOSAL documents, the CONTRACT or the CONTRACT SPECIFICATIONS shall be made in writing and delivered to the CITY ASSESSOR no later than May 20, 2016. Written response will be issued by Addenda no later than May 25, 2016. Such written responses will be made only by Addenda duly issued to each person receiving a bid invitation. The CITY OF NEW BRITAIN will not be responsible for explanations or interpretations of these documents except as issued in accordance herewith. The CITY ASSESSOR’S address is:

Michael Konik, City Assessor
27 West Main Street
New Britain, CT 06051
mike.konik@newbritainct.gov
6. The PROPOSER must bid the PROJECT as described in the CONTRACT and CONTRACT SPECIFICATIONS.
7. The PROPOSER shall have read and become thoroughly familiar with this REQUEST FOR PROPOSALS package including the CONTRACT and CONTRACT SPECIFICATIONS and any Addenda thereto.
8. The CITY shall be the sole judge as to whether any proposal complies, or sufficiently complies, with these instructions and SPECIFICATIONS. The CITY’S decision shall be final and conclusive. PROPOSERS shall state any exceptions taken to the CONTRACT or CONTRACT SPECIFICATIONS in a separate Appendix to their RFP PROPOSAL. Such exceptions must be clearly delineated and described in this separate appendix. For each such exception, the cost difference **MUST** be clearly stated in order that the CITY will have the basis necessary for comparison of RFP PROPOSALS.

**CITY OF NEW BRITAIN
REQUEST FOR PROPOSALS**

RFP NO. 3883

9. PROPOSALS submitted in unmarked envelopes which are opened by the CITY in its normal course of business may not be accepted.

10. Optional Proposals: Exhibits F, G, AND H present the opportunity for PROPOSERS to make one or more optional proposals for additional choices which the CITY may elect to make part of the contract. Each PROPOSER has the option of submitting a detailed description of their proposal and dollar amount for these options. It is to be understood that the CITY shall consider that these optional proposals are submitted on the basis that the PROPOSER is making any such optional proposal only in conjunction with being the selected COMPANY to provide REVALUATION services to the CITY. The CITY does not intend to select any PROPOSER for the optional proposals separate from the award for the REVALUATION CONTRACT.

C. ADDENDA TO REQUEST FOR PROPOSALS

If any Addenda are issued on this REQUEST FOR PROPOSALS, a good faith attempt will be made to mail a copy, no later than May 25, 2016, to each of those firms who, according to the records of the Purchasing Agent were mailed this original REQUEST FOR PROPOSALS. However, it shall be the sole responsibility of those offering PROPOSALS to contact the Purchasing Agent prior to submitting their PROPOSALS to determine whether any Addenda have been issued or to check on the City's website, prior to the RFP opening if an Addenda has been issued.

D. SELECTION CRITERIA

Selection will be based upon the following standards as well as requirements contained in the attached CONTRACT and CONTRACT SPECIFICATIONS:

1. Responsiveness of the written PROPOSAL to the purpose and scope of the PROJECT.
2. Cost of the work to be done.
3. Reputation and professional qualifications of the COMPANY and any specific individuals proposed to be assigned to complete the PROJECT; experience with Connecticut governmental entities in the completion of similar programs; experience in performing revaluations utilizing the CAMA software of Vision Appraisal Technology; the financial condition of the PROPOSER; the nature and size of the PROPOSER'S organization and a labor force adequate to perform the work competently and on schedule.
4. A determination by the CITY that the PROPOSER has the ability to complete the PROJECT successfully.

**CITY OF NEW BRITAIN
REQUEST FOR PROPOSALS**

RFP NO. 3883

E. NOTICE TO BIDDERS:

1. The CITY OF NEW BRITAIN is exempt from the payment of taxes imposed by the federal government and/or the State of Connecticut; such taxes shall not be included in the bid prices.
2. The CITY shall be the sole judge as to whether any proposal complies, or sufficiently complies, with these instructions and SPECIFICATIONS. The CITY'S decision shall be final and conclusive. PROPOSERS shall state any exceptions taken to the CONTRACT or CONTRACT SPECIFICATIONS in a separate Appendix to their RFP PROPOSAL. Such exceptions must be clearly delineated and described in this separate appendix. For each such exception, the cost difference **MUST** be clearly stated in order that the CITY will have the basis necessary for comparison of BID PROPOSALS.
3. Costs of licenses, fees and permits as may be applicable are the responsibility of the PROPOSER.
4. PROPOSER insurance requirements are as follows:

The PROPOSER shall agree to submit proof of the following coverages placed with company(ies) licensed by the State of Connecticut which have at least an "A-" VIII policyholders' rating according to Best Publication's latest edition Key Rating Guide.

Commercial General Liability:	General aggregate	\$2,000,000
	Prod./Compl.	
	Operations Aggregate	\$2,000,000
	Occ. Aggregate	\$1,000,000
Automobile Liability:	Liability Limit	\$1,000,000
Professional Liability:	Liability Limit	\$1,000,000
Workers' Comp. and Employer's Liability	\$500,000 each accident	
	\$500,000 disease policy	
	\$500,000 disease accident limit	

"The City of New Britain and the Consolidated School District" must be named as "Additional Insured" on all insurance policies, except Workers Compensation and to provide a Waiver of Subrogation on all policies. Original, completed certificate of insurance must be presented to the Purchasing Agent (and copies of the same to the CITY ASSESSOR) at the time of the signing of the CONTRACT. The PROPOSER shall agree to maintain in force all required insurance coverages at all times during which services are to be performed. The PROPOSER agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of any required policy. Should any such required policies be cancelled before the expiration date, written notice must be made to the City 30 days prior to cancellation.

**CITY OF NEW BRITAIN
REQUEST FOR PROPOSALS**

RFP NO. 3883

The selected COMPANY shall agree to maintain in force at all times during which services are to be performed professional liability insurance with limits of no less than \$1,000,000. If such coverage is on a claims-made basis, the COMPANY must agree to maintain, either through a claims-made contract or the use of an extended discovery provision, coverage for three years after the conclusion of all services performed under the CONTRACT or CONTRACT SPECIFICATIONS.

5. HOLD HARMLESS AGREEMENT:--The selected COMPANY, its agents and assigns shall indemnify and hold harmless the CITY OF NEW BRITAIN, including but not limited to, its elected officials, its officers, and agents, ("the CITY") from any and all claims made against the CITY, including but not limited to, damages, awards, costs and reasonable attorneys fees, to the extent any such claim directly and proximately results from the wrongful willful or negligent performance of services by the COMPANY during the COMPANY'S performance of this CONTRACT or any other agreements of the COMPANY entered into by reason thereof. The CITY agrees to give the COMPANY prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

6. Award will be made in accordance with and pursuant to Section 2-578 of the City of New Britain Code of Ordinances.

7. The CITY shall not accept the RFP PROPOSAL of any PROPOSER who is in default on the payment of taxes, licenses or other monies due to the CITY. Every PROPOSER must complete the form contained on pages 3-5 entitled "NOTICE TO PROSPECTIVE BIDDERS, CERTIFICATION REQUIRED" in compliance with CITY Ordinance, Section 2-575.

SUMMARY OF PERTINENT DATES

May 02, 2016	Mail REQUEST FOR PROPOSALS NOTICE to certified revaluation companies.
May 20, 2016	Last day to deliver written questions for Addenda.
May 25, 2016	Addenda, if any, mailed.
June 06, 2016	BID PROPOSALS received will be opened and read aloud.
July 1, 2016	Tentative date for selection of COMPANY.
July 13, 2016	Tentative date for CONTRACT approval by the Common Council of the CITY OF NEW BRITAIN.
July 20, 2016	Tentative date for signing of the CONTRACT by the COMPANY and the CITY.
July 27, 2016	Tentative date for the “Notice to Proceed” to be issued to the COMPANY.
August 1, 2016	Tentative date for COMPANY to establish office in the CITY OF NEW BRITAIN.
August 10, 2016	COMPANY shall establish an operational CAMA data base for the PROJECT.
August 15, 2016	COMPANY begins to send Data Mailers to Residential property owners. COMPANY begins to send pre-inspection letters to Commercial property owners.
September 1, 2016	COMPANY begins inspections of Commercial properties
September 12, 2016	COMPANY begins to send pre-inspection letters to Residential property owners.
September 19, 2016	COMPANY begins inspections of Residential properties
March 31, 2017	All Data Mailers sent. All pre-inspection letters sent except for properties that sell during the period from October 1, 2016 through October 1, 2017. All inspections completed except for the properties that sell during the period from October 1, 2016 through October 1, 2017.

SUMMARY OF PERTINENT DATES (continued)

- May 19, 2017 Complete land study and value analysis to begin appraisals.
- June 1, 2017 Complete market data study to begin appraisals.
- June 15, 2017 Complete study of market rents, expenses and capitalization factors to begin appraisals.

Deliver completed residential appraisals, with all field review completed, on draft property record cards (field cards with all measurements, sketches, listings, pricing, review and final values including assessment computation) to the ASSESSOR according to the following schedule:

<u>%</u>	<u>DATE</u>
10	June 30, 2017
50	July 28, 2017
100	August 31, 2017

Deliver completed appraisals for all other property types on draft property record cards (field cards with all measurements, sketches, listings, pricing, review and final values including assessment computation) to the ASSESSOR according to the following schedule:

<u>%</u>	<u>DATE</u>
10%	July 21, 2017
50%	August 25, 2017
100%	September 29, 2017

- November 3, 2017 ASSESSOR'S review completed. All final market adjustments are made.
- November 13, 2017 Valuation notices addressed and mailed.
- November 20, 2017 Informal hearings begin no later than this date.
- December 22, 2017 All informal hearings shall be completed no later than this date.
- December 29, 2017 Informal hearing determination notices completed and mailed; computer file updated for all final appraisals as they appear on the property record cards; all property record cards finalized, printed and delivered to the ASSESSOR in street order; all revaluation records, items, data bases and systems are delivered to the ASSESSOR in accordance with the CONTRACT and CONTRACT SPECIFICATIONS and certification form signed by the COMPANY in accordance with state regulation Section 12-62i-5(b).

RFP PROPOSAL FORMAT AND CONTENTS

A RFP PROPOSAL shall include the following information organized in the following format:

1. REQUEST FOR QUOTATION FORM (Submit in sealed envelope)
2. CERTIFICATION FORM (not in default) (three pages) (Submit in sealed envelope)
3. REVALUATION PROPOSAL FORM (Submit in sealed envelope)
4. AFFIDAVIT (Submit in sealed envelope)
5. RFP/Bid Bond or Certified Check for 10 percent (10%) of RFP PROPOSAL, not including Options 1. (Submit in sealed envelope)

Each PROPOSER must submit three (3) sets of the following RFP PROPOSAL information:

1. Itemized summary of the PROPOSER'S qualifications and experience. Must include an indication of how many years the PROPOSER has been engaged as a company, corporation, partnership or individual specializing in governmental property tax revaluation services.
2. Name, telephone number and email address of person(s) representing the PROPOSER to be contacted for further information and clarification.
3. Include a description of the PROPOSER'S advantages and strengths.
4. Listing of all Connecticut municipal revaluations completed during the past five (5) years, including client contact, telephone number, size of municipality, scope of services rendered, and date completed. (PROPOSER may include an additional list of revaluations performed in other states).
5. Listing of all Connecticut municipal revaluations now underway or under contract, including client contact, telephone number, size of municipality, scope of services to be rendered and date to be completed. (PROPOSER may include an additional list of revaluations it is performing in other states).
6. Listing of revaluations performed, or currently being performed, utilizing the software of Vision Appraisal Technology. Please provide the name of the municipality or jurisdiction and the year that the revaluation was completed, or is to be completed.
7. Listing of personnel to be assigned by PROPOSER to NEW BRITAIN'S revaluation, including years of experience in current positions and other revaluation positions, municipalities served, and his or her role in those revaluations. (Resumes of each of the persons may also be submitted).

RFP PROPOSAL FORMAT AND CONTENTS (continued)

8. Detailed project work plan.
9. Supply a schedule of completion dates for various revaluation phases and the percentage of completed work based on the experience of the PROPOSER.
10. Description of guidelines for insuring quality work in measuring, listing, grading and classifying for vacant land, and for improved residential, commercial, industrial, condominium, special purpose and exempt properties.
11. Description of market analyses performed to verify accuracy of valuations.
12. Description of the PROPOSER'S public relations program that would be used during the NEW BRITAIN revaluation.
13. Disclosure and description of any actions, suits, proceedings or investigations pending or threatened against or affecting the PROPOSER, at law or in equity, that have been initiated by any state or political subdivision for which the PROPOSER is performing or has performed revaluation services during the past five (5) years.
14. Copy of PROPOSER'S Connecticut Revaluation Company certificate and copies of the certificates of its personnel to be employed for this PROJECT.
15. Copy of the PROPOSER'S audited financial statements for the last three (3) fiscal years.
16. If the PROPOSER chooses to submit a proposal to Options 1, 2 or 3, for Option 1 clearly state the amount that will be billable to the CITY per person day, half-day or hour and per narrative appraisal report for such litigation services to be provided to the CITY; for Option 2 clearly state the amount that will be billable to the City for each batch of two hundred (200) additional full inspections; and for Option 3 clearly state the amount to be discounted from the total contract price for each batch of full inspections below the contract amount of ten thousand (10,000) full inspections.

Failure to include any of the above requested items (except item #16) in the submitted PROPOSAL may be grounds for disqualifying said PROPOSAL.

CITY OF NEW BRITAIN
CONTRACT FOR THE COMPLETE REAPPRAISAL
AND REVALUATION OF ALL TAXABLE REAL PROPERTY
AND ALL EXEMPT REAL PROPERTY LOCATED WITHIN THE
CORPORATE LIMITS OF THE CITY OF NEW BRITAIN, CONNECTICUT
EFFECTIVE OCTOBER 1, 2017

This agreement (the "CONTRACT"), made and concluded this ____ day of July, 2016,
is by and between the CITY OF NEW BRITAIN, State of Connecticut (the CITY), acting
through its Finance and Purchasing Administrator, _____, having been duly
authorized, and _____ having its principal place of business in
_____.

WHEREAS, the CITY, through its ASSESSOR, plans to undertake a complete reappraisal and revaluation of all real property located within the corporate limits of the CITY, for the Grand List of October 1, 2017 and to engage _____ for this PROJECT, and

WHEREAS, _____ has entered a PROPOSAL, in response to Bid No. 3883, for furnishing reappraisal and revaluation services to the CITY OF NEW BRITAIN, and is to assist the ASSESSOR in making such reappraisal and revaluation representing that _____ is experienced and qualified to carry on such work, and is familiar with the recognized appraisal practices and with the standards required for determining values for local property tax purposes;

NOW, THEREFORE, the CITY and _____, for the consideration and in accordance with the terms and conditions hereafter set forth, hereby agree as follows:

_____ hereby represents, warrants and covenants to the CITY as of the date hereof the following:

1. A. (i) _____ is a corporation duly organized and existing under the laws of the State of _____,

B. (i) The undersigned representative of _____ has been authorized and empowered to execute this CONTRACT by a Resolution of the _____ Board of Directors dated: _____,

C. _____ is experienced in mass revaluation of real property and is familiar with recognized appraisal practices and with the standards required for determining ad valorem values for local property tax purposes, and _____ and its agents and employees are qualified to perform the duties contemplated under the CONTRACT.

Additionally, _____ is experienced in Computer Assisted Mass Appraisal revaluation and _____ and its agents and employees are qualified to perform all those duties related to a computerized revaluation.

D. _____ holds and will maintain in effect during the term of the CONTRACT, a currently valid Connecticut Revaluation Company Certification, pursuant to Section 12-2c of the Connecticut General Statutes.

E. There are no actions, suits, proceedings or investigations pending or threatened against or affecting _____, at law or in equity, that have been initiated by any state or political subdivision for which

_____ is performing or has performed revaluation services during the past five (5) years, except for any such actions, suits, proceedings or investigations listed and described in writing by _____ on an exhibit executed by the undersigned and attached to and made a part of this CONTRACT.

F. No statement of fact made by or on behalf of _____ in this CONTRACT, in the CONTRACT SPECIFICATIONS, or in any certificate or exhibit furnished to the CITY pursuant hereto contains any untrue statement of a material fact or omits to state any material fact necessary to make statements contained therein or herein not misleading.

G. _____ understands all the terms and conditions of the CONTRACT, including the CONTRACT SPECIFICATIONS and general conditions attached hereto, and hereby agrees to adhere to the CONTRACT SPECIFICATIONS and attached general conditions which are hereby made a part of the CONTRACT.

2. EMPLOYMENT OF _____

The CITY hereby engages _____ for the purpose of making a revaluation of all real property in the CITY, and _____ hereby agrees to assist the CITY ASSESSOR in making that complete reappraisal and revaluation of all real property located within the corporate limits of the CITY and to perform all the services and furnish all the records, materials, forms, supplies, data bases and systems required by and in complete accordance with the CONTRACT and CONTRACT SPECIFICATIONS. All such labor, records, materials, forms, supplies, data bases and systems shall be in compliance with the requirements of the applicable Connecticut General Statutes and Special Acts, pertinent State regulations, rulings of the Secretary of the Office of Policy and Management, ordinances and agreements of the CITY, and pertinent court decisions of all applicable courts in effect as of October 1, 2017.

3. COMMENCEMENT AND COMPLETION DATES

A. _____ agrees to commence the work within two weeks of receipt of written notice to proceed. Under no circumstances shall _____ begin work in this PROJECT until the CONTRACT for this PROJECT shall have been signed by both parties and until the CITY has issued written notice to proceed.

B. On or before December 29, 2017, _____ agrees to complete the work through the informal public hearings, delivery of all finalized records, finalized appraisals, the updated CAMA database and a certification form signed by _____ in accordance with state regulation 12-62i-5(b).

C. _____ agrees to adhere to the time Schedule for the revaluation PROJECT as set forth in the CONTRACT SPECIFICATIONS. Time shall be of the essence.

D. _____ shall give the CITY liquidated damages in the sum of Five Hundred (\$500) Dollars per day for the first nine calendar days past the penalty implementation date as defined in the CONTRACT SPECIFICATIONS. On the tenth day and each day thereafter the penalty shall be One Thousand (\$1000) dollars per day for each day lost by failure of _____ to complete the work as of the time stipulated in the CONTRACT SPECIFICATIONS.

E. _____ shall pay a FIVE Hundred (\$500) Dollars per day penalty for failure to deliver appraisals to the ASSESSOR in accordance with each of the deadlines in the appraisal delivery schedules as stated in the section entitled "Completion Dates" in the CONTRACT SPECIFICATIONS.

F. _____ is subject to and shall pay penalties for failure to perform as described in the section entitled "Performance Criteria".

4. TRANSFER, ASSIGNMENT AND SUBLETTING OF CONTRACT

_____ 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 CITY and the Bonding company, and further

agree that any such assignment or transfer without prior written approval of both the CITY and bonding company shall in every case be null and void, and further agrees that any such approval, if given, by the CITY and the bonding company shall not release _____ from any responsibility or liability as set forth in this CONTRACT and CONTRACT SPECIFICATIONS. Nothing contained in this CONTRACT or CONTRACT SPECIFICATIONS shall be deemed to create any contractual relationship between any sub-company and the CITY.

5. SEVERABILITY

In the event that any part of any clause or provision of the CONTRACT or CONTRACT SPECIFICATIONS is judicially determined to be unenforceable, it shall be deemed severable from the remainder of that clause or provision, and such remainder shall be binding upon the parties to this CONTRACT.

6. WAIVER

No action or failure to act by the CITY shall constitute a waiver of any right or duty afforded it under the CONTRACT or CONTRACT SPECIFICATIONS, nor shall it prohibit the CITY from future exercise of any such right.

7. CONTRACT PRICE

The CITY agrees to pay to the _____ the total sum of \$ _____ as compensation for _____ services to be performed and the records, materials, forms, supplies, data bases and systems to be furnished by _____. The sum described in the preceding sentence represents the final and complete price for all services, items and systems furnished by, and expenses incurred by, _____ pursuant to this CONTRACT and to the attached CONTRACT SPECIFICATIONS except as modified by the Addenda. _____ and the CITY agree that the methods of billing and payment schedule shall be as set forth in the CONTRACT SPECIFICATIONS, including fiscal year limitations.

8. STANDARDS OF SERVICE

_____, at all times, shall act in good faith and use its best efforts to provide high quality, professional services to assist the ASSESSOR in determining accurate property valuations and shall not undervalue any land, building or other property to avoid or minimize its responsibilities under this CONTRACT or CONTRACT SPECIFICATIONS.

IN WITNESS HEREOF, THE CITY OF NEW BRITAIN, Connecticut and

have executed this CONTRACT on the date first above mentioned.

IN THE PRESENCE OF:

CITY OF NEW BRITAIN,
CONNECTICUT

_____ BY: _____

(Seal)

IN THE PRESENCE OF:

_____ BY: _____

(Seal)

EXHIBIT A

REAPPRAISAL AND REVALUATION CONTRACT SPECIFICATIONS

CITY OF NEW BRITAIN, CONNECTICUT

I. DEFINITIONS

- A. **ASSESSOR:** The word "ASSESSOR" shall mean the duly appointed CITY ASSESSOR of the CITY OF NEW BRITAIN.
- B. **CONTRACT SPECIFICATIONS or SPECIFICATIONS:** The terms "CONTRACT SPECIFICATIONS" or "SPECIFICATIONS" shall mean this Exhibit A which has been attached to and made a part of a certain CONTRACT between the CITY and the COMPANY and any addenda thereto.
- C. **PROJECT:** The word "PROJECT" shall mean the reappraisal and revaluation of all taxable real property and all exempt real property within the corporate limits of the CITY OF NEW BRITAIN.
- D. **COMPANY:** The word "COMPANY" means any person, firm, corporation, association or other entity performing the revaluation work under contract.
- E. **CONTRACTOR:** The word "CONTRACTOR" shall mean and shall be used interchangeably with the word "COMPANY".
- F. **CITY:** The word "CITY" shall mean the CITY OF NEW BRITAIN, Connecticut.

II. SCOPE OF REAPPRAISAL AND REVALUATION

- A. **Basic Scope:** The reappraisal and revaluation of all taxable and exempt real property within the corporate limits of the CITY OF NEW BRITAIN, CONNECTICUT.

The COMPANY shall furnish all labor, records, materials, forms, supplies and equipment and perform all work for the PROJECT in accordance with these CONTRACT SPECIFICATIONS and any addendum thereto.

All work will be carried out and all records, materials, forms, supplies, equipment and systems utilized in this PROJECT, shall conform to and be carried out in accordance with the requirements of the Secretary of Office of Policy and Management, pertinent ordinances and agreements of the CITY, pertinent Connecticut General Statutes and Special Acts and pertinent state regulations pertaining hereto, and pertinent decisions of all applicable courts.

The ASSESSOR will designate the COMPANY to perform all property data collection, analysis of such data and any mass appraisal valuation or field review, pursuant to a method or methods approved by the CITY ASSESSOR, to successfully complete the PROJECT in accordance with the above noted laws, regulations and decisions. The PROJECT will be performed under the direct supervision and approval of the ASSESSOR of the CITY OF NEW BRITAIN, CONNECTICUT.

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 generally accepted mass appraisal methods.

The revaluation PROJECT will cover and include all property in the CITY OF NEW BRITAIN, in the following categories:

1. All taxable real estate, land, building and improvements,
2. All tax exempt real estate, land, buildings and improvements.

The revaluation PROJECT shall not include the valuation of taxable personal property.

- B. **Effective Date:** The effective date of this revaluation PROJECT shall be the assessment date of October 1, 2017. All final values will reflect fair market value, rounded to the nearest hundred dollars, as of October 1, 2017. Assessments will be 70% of market value required by state statute, rounded to the nearest ten dollars. The final valuations and the completion of all work, by the COMPANY and by the ASSESSOR, shall conform to the General Statutes of the State of Connecticut and pertinent state regulations pertaining hereto, and pertinent decisions of all applicable courts as of October 1, 2017.
- C. **Computerization:** The CITY OF NEW BRITAIN utilizes the grand list administrative software of Quality Data Service, Inc. The 2012 revaluation was performed by Vision Government Solutions, Inc. utilizing the CAMA system of Vision Government Solutions, Inc. The Vision CAMA system is linked to Quality Data Service, Inc., the City Engineer's GIS, New England GeoSystems and to the Building Department's View Permit software. This CAMA system provides a very user friendly public information system for the public area of the ASSESSOR'S office and for information access through the internet. These links and this information access are established and productive. In order to maintain this connectivity, productivity and effectiveness, **this revaluation PROJECT is to utilize computer assisted mass appraisal system of Vision Government Solutions, Inc.**

III. CITY INFORMATION

- A. **Physical Data:** The CITY OF NEW BRITAIN is located in the central portion of the State of Connecticut in Hartford County. I-84 and Routes 9 and 72 provide the basis for an excellent transportation system. The CITY has an approximate population of 70,000 and land area of approximately 13 square miles.
- B. **Government:** The CITY OF NEW BRITAIN has a Mayor, Common Council form of government. The Mayor and the Council members' terms are for two years and are not staggered. The Council is the legislative body for the CITY. The Mayor is the CITY'S Chief Executive Officer.
- C. **General Assessment and Tax Information:** The last revaluation was effective as of October 1, 2012. The mill rate for the 2014 Grand List was 49.00 with a gross taxable real estate grand list of 2,584,263,274.
- D. **Parcel Information:** The October 1, 2015 real estate grand list had 16,871 accounts on the taxable list and 583 accounts on the exempt list. Exhibits B, C and D give the approximate number of listings for the various categories for both taxable and tax exempt properties. Exhibit C is from the taxable real estate grand list of the CITY of NEW BRITAIN and provides more specific data on classes of taxable real estate. Exhibit D is for exempt real estate.

Additional charges by the COMPANY for differences in parcel counts shall not be permitted by the CITY. It is the responsibility of the COMPANY to estimate any adjustments in parcel counts from the parcel counts listed for October 1, 2015 to the actual parcel counts for October 1, 2017.

IV. GENERAL CONDITIONS

- A. **Project Award:** The CITY OF NEW BRITAIN, reserves the right to reject any, or any part of, or all BID PROPOSALS; to waive any informality or technical defects, and to accept that BID PROPOSAL which the CITY and the ASSESSOR deem to be in the best interest of the CITY whether or not it is the lowest dollar BID PROPOSAL.

Consideration in the awarding of the contract will be given to, responsiveness of the written PROPOSAL to the purpose and scope of the PROJECT, cost of the work to be done, reputation and professional qualifications of the COMPANY and any specific individuals proposed to be assigned to complete the PROJECT, experience with Connecticut governmental entities in the completion of similar programs, the financial condition of the PROPOSER, the nature and size of the PROPOSER'S organization and a labor force adequate to perform the work competently and on schedule, and a determination by the CITY that the PROPOSER has the ability to complete the PROJECT successfully.

- B. **Certification:** Each company, corporation, partnership, or individual who is utilized by or intended to be utilized by the PROPOSER must hold, from the time of submission of the BID PROPOSAL through the completion of all work herein required, valid Connecticut Revaluation Company Certification pursuant to Section 12-2c (C.G.S.). In addition to submitting a copy of the COMPANY'S Connecticut Revaluation Company Certificate with the proposal, the COMPANY shall supply to the ASSESSOR a copy of its current certificate each April 1 and October 1 from the signing of the contract until the completion of all work herein required.

- C. **General PROPOSAL Requirements:** Each PROPOSAL submitted by a company, corporation, partnership, or individual, thereafter termed PROPOSER shall itemize the PROPOSER'S qualifications and experience.

The PROPOSER must submit the name, telephone number and email address of the person(s) representing the PROPOSER to be contacted in connection with the PROPOSAL.

The PROPOSER shall include a description of the advantages and strengths of the PROPOSER.

The PROPOSER shall submit a complete client list of Connecticut municipalities to which it has rendered services, and the nature of those services, during the last five (5) years. It will be an important factor that at least one (1) such project shall have been performed for a Connecticut municipality whose assessment list is similar to that of the CITY OF NEW BRITAIN during the last five (5) years.

The PROPOSER shall submit a complete listing of all Connecticut municipal revaluation projects it now has underway or under contract.

The PROPOSER shall submit a complete listing of all revaluation projects performed or currently being performed utilizing the CAMA software of Vision Government Solutions, Inc. The PROPOSER should submit any references with regard to revaluation projects that the PROPOSER completed utilizing the CAMA software of Vision Appraisal Technology.

The PROPOSER shall submit a listing of the personnel to be assigned by the PROPOSER to the NEW BRITAIN revaluation PROJECT.

The PROPOSER must submit a detailed work plan, including a schedule of completion dates and percentage of completed work based upon the experience of the PROPOSER in performing revaluations, and based upon the CONTRACT SPECIFICATIONS as set forth in this CONTRACT in

the sections entitled "Payment Schedule" and "Completion Dates".

The PROPOSER shall include a description of the market analyses to be performed to verify the accuracy of the valuations.

The PROPOSER shall include a description of the PROPOSER'S public relations plan which may be used in the NEW BRITAIN revaluation PROJECT.

The PROPOSER must submit, as part of its PROPOSAL, a disclosure and description of any actions, suits, proceedings or investigations pending or threatened against or affecting the PROPOSER, at law or in equity, that have been initiated by any state or political subdivision for which the PROPOSER is performing or has performed revaluation services during the past five (5) years.

The PROPOSER shall submit copies of the Connecticut Revaluation Company Certification and copies of the certifications of personnel to be employed on the NEW BRITAIN revaluation PROJECT

The PROPOSER must submit copies of the PROPOSER'S audited financial statements for the last three (3) fiscal years.

The PROPOSAL shall reflect all costs required for fulfilling these SPECIFICATIONS as stated.

- D. **Office Hours and Staffing:** The COMPANY shall maintain an office in the CITY OF NEW BRITAIN from commencement of work on this PROJECT through the conclusion of the informal hearing process. This office shall be staffed at the COMPANY'S expense with clerical staff as needed as well as other qualified and certified full-time persons so as to insure the successful completion of this PROJECT in accordance with the completion dates set forth in these CONTRACT SPECIFICATIONS and any addenda thereto. Office space shall be provided by the CITY.

The COMPANY shall maintain telephone service in this NEW BRITAIN office from commencement of work on this PROJECT through the conclusion of the informal hearing process. The COMPANY shall assume all costs related to the telephone service. Any COMPANY telephone number(s) shall be published in local newspapers at a time agreed to by the ASSESSOR and the COMPANY. Additional telephone lines will be added by the COMPANY at the discretion of the ASSESSOR in preparation for the informal hearings.

A phone answering machine or system shall be installed at the COMPANY'S expense to operate whenever the office is not staffed. The machine or system shall have a message to be mutually agreed upon by the ASSESSOR and the COMPANY. Said message shall include, at a minimum, the office hours, forwarding number and person to contact.

- E. **Personnel:** The COMPANY shall provide experienced and qualified personnel, as hereinafter provided and must comply with the requirements of the Equal Employment Opportunity provisions of federal and state government. The COMPANY shall adhere to all other legislation relating to employment procedures.

1. **General Qualifications of Personnel:** All personnel assigned to this PROJECT shall be subject to approval by the ASSESSOR prior to the commencement of any individual's duties in the CITY and shall be subject to removal from this PROJECT by the COMPANY upon written request of the ASSESSOR. All personnel assigned to this PROJECT shall be certified by the State of Connecticut at the appropriate level for the work they will perform on this PROJECT. At the commencement of the PROJECT, the COMPANY shall submit to the CITY a written list of all personnel assigned to this PROJECT with their duties, starting date and qualifications, and

shall maintain this list throughout this PROJECT.

Additionally, the COMPANY shall provide the ASSESSOR with a copy of the Connecticut Certificate of each person required to be certified in accordance with Section 12-2b (C.G.S.) and who shall be assigned to this PROJECT. The Certificates shall be provided prior to any actual work on this PROJECT by those personnel.

2. **Minimal Qualifications:**

a. **Project Manager or Supervisor:** Administration of this PROJECT shall be assigned by the COMPANY to a Project Manager or Supervisor. He/She shall be certified by the State of Connecticut pursuant to Section 12-2b (C.G.S.) as a revaluation supervisor and have not less than five (5) years of practical appraisal experience involving extensive experience on commercial, industrial, apartment, and residential type properties.

The Project Manager shall be responsible for all work performed by the COMPANY. The project manager shall serve as an advisor in assisting the ASSESSOR in determining all land, building and improvement values for this PROJECT.

The Project Manager shall spend no less than forty percent (40%) of his/her working time per month in New Britain on this PROJECT. This provision shall be effective from the commencement of the work in this CITY until March 31, 2017. From April 1, 2017 until the successful completion of the PROJECT as outlined in the "Completion Dates" section of these CONTRACT SPECIFICATIONS, the Project Manager shall spend no less than eighty percent (80%) of his/her working time per month in the CITY OF NEW BRITAIN on this PROJECT.

The Project Manager or Supervisor shall be subject to the approval of the ASSESSOR.

b. **Reviewers and Appraisers:** Reviewers and Appraisers shall be certified under the Connecticut Revaluation Certification Program pursuant to Section 12-2b (C.G.S.) and shall not have less than three (3) years of practical appraisal experience in the appraisal of the particular type properties for which they are responsible. Two years of this experience shall have been in the mass appraisal field and 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 his/her duties on this PROJECT.

c. **Data Collectors:** Data Collectors shall have not less than six (6) months of experience and training in this phase of a revaluation project. Minimum age for Data Collectors shall be eighteen (18) years of age. All Data Collectors shall be subject to the approval of the ASSESSOR prior to the commencement of his/her duties on this PROJECT.

The COMPANY must exercise vigilance over the instruction and supervision of the Data Collectors, emphasizing the absolute necessity for the Data Collectors to help establish a good relationship with the property owners.

3. **Employment, Release or Transfer:** Whenever any person who is employed by the COMPANY and is assigned to this PROJECT is released from employment, or transferred from this PROJECT, the ASSESSOR shall be notified in writing of the individual's name and date of occurrence.

Whenever new personnel are assigned to this PROJECT in any capacity, the ASSESSOR shall be notified in writing of the individuals name, qualifications, starting date, and assigned duties.

All personnel assigned to this PROJECT shall be subject to the approval of the ASSESSOR.

All personnel assigned to this PROJECT shall be subject to a background check by the CITY OF NEW BRITAIN.

4. **Instruction:** The COMPANY shall give all staff (including but not limited to, Project Manager, Reviewer and Appraisers, and Data Collectors) clear and unequivocal instruction that they shall not discuss with any property owner or property occupant in the CITY, the assessment of any property they inspect, the property taxes being paid on the property being inspected, or any aspect of the local budget or various CITY issues or political matters. COMPANY staff may discuss all pertinent aspects of value and assessment during informal hearings.

F. **Identification:** All field personnel shall carry suitable ID cards which shall include an up-to-date photograph, supplied by the COMPANY and signed by the ASSESSOR. Any personnel who misplaces his/her ID card will not be allowed in the field until a new ID card is obtained. All automobiles used by field personnel shall be registered with the New Britain Police Department and the ASSESSOR giving license number, make, model, year and color of the vehicle.

G. **Conflict of Interest:** It is specifically agreed that no resident of the CITY or CITY employee shall be employed by the COMPANY without the written approval of the ASSESSOR.

H. **Protection of the CITY:**

1. **Bonding:**

a. Each PROPOSER shall be required, when submitting a BID PROPOSAL, to secure a Bid Bond or to submit a Certified Check equal to ten percent

(10%) of the dollar amount of its BID PROPOSAL, not including Options 1, to protect the CITY from default. Said Bond or Certified Check shall be given as security that if the BID PROPOSAL is accepted, a CONTRACT will be entered into and performance of it secured. The Bid Bond or Certified Check shall be forfeited and the principal amount of said Bid Bond shall be paid to the CITY as an agreed amount of liquidated damages in case of failure of the PROPOSER to enter into CONTRACT as described in these CONTRACT SPECIFICATIONS.

b. The COMPANY awarded the CONTRACT, shall, to secure the faithful performance by the COMPANY of the terms of this agreement, furnish to the Purchasing Agent, a Performance Surety Bond in the amount this CONTRACT, which bond shall be issued by reputable bonding company authorized to do such business in the State of Connecticut, and approved by the CITY. Said bond shall be in form satisfactory to and approved by the CITY'S Attorney. The performance bond shall be delivered to the Purchasing Agent at the time of the signing of the CONTRACT and prior to commencement of actual work. Commencement of the work prior to the approval by the CITY of the Performance Surety Bond submitted by the COMPANY and prior to written notice to proceed from the CITY shall be grounds for the cancellation of the CONTRACT. This bond shall include the appeal requirements of these SPECIFICATIONS. It is understood and agreed that upon completion of the duties of the Board of Assessment Appeals with respect to the October 1, 2017 grand list, and upon determination by the CITY, as certified by the ASSESSOR, that the COMPANY has performed fully and

satisfactorily all its obligations and requirements under the CONTRACT or CONTRACT SPECIFICATIONS, the Performance Surety Bond shall be reduced to zero.

2. **Insurance:** The COMPANY shall procure and maintain in force until all work associated with this PROJECT is completed, insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with activities of the COMPANY, and/or any of its agents, employees, representatives or subcontractors. The following coverages shall be placed with insurance companies licensed by the State of Connecticut which have at least an "A-" VIII policyholders' rating according to BEST Publications' latest edition Key Rating Guide. The cost of such insurance, including required endorsements and amendments, shall be the sole responsibility of the COMPANY. Full disclosure of any non-standard exclusions is required for all required coverage.

a. Workers' Compensation and Employer's Liability Coverage:

\$500,000 each accident

\$500,000 disease policy

\$500,000 disease accident limit

b. Commercial General Liability Coverage:

\$2,000,000 General Aggregate

\$2,000,000 Prod./Compl. Operations Aggregate

\$1,000,000 Occ. Aggregate

c. Automobile Liability Coverage: including coverage for owned, hired or no-owned vehicles, \$1,000,000 liability limit.

d. Professional Liability Insurance: \$1,000,000 limit. If such coverage is on a claims-made basis, the COMPANY must maintain, either through a claims-made contract or the use of an extended discovery provision, coverage for three (3) years after the conclusion of all services performed under this CONTRACT or these CONTRACT SPECIFICATIONS.

e. All insurance companies shall have the duty to defend the CITY against any and all liability or property damage claims arising from the conduct of the COMPANY and/or its agents or employees.

f. Original, completed certificates of insurance will be required to be filed with the Purchasing Agent of the City of New Britain and copies of the same shall be filed with the ASSESSOR, certifying all of above listed coverage. THE FOLLOWING UNDERLINED, ITALIZED WORDING MUST BE SHOWN IN THE SPACE PROVIDED FOR "COMMENTS" ON THE INSURANCE CERTIFICATE.

The CITY OF NEW BRITAIN AND THE CONSOLIDATED SCHOOL DISTRICT are to be named as Additional Insured on the insurance coverage named herein for claims arising out of the COMPANY'S performance of the contract herein.

g. Each insurance coverage named above shall provide not less than a thirty (30) day notice of cancellation to the CITY OF NEW BRITAIN.

The COMPANY shall, at the time of the signing this CONTRACT, deliver certificates of insurance to the Purchasing Agent and CITY ASSESSOR as stated above. Commencement of work prior to written approval by the CITY of said certificates of insurance and prior to notice to proceed from the CITY, shall be grounds for the cancellation of the contract.

3. **Patent/License/Copyright Liability:** The COMPANY shall save the CITY harmless from liability of any nature or kind, including costs and expenses for, or on account of, any patented, licensed or copyrighted equipment, materials, articles or processes used in the performance of this CONTRACT.
4. **Hold Harmless Agreement:** The COMPANY, its agents and assigns shall indemnify and hold harmless the CITY OF NEW BRITAIN, including but not limited to, its elected officials, its officers, and agents, ("the CITY") from any and all claims made against the CITY, including but not limited to, damages, awards, costs and reasonable attorney fees, to the extent any such claim directly and proximately results from the wrongful willful or negligent performance of services by the COMPANY during the COMPANY'S performance of this CONTRACT or any other agreements of the COMPANY entered into by reason thereof. The CITY agrees to give the COMPANY prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.
5. **Bankruptcy, Receivership, Insolvency:** If the COMPANY does not pay its debts due, or if a receiver shall be appointed for its business or its assets and not voided within sixty (60) days, or if the COMPANY 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 CITY shall have the right at its option and without prejudice to its rights hereunder to terminate the CONTRACT and withhold any payments due.
6. **Termination:** If the COMPANY fails to perform the CONTRACT in accordance with the terms of the CONTRACT or these CONTRACT SPECIFICATIONS or if the CITY reasonably doubts that the COMPANY'S work is progressing in such a manner as to ensure compliance with the schedule of completion dates set forth in these CONTRACT SPECIFICATIONS and any addendum thereto, or if the COMPANY fails to maintain Connecticut certification as required in these CONTRACT SPECIFICATIONS, the CITY shall have the right, in addition to all other remedies it may have, upon seven (7) days written notice to the COMPANY and its surety or 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 COMPANY'S agents and employees shall, at the ASSESSOR'S direction, vacate in an orderly fashion any office space provided by the CITY, leaving behind all records, properly filed and indexed, all data whether written or electronic, and the updated CAMA data base with all work completed to the date the company vacated, as well as any and all other property of the CITY. Any funds held by the CITY, under the CONTRACT, shall become the property of the CITY to the extent necessary to reimburse the CITY for its costs in obtaining another contractor and supervising the transition. Termination of the CONTRACT and retention of funds by the CITY shall not prevent the CITY from bringing an action against the COMPANY for damages or exercising any other legal, equitable or contractual right the CITY may possess, in the event of the COMPANY'S failure to perform.
7. **Severability:** In the event any part of any clause or provision of this CONTRACT or CONTRACT SPECIFICATIONS is judicially determined to be unenforceable, it shall be deemed severable from the remainder of the clause or provision and such remainder shall be binding upon the parties to this CONTRACT.
8. **Waiver:** No action or failure to act by the CITY shall constitute a waiver of any right or duty afforded it under the CONTRACT or CONTRACT SPECIFICATIONS, nor shall it prohibit the CITY from future exercise of any such right.
9. **Misrepresentation or Default:** The CITY may void this agreement if the COMPANY has materially misrepresented any offering or defaults on any contract with a Connecticut municipality. The COMPANY shall, also, immediately notify the CITY of any claim or case formally brought against

the COMPANY.

10. **Liquidated Damages/Penalties:** In addition to the liquidated damage covered in the section of these CONTRACT SPECIFICATIONS entitled "Bonding", failure by the COMPANY to complete all work on or before the dates specified herein shall be cause for penalty payment by the COMPANY on the written request of the ASSESSOR for each calendar day beyond the specified date of completion. For additional penalty provisions reference is made to the section of these CONTRACT SPECIFICATIONS entitled "Performance Criteria". Except as otherwise provided, penalties shall only be implemented as of the seventh day following written notification by the ASSESSOR to the COMPANY by certified mail to the PROJECT SUPERVISOR at the NEW BRITAIN office of the COMPANY and by certified mail to the main office of the COMPANY. Said written notice shall specify the completion date that the CITY is concerned may not be met and said written notice shall specify the implementation date, that is, the starting date of the penalty charge herein described. That implementation date or starting date shall be no earlier than the seventh day following the date the written notification is sent and no earlier than the completion date specified herein. For the purposes of this section, the following completion dates are subject to a FIVE HUNDRED DOLLAR (\$500.00) PER DAY penalty for the first nine calendar days past the penalty implementation date. On the tenth calendar day and each day thereafter the penalty shall be ONE THOUSAND DOLLARS (\$1000.00) PER DAY.

a. **March 31, 2017:** All data mailers sent. All inspections completed except for the properties that sell during the period from October 1, 2016 through October 1, 2017.

b. **November 13, 2017:** All valuation notices addressed and mailed. Printout of all Ratio Testing Statistics (see Section 12-62i-3 of the Regulations of Connecticut State Agencies) for October 1, 2017 values utilized in these valuation notices submitted to the ASSESSOR.

c. **December 22, 2017:** Informal hearings completed.

d. **December 29, 2017:** Hearing determination notices completed and mailed, the computer file updated for all final values as they appear on the property record cards, all property record cards finalized, printed and delivered to Assessor in street order, all revaluation records, items, data bases and systems are delivered to the ASSESSOR in accordance with this CONTRACT and CONTRACT SPECIFICATIONS and certification form signed by the COMPANY in accordance with Section 12-62i-5(b) of the Regulations of Connecticut State Agencies.

Each periodic delivery date for completed appraisals to the ASSESSOR as listed in the section "Completion Dates" [Section IV, I, 4, b, (5) & (6)] is also subject to penalty. Failure by the COMPANY to deliver all required appraisals on or before each of the dates specified in the section "Completion Dates" shall be cause for penalty payment by the COMPANY on the written request of the ASSESSOR in the amount of FIVE HUNDRED DOLLARS (\$500.00) PER DAY for each day and for each of the dates that the COMPANY fails to have delivered the required number of appraisals. There is no requirement for the ASSESSOR to give seven day notice by certified mail for the implementation of these FIVE HUNDRED DOLLAR PER DAY PENALTIES in the "Completion Dates" section.

Liquidated damages/penalties due under this clause, or the section of these CONTRACT SPECIFICATIONS entitled "Performance Criteria", shall be deducted from the CONTRACT price and represent a fair and equitable estimate of the damages the CITY will suffer if the COMPANY'S work is not completed on or before the specified dates or is not in conformity with the standards of these SPECIFICATIONS. The CITY shall have the right to use the funds withheld from each periodic payment under terms of these CONTRACT SPECIFICATIONS to satisfy in whole or in part, the liquidated damages/penalties provided in these SPECIFICATIONS.

Delays occasioned by war, strike, explosion, act of God or order of court or other public authority are excepted.

I. **Time Schedule:**

1. **Awarding of CONTRACT:** Within a reasonable time after the opening of the PROPOSALS, the CITY will award a CONTRACT for the revaluation PROJECT. The CITY reserves the right to reject any, or any part of, or all BID PROPOSALS; to waive any informality or technical defects and to accept that BID PROPOSAL which the CITY and the ASSESSOR deem to be in the best interest of the CITY whether or not it is the lowest dollar BID PROPOSAL.
2. **Signing of CONTRACT:** Within fifteen (15) days after the CITY has sent "Notice of Award" to the selected COMPANY, that COMPANY shall execute with the CITY a CONTRACT based on these agreed CONTRACT SPECIFICATIONS.
3. **Changes and Subletting of CONTRACT**
 - a. **Changes:** Changes to the CONTRACT SPECIFICATIONS will be permitted only upon written mutual agreement of the COMPANY and the CITY.
 - b. **Subletting:** The COMPANY shall not assign or transfer the CONTRACT or any interest, or any part therein without first receiving written approval from the CITY, and the bonding company. It shall be mutually agreed and understood that said consent by the CITY shall in no way release the COMPANY from any responsibility or liability as covered in these CONTRACT SPECIFICATIONS and the CONTRACT.
4. **Revaluation Schedule:**
 - a. **Start:** The COMPANY shall start the revaluation work within two (2) weeks of written notice to proceed. Thereafter the COMPANY must continue in a diligent manner so as to ensure completion within the schedule of completion dates as set forth below.
 - b. **Completion Dates:** The following phases of the revaluation PROJECT must be completed in accordance with the following schedule:
 - (1) Data Mailers sent to property owners by March 31, 2017. All inspections completed except for the properties that sell during the period from October 1, 2016 through October 1, 2017.
 - (2) Complete land study and value analysis to begin appraisals by May 19, 2017.
 - (3) Complete market data study to begin appraisals by June 1, 2017.
 - (4) Complete study of market rents, expenses and capitalization factors to begin appraisals by June 15, 2017.
 - (5) Deliver completed residential appraisals, with all field review completed, on draft property record cards (field cards with all measurements, sketches, listings, pricing, review and values) to the ASSESSOR according to the following schedule:

<u>%</u>	<u>DATE</u>
10	June 30, 2017
50	July 28, 2017
100	August 31, 2017

- (6) Deliver completed commercial, industrial, public utility, apartment, special purpose and tax exempt property appraisals, with all field review completed, on draft property record cards (field cards with all measurements, sketches, listings, pricing, review and values including assessment computation) to the ASSESSOR according to the following schedule:

<u>%</u>	<u>DATE</u>
10%	July 21, 2017
50%	August 25, 2017
100%	September 29, 2017

- (7) ASSESSOR completes his/her review and final market adjustments are made no later than November 3, 2017.
- (8) Valuation notices shall be mailed no later than November 13, 2017. Printout of all ratio testing statistics to be given to ASSESSOR.
- (9) Informal hearings are to begin no later than November 20, 2017 and end no later than December 22, 2017. Hearings shall begin no later than seven (7) days after the mailing of the valuation notices.
- (10) Hearing determination notices completed and mailed; the computer file is updated for all final appraisals as they appear on the property record cards; all property record cards are finalized, printed and delivered to the ASSESSOR in street order, all revaluation records, items, data bases and systems are delivered to the ASSESSOR in accordance with the CONTRACT and CONTRACT SPECIFICATIONS and certification form signed by the COMPANY in accordance with Section 12-62i-5(b) of the Regulations of Connecticut State Agencies no later than December 29, 2017.

c. **Appraisal Quality Check:** The COMPANY shall provide the ASSESSOR with a print-out of all of the Ratio Testing Standards Statistics (see Section 12-62i-3 of the Regulations of Connecticut State Agencies) for the October 1, 2017 values supplied to the ASSESSOR starting on July 28, 2017, August 31, 2017, September 29, 2017, November 13, 2017 and at the completion of the informal hearings. The print out shall include all appraisals (except exempt properties) given to the ASSESSOR to that date. In addition, all changes made by or requested by the ASSESSOR in property values as a result of his/her review will be changed within one week of the ASSESSOR'S action or request and shall be included in the printout for the following period.

d. **Assessment Date:** The completed appraisals, upon approval by the ASSESSOR will serve as a basis for assessments effective on the Grand List of October 1, 2017. Notwithstanding the dates mentioned above for any task, all values are to be based on the assessment date of October 1, 2017 and the properties as they exist in New Britain on that date.

e. **Delays:** The COMPANY shall not be liable for delays caused by reason of war, strike, act of God, order of court or other public authority.

J. **Payment Schedule:**

1. **Periodic Payments, Progress Reports and PROJECT Work Plan:**

On the last business day of the month following the execution date of this contract, and on the last business day of each month thereafter during the period covered by this CONTRACT, the COMPANY is to certify by written progress report to the ASSESSOR, the percentage of the total work completed under the CONTRACT which the COMPANY has performed during the said month. The form of the progress report shall itemize and accurately indicate the extent and nature of work performed by volume, street, category or in any manner as required by the ASSESSOR.

The CITY, upon determination by the ASSESSOR, that the certification of the COMPANY concerning work during said period is accurate, will pay to the COMPANY a percentage of the total compensation under this CONTRACT equal to the percentage of the work certified as having been performed during said period, less ten (10%) percent which is to be retained by the CITY for payment to the COMPANY on the CITY'S determination, as certified by the ASSESSOR, that the COMPANY has performed fully and satisfactorily all its obligations and requirements under the CONTRACT.

If the ASSESSOR determines that the COMPANY'S certification is inaccurate, the periodic payment shall be omitted, delayed or adjusted accordingly.

These SPECIFICATIONS contain a schedule of revaluation work and percentages of completion. Within thirty (30) days of the signing of the CONTRACT, the COMPANY shall submit to the ASSESSOR for approval a complete PROJECT work plan. Said plan should list key PROJECT activities and include the start and completion date for each. The plan should estimate the total work days required to complete an activity, the value of each phase expressed a percentage of the total contract or expressed as the dollar amount for that activity, type of personnel required for each activity and the number of such personnel to be assigned to the activity. The PROJECT work plan, biweekly written progress reports, requests for payment and biweekly meetings shall form the basis for management of the PROJECT by the ASSESSOR and the COMPANY.

Upon completion of the duties of the Board of Assessment Appeals with respect to the October 1, 2017 grand list, and upon determination by the CITY, as certified by the ASSESSOR, that the COMPANY has performed fully and satisfactorily all its obligations and requirements under the CONTRACT or CONTRACT SPECIFICATIONS, less any penalties or liquidated damages assessed the COMPANY in accordance with this CONTRACT and CONTRACT SPECIFICATIONS, the CITY will pay all payments due the COMPANY.

2. **Fiscal Year Limitations:** This CONTRACT is contingent upon funding for this purpose by the Common Council of the CITY OF NEW BRITAIN. Notwithstanding any other statements or clauses in this CONTRACT and CONTRACT SPECIFICATIONS, it is further understood that the funding for this PROJECT becomes available July 1 of each fiscal year. No amount in excess of the limits specified in this section shall be paid to the COMPANY during any of the fiscal years here noted. The funding for the fiscal year July 1, 2016 to June 30, 2017 is limited to 50% of the total project cost. The funding for the fiscal year July 1, 2017 to June 30, 2018 is limited to 50% of the total project cost. The COMPANY shall incur no cost on this PROJECT in any fiscal year in excess of that year's annual appropriation plus the balance of prior year unexpended appropriations.

3. **Percentage of Completed Work:** Payments to the COMPANY will be based on the following percentages of completed work, less the ten percent (10%) to be retained by the CITY until the COMPANY has fully and satisfactorily performed all its obligations under the contract.

<u>Approximate Schedule of Completion</u>	<u>% of Completion</u>
1. Project Start-up (including bonding)	10
2. Data maintenance (permits/addresses)	5
3. Data mailers (inspections)	10
4. Valuation Analysis (sales file, income data file, cost/market/income studies)	10
5. Field Review and final appraisal	30
6. Notices and Informal Hearings	10
7. Computer file updated for final appraisals after informal hearings and finalized property cards printed and delivered to ASSESSOR in street order	5
8. Project Management & Public Relations	19
9. Board of Assessment Appeals and completion of Duties	<u>1</u>
	100 %

V. RESPONSIBILITIES OF REVALUATION COMPANY

- A. **GOOD FAITH:** The COMPANY, at all times, shall act in good faith and use its best efforts to provide high quality, professional service 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 under this CONTRACT and CONTRACT SPECIFICATIONS. The COMPANY is responsible for fulfilling all of the stated requirements in this CONTRACT and CONTRACT SPECIFICATIONS in a timely fashion, consistent with a good faith effort.
- B. **PUBLIC RELATIONS:** Public relations must be an important part of the revaluation PROJECT. Adequate public understanding of the revaluation program is essential to its success. The COMPANY must be prepared to conduct a public information campaign which includes media releases and oral presentations. (All information and releases must have prior approval of the ASSESSOR.) With the participation and approval of the ASSESSOR, individual presentations will be directed to taxpayers, local officials, business and civic groups so that they may better understand the scope and objectives of the PROJECT. This campaign will continue on a regular basis for the duration of the entire PROJECT.

Any cost for any news releases shall be the responsibility of the COMPANY. The format and content of such releases shall be approved by the ASSESSOR.

The public relations program must remain flexible to provide sufficient information to promote public understanding to the various diverse groups of property owners. The COMPANY must submit a public information program plan to be approved by the ASSESSOR prior to the commencement of the PROJECT.

- C. **Conduct of COMPANY Employees:** As a condition of this CONTRACT, the COMPANY'S employees shall, at all times, treat the residents, employees and taxpayers of the CITY with respect and courtesy. The COMPANY shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision.

A dress code (subject to the ASSESSOR'S approval) must be developed by the COMPANY and adhered to.

The COMPANY shall give all staff clear and unequivocal instruction that they shall not discuss with any property owner or property occupant in the CITY, the value or the assessment of any property they inspect, the property taxes being paid on the property being inspected, or any aspect of the local budget or various CITY issues or political matters. Company staff may discuss all pertinent aspects of value and assessment during informal hearings.

D. **Records:**

1. **General Provisions:** The COMPANY shall provide all property record cards (field cards), supplies, equipment, forms, literature and papers to be used in this PROJECT at no additional cost to the CITY. All forms shall be subject to the approval of the ASSESSOR as to format, design, content, shape, size, color, quality and quantity, and shall be further subject to the approval of the Secretary of the Office of Policy and Management as required by state law or state regulation.
2. **Property Record Cards (Field Cards):** The COMPANY shall supply property record cards, commonly referred to as "field cards". These cards shall be filed alphabetically by street name and sequentially numbered.

a. **Necessary Information:** These cards shall contain all manner of information affecting value, including but not limited to, address of the property, ASSESSOR'S map/lot identification, classification as to usage, owner of record as of October 1, 2017, source of title, physical characteristics of land, with the breakdown of front feet, square feet, or acreage as applicable, along with unit of value applicable to each, public utilities available, public improvements, census tract number, zoning in effect as of assessment date, the assessed valuation in accordance with the categories prescribed by the Secretary of the Office of Policy and Management as adapted by the ASSESSOR and a sketch of all major buildings, with a listing of all the components of each building. The component listing shall include, but is not limited to, exterior walls, basement and attic information, interior finish, heat and cooling, plumbing, etc. It is expected that the field card will be in the same format as the current field card of the CITY OF NEW BRITAIN with any revisions approved by the CITY ASSESSOR.

The CAMA data base, as verified or updated by the COMPANY through information from income and expense data, from data mailers, from data collection (full inspection), from field review or based on estimate due to property owner refusal or no response, shall be updated and maintained throughout the PROJECT by the COMPANY. Through such updating and maintenance, the CAMA data base will contain all necessary property data to derive accurate valuations for the successful completion of the PROJECT.

b. **Inspection:** All physical improvements shall be inspected and listed as detailed elsewhere in these CONTRACT SPECIFICATIONS. All interior and exterior construction details, quality of construction, age and condition will be shown. Sketches of buildings including dwellings, shall be drawn to scale with dimensions given on the property record card. Sketches shall be drawn for all residential buildings.

3. **Records are CITY Property:** The original or a copy of all records and computations including CAMA data bases made by the COMPANY in connection with any appraisal of property for this PROJECT shall, at all times, be the property of the CITY and upon completion of the PROJECT or termination of this CONTRACT by the CITY, shall be left in good order in custody of the ASSESSOR. Such records and computations shall include, but not be limited to: (1) tax maps; (2) land value maps; (3) materials, wages and cost investigations and schedules; (4) data collection cards (listing cards), property record cards (field cards) with property valuations and separate sketch cards or plot plans, if any; (5) sales data; (6) income, expense and capitalization rate data; (7) depreciation tables; (8) computations of land and building values; (9) all forms of correspondence including letters or memoranda to individuals, corporations, property owners, or groups of organizations explaining the revaluation, or assessments or appraisal methods used in this CITY or on this PROJECT; (10) duplicates of all data mailers; (11) duplicate "Notices of Assessment Change", (12) duplicate of hearing determination notices, and (13) all CAMA data bases.
4. **ASSESSOR'S Records:** The COMPANY shall use a system approved by the ASSESSOR to accurately account for all records and maps which may be taken from the files of the ASSESSOR in connection with this PROJECT. All such records and maps shall be returned immediately. None of the ASSESSOR'S records shall be taken outside of CITY HALL without prior written permission of the ASSESSOR.

The existing CAMA data base is contained in software provided by Vision Appraisal Technology. The COMPANY, with the assistance of the CITY, shall be responsible for the transfer of all data to the new CAMA data base. The COMPANY will do all input of all field inspection information, all ownership changes, all address changes, and any other appropriate changes.

5. **Sales Study and Analysis:** The COMPANY shall conduct study and analysis of sales for two purposes during this revaluation project. First, sales must be reviewed and analyzed for the purpose of developing appraisal models to appraise property in conjunction with this revaluation. Second a sales data base is necessary to perform the statistical test necessary to assure conformance with the Ratio Testing Standards provided in Section 12-62i-3 of the Regulations of Connecticut State Agencies.

A complete inspection and measurement check must be done for all properties that are sold from October 1, 2016 through October 1, 2017 as is also stated in the "Data Collection" section of these SPECIFICATIONS. Such inspection will determine the correctness of the current listing on the ASSESSOR'S records and will reflect the property characteristics as of the date of sale. The COMPANY shall develop a form for written documentation for sale verification for approval by the ASSESSOR. The COMPANY shall provide sale verification for the periods required in these SPECIFICATIONS.

The sales time period required for the Ratio Testing Standards is October 1, 2016 through October 1, 2017. These sales must be verified and processed in accordance with state regulations (Exhibit E). The sales period for the purpose of developing appraisal models shall include sales from October 1, 2015 through October 1, 2017 (or such other reasonable period as deemed appropriate by the ASSESSOR). For the appraisal model study, these sales shall be reduced to appropriate units of comparison and segregated into the following major categories: vacant residential land, vacant commercial land, vacant industrial land, residential condominiums, commercial condominiums, residential properties, commercial properties, apartment properties and industrial properties. Further subcategory breakdown such as ranch, split level, cape, retail, office, gas station, etc. will also be required. No values shall be set until such an analysis is presented to, reviewed by and accepted by the ASSESSOR. The

ASSESSOR is to approve final market adjustments for the October 1, 2017 values no later than November 3, 2017.

- E. **Valuation Notices:** The ASSESSOR will designate the COMPANY to prepare and mail the valuation notices. No later than November 13, 2017, a notice in accordance with Section 12-55 (C.G.S.) and with Section 12-62(f) (C.G.S.) shall be sent, at COMPANY'S expense, by first class mail, to each owner of record of each parcel of real property in the CITY as of October 1, 2017. Such notice shall include the assessed valuation of such parcel as of October 1, 2017 and the assessed valuation of such parcel in the last preceding assessment year. The notice shall be prepared in duplicate and in conformity with the Connecticut General Statutes. The duplicate copies will be arranged alphabetically by property address and shall be left with the ASSESSOR. Further, information specifying the dates, times and place of the informal public hearings, with an explanation of the purpose of a revaluation and how assessments were determined, and information describing the property owner's rights to appeal shall be enclosed. Such notices and information shall be subject to approval by the ASSESSOR.
- F. **Informal Hearings:** Beginning no later than November 20, 2017, the COMPANY shall hold informal hearings, at such times and at such locations as the ASSESSOR may specify, so that owners of property, or legal representatives of owners may appear at appointed times to discuss with qualified members of the COMPANY'S staff, the manner and method of arriving at market value. Property owners or the legal representatives of owners will be instructed to telephone the COMPANY to schedule an appointment for an informal hearing. Informal hearings, at the discretion of the ASSESSOR, may be held on week nights and Saturdays as well as during business hours.

The COMPANY, in conjunction with recommendations of the ASSESSOR, shall schedule a sufficient number of hearings and provide sufficient qualified personnel certified by the State of Connecticut and approved by the ASSESSOR to handle said hearings expeditiously and fairly. "Qualified personnel" shall be defined as one who actually performed appraisal work for the NEW BRITAIN PROJECT either as a Reviewer, Supervisor or any such person involved in the actual estimating of value for the NEW BRITAIN PROJECT.

The COMPANY shall require each person(s) or their legal representative who appears at a hearing, to sign a form indicating whether the COMPANY shall re-inspect the property/properties being discussed, such decision to re-inspect to be at the reasonable discretion of the COMPANY. The COMPANY shall not make any change in an assessment if property owner has refused the interior of the improvement to be inspected. Any such re-inspection shall be made as soon as possible but in no event later than December 27, 2017. This form shall be approved by the ASSESSOR and provided by the COMPANY. The completed and signed forms shall be turned over to the ASSESSOR at the conclusion of the hearings.

Any information offered by the taxpayer shall be given consideration, and adjustments shall be made where warranted. The informal hearings shall be completed by December 22, 2017. No later than December 29, 2017, the COMPANY shall, at its expense, in person or by first class mail, notify in writing each taxpayer who has appeared at an informal hearing of the results of that hearing, whether the assessment has been changed or not. The content and form of such notices shall be subject to the prior approval of the ASSESSOR. Such notice shall include: 1) the adjusted assessment, or (2) a statement that no change is warranted. If the assessment of any property is adjusted, whether reinspected or not, the above stated notice shall be mailed.

- G. **Board of Assessment Appeals:**
The COMPANY shall have a qualified staff member, who actually performed appraisal work on the NEW BRITAIN PROJECT, available for attendance at deliberations of the Board of Assessment Appeals next to be held after the completion of the revaluation, Sundays excluded, to explain the

valuations made. Such availability and attendance shall not be required after the date, including extensions as provided by statute, for the completion of the duties of the Board of Assessment Appeals on the October 1, 2017 Grand List. The COMPANY shall attend, at the request of the Board of Assessment Appeals of the City of New Britain, no more than five (5) evening meetings, each meeting to be no more than three (3) hours in length. It is the responsibility of the Board of Assessment Appeals to schedule the meetings for deliberations and to notify the COMPANY that a qualified staff member is to be present in accordance with these SPECIFICATIONS.

- H. **Information to ASSESSOR:** The COMPANY shall give to the ASSESSOR any and all information requested pertaining to the revaluation work for a period of one year after completion of the duties of the Board of Assessment Appeals on the October 1, 2017 Grand List, without further cost to the CITY.

Throughout the PROJECT, the COMPANY shall satisfy all requests made by the CITY for information as to the COMPANY'S planned work schedule for the PROJECT, personnel employed on the PROJECT, appraisal methods and procedures utilized, and the status of the work. Written biweekly progress reports are required throughout the duration of the PROJECT, commencing thirty (30) days from the date the CONTRACT is signed. These biweekly reports shall detail work completed on the data mailers, data collection (full inspection), field review, and other tasks of the PROJECT.

- I. **Appraisal Manuals:** The COMPANY shall supply and leave for the CITY, not less than four (4) copies of all PROJECT appraisal manuals. Appraisal manuals are all tables, factors, models and model descriptions which were employed in the PROJECT to process value estimates. A draft copy of these appraisal manuals shall be turned over to the ASSESSOR upon approval of the appraisal methods by the ASSESSOR. These appraisal manuals are to include any statements of procedure used in the revaluation and a compilation of all real property, arms-length sales in each neighborhood for the period from October 1, 2016 through October 1, 2017.
- J. **Office Space:** The CITY shall furnish to the COMPANY sufficient office space in CITY HALL to carry out the terms of this CONTRACT. If the CITY is unable to provide space in CITY HALL, the CITY will reimburse the COMPANY for leased space, subject to the CITY'S approval of the appropriateness and cost. Said office space shall be set-up for operations within thirty (30) days of the signing of the CONTRACT. The CITY will furnish parking to the COMPANY for two (2) vehicles in the CITY parking garage during the PROJECT at no charge to the COMPANY.
- K. **Office Equipment:** The COMPANY must provide all necessary office equipment, furniture, copiers, computers, printers and filing cabinets for its use during the PROJECT. During the PROJECT all personal property owned by the COMPANY and located in the CITY shall be subject to property tax in accordance with Connecticut General Statutes.
- L. **Mail:** For any mail the COMPANY is required to send in conjunction with this CONTRACT or CONTRACT SPECIFICATIONS, it is the responsibility of the COMPANY to initiate investigation of all returned mail for updated name or address and to re-mail such mail. The CITY intends that the COMPANY will notify the ASSESSOR concerning returned mail. Through information available to the ASSESSOR and/or Tax Collector, the CITY will provide any updated name and address information that the CITY has to the COMPANY. The COMPANY is responsible to keep record of the returned mail, the COMPANY'S report to the CITY, the CITY'S report back to the COMPANY and the re-mailing of the item.

VI. APPRAISAL SPECIFICATIONS

- A. **General:** The COMPANY shall calculate a value estimate for each parcel. A valuation pre-test will

be performed during the development of cost schedules, market adjustments, income, expense and capitalization factors. The pre-test will involve the selection of representative sample properties, at the discretion of the ASSESSOR, for processing through CAMA calculations and for review in the field. This pre-test review may then result in further refinement to the components used in value calculations. In addition to this pre-test, all appraisals will be reviewed by the ASSESSOR and market data which becomes available during the time up through October 1, 2017 will be considered and tested against value estimates for the PROJECT. The end result of this value testing process will be the unit land values, the cost schedules, the market modules, the comparable sale selections and adjustment factors, the market rent, market expense and capitalization factors approved by the ASSESSOR for the reappraisal and revaluation of real property in the CITY.

B. **Appraisal of Land:** The COMPANY shall appraise all land within the CITY. All valuations are subject to the approval of the ASSESSOR.

1. **Land Value Study:** Land shall be valued on the basis of an analysis of sales data as specified in the section of these CONTRACT SPECIFICATIONS entitled "Sales Study and Analysis". The analysis and application of sales data shall be governed by generally accepted mass appraisal methods used in the appraisal of land and shall be approved by the ASSESSOR.

The COMPANY shall make a careful investigation of this data and shall verify sales of property within the CITY. All factors affecting the value of land shall be considered such as location, zoning, access, topography, soil conditions, size, shape, view, utilities, vacancy, etc. 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 property record card (field card).

2. **Land Value Units:** The COMPANY shall prepare land unit values by square foot, acreage, or fractional acreage, whichever in the judgment of the ASSESSOR most accurately reflects the market for the appraised land. All necessary tables and charts shall be developed by the COMPANY for the valuing of land. These charts shall be prepared according to generally accepted mass appraisal methods and subject to the approval of the ASSESSOR.
3. **Land Value Map:** The COMPANY shall delineate the land value units for all streets and acreage in the CITY on a suitable map to be provided by the ASSESSOR. The land value map shall be returned to the ASSESSOR at the completion of the revaluation PROJECT.
4. **Neighborhood Delineation:** Residential neighborhood delineations currently exist in the CITY. After consideration of all appropriate factors, the COMPANY may, with the cooperation and approval of the ASSESSOR, delineate changes in "neighborhood" units within the CITY. Each neighborhood unit resulting from this revaluation will exhibit homogeneous characteristics. Each neighborhood unit will be assigned a separate identification code which will be used for valuation. This neighborhood code shall be recorded and maintained in the computer data base and on property record card (field card) for each property.
5. **Land Value Review and Inspection:** All land shall be viewed by physical observation/inspection by the COMPANY'S personnel certified as Reviewers. Adjustments in value shall be made to compensate for topographical irregularities such as high banks, steep slopes, swamps, irregular shape or any other factor which may detract from or enhance the value of the land. Land valuation computations shall be entered on the property record card (field card).

C. Appraisal of Residential Buildings and Structures

1. **Residential Property:** In accordance with Section 12-62i-1 (18) of the Regulations of Connecticut State Agencies, a residential property is defined as “an improved parcel of land devoted to human habitation for use as a domicile of less than five dwelling units. Property used for human habitation includes but is not limited to year round residences, rural residences, condominiums, estates, seasonal residences, and individually owned mobile manufactured homes. Residential property includes the lot or land on which the dwelling is situated, and accessory building(s) located on the parcel such as garages, sheds, pools and tennis courts”.
2. **Data Verification:** Connecticut General Statute 12-62(b)(3)(4) requires property inspection or verification of property data for each property during the period from October 1, 1996 through October 1, 2009 and once for every ten years thereafter. The ASSESSOR’S office of the CITY OF NEW BRITAIN has been in the process of meeting this requirement. To date the inspection requirement has been fulfilled for 2,312 of 16,871 taxable properties and for 267 of 583 exempt properties. It will be a goal of this revaluation PROJECT to fulfill this requirement for the remaining approximate 14,900 properties. The inspection requirement may be fulfilled by a full inspection or by satisfactory response to a data verification questionnaire (data mailer for residential only).

In the months of September, October and November 2016, the COMPANY shall conduct data verification for residential properties for which the inspection requirement has not been fulfilled through the use of a data mailer (questionnaire), see Section VI C 4 of these SPECIFICATIONS entitled “Data Mailer (Questionnaire)”. It shall be sent to the record owner of such residential properties to obtain verification of the accuracy of data listed on the assessor’s property record for each residential property. The ASSESSOR has developed a quality assurance program with respect to responses received to such questionnaires. Property owners shall be required to complete, sign and return the questionnaires to the COMPANY during a specified period of time. The COMPANY shall provide property owners with addressed stamped envelopes for the return of the questionnaires. If, in accordance with the quality assurance program of the ASSESSOR, the COMPANY finds the data for the property is satisfactory based on the completed, signed questionnaire, that satisfactory questionnaire determination shall be noted on the property record together with the date returned. If the COMPANY determines, in accordance with the quality assurance program of the ASSESSOR, that a returned questionnaire for a property does not provide satisfactory verification of data listed on the ASSESSOR’S property record, any such property shall be posted for full inspection. Also, the COMPANY shall post for full inspection any property for which no questionnaire is returned during the specified period of time. Full inspection shall be sought for residential properties posted for full inspection in accordance with Section VI C 3 of these CONTRACT SPECIFICATIONS, entitled “Data Collection (Full Inspection)”.

The ASSESSOR will designate the COMPANY to perform all property *data collection*, analysis of such data and any mass appraisal valuation or field review, pursuant to a method or methods approved by the CITY ASSESSOR, to successfully complete this PROJECT in accordance with all applicable laws and regulations as well as in accordance with the provisions of these SPECIFICATIONS.

3. **Data Collection (Full Inspection):** In accordance with the General Statutes, full inspection “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.” For this revaluation project, full inspection (also

referred to as Data Collection) will be sought for all properties that are sold during the period from October 1, 2016 through October 1, 2017. Full inspection will also be sought for properties for which a property inspection has not been noted on the property record and for which no satisfactory verification of data was obtained through a completed, signed and returned questionnaire (data mailer). Full inspection will also be sought for apartment, commercial, industrial and public utility properties.

It should be noted that in the period from October 1, 2013 through September 30, 2014 the CITY completed 786 Conveyance Tax Forms for OPM with 55.6% reported as arms-length or useable sales. In the period from October 1, 2014 through September 30, 2015 the CITY completed 846 Conveyance Tax Forms for OPM. OPM has not made any determination on validity for this period at this time.

It is not possible to know the number of properties that will transfer during the period from October 1, 2016 through October 1, 2017. It is not possible to know the number of properties for which there will not be a satisfactory verification of data through a response to the questionnaire. A full inspection of all apartment, commercial, industrial and public utility properties will be sought in this revaluation PROJECT. When a COMPANY is preparing PROPOSAL for this revaluation PROJECT, it shall consider that full inspection will be sought for all sales as noted, for all apartment, commercial, industrial and public utility properties, and all residential properties that had not previously been inspected since October 1, 2009 or for which satisfactory verification through questionnaire had not been obtained. However, that maximum number of full inspections required under this contract is ten thousand (10,000) full inspections. If the COMPANY performs ten thousand (10,000) full inspections, the full inspection requirements under this contract will be fulfilled. Option 2, Additional Full Inspections, as found in Exhibit G of these SPECIFICATIONS, will provide for the CITY to contract for additional inspections if it chooses to do so. Option 3, as found in Exhibit H, will allow the COMPANY to provide a discount for less than 10,000 full inspections.

a. **Pre-inspection Letter:** The COMPANY shall notify each property owner who is subject to full inspection in accordance with these SPECIFICATIONS, by means of a letter (approved by the ASSESSOR) mailed, at the COMPANY'S expense, to the property owner approximately one to four weeks before a Data Collector will visit the property. This letter in addition to other correspondence mailed to property owners during this PROJECT is an opportunity to inform property owners in the CITY OF NEW BRITAIN concerning the activities of this PROJECT and an opportunity for positive public relations.

b. **Interior Inspection:** Approximately one to four weeks after the pre-inspection letter is mailed to a property owner, a Data Collector from the COMPANY shall visit the property to make a careful, full inspection of the property. The Data Collector shall have each interior inspection verified, including the date of the inspection, by having an adult owner or occupant of the property sign the data collection sheet.

c. **Inspection Refused:** If the owner or occupant refuses permission to inspect, the Data Collector should be courteous and leave the premises at once. When it is possible, after the Data Collector has left the property, the Data Collector shall note on the property record that the owner or occupant refused the property inspection. The ASSESSOR shall be notified of all such refusals within five (5) work days of such refusal. The ASSESSOR will send a letter in such cases to the property owner to explain the data collection process and its importance to the assessment of property for the basis of the property tax. The property owner will be asked to call the COMPANY within a definite period of time to make an appointment for a full inspection. If an appointment for full inspection is not made and kept by the property owner,

that fact will be noted as a second refusal on the property record. The valuation for such property will be calculated based on the best estimate of property characteristics and condition for the property by the COMPANY and ASSESSOR, and the property record for such property will be noted that the inspection requirement has been fulfilled. No such property shall be noted that the inspection requirement has been fulfilled if the letter sent by the ASSESSOR to request that the owner call for an appointment is returned by the postal service as undelivered.

d. **No Call Backs:** If no one is at home or no adult occupant of the property is home or present at the visit of the Data Collector, the Data Collector should leave the premises. However, if it is possible, the Data Collector shall leave by quickly walking around the exterior of the dwelling to note any changes to the exterior of the dwelling or any changes to outbuildings or other improvements. After the Data Collector has left the property, the Data Collector shall note on the property record that no owner or adult occupant was available to allow interior inspection. The time and date of such visit should also be noted. The Data Collector should complete any notations about changes to the exterior or outbuildings. There will be no call back. For such properties where there was no one available to permit the full inspection, the COMPANY, at the COMPANY'S expense, will send a letter (approved by the ASSESSOR) to inform the owner that a Data Collector from the COMPANY had visited the property and that no owner or adult occupant was at home or available to permit the inspection. The letter will explain the data collection process and its importance to the assessment of property for the basis of the property tax. The property owner will be asked to call the COMPANY within a definite period of time to make an appointment for a full inspection. If the property owner does not call to make an appointment within the period of time that is provided, that fact will be noted as "no response" on the property record. The valuation for such property will be calculated based on the best estimate of property characteristics and condition for the property by the COMPANY and ASSESSOR, and the property record for such property will be noted that the inspection requirement has been fulfilled. No such property shall be noted that the inspection requirement has been fulfilled if the letter sent by the COMPANY to request that the owner call for an appointment is returned by the postal service as undelivered.

e. **Verification and Recording of Data:** Data Collectors are to carefully observe and verify or change data characteristics or conditions listed on a property record based on such careful observation. Sketches on the data collection sheet shall be uniform, neat, accurate and legible. Changes in property sketches must be made to the property record by the COMPANY. The physical characteristics of the land parcel are to be observed and recorded in the field on the data collection sheet and made part of the property record by the COMPANY.

4. **Data Mailer (Questionnaire):** In Section VI C 2 of these SPECIFICATIONS entitled "Data Verification", it was stated that in this PROJECT the record owner of every residential property is to be sent a Data Mailer or questionnaire (approved by the ASSESSOR) by the COMPANY, at the COMPANY'S expense, to obtain verification of the accuracy of data listed on the assessor's property record for each residential property. Property owners play an important role in monitoring the quality of the data base information. Also, the data mailer in addition to other correspondence mailed to property owners during this PROJECT is an opportunity to inform property owners in the CITY OF NEW BRITAIN concerning the activities of this PROJECT and an opportunity for positive public relations. The format of these data mailers and the schedule of mailings are subject to the approval of the ASSESSOR. Data mailers must consist of a selected property description, a cover letter (approved by the ASSESSOR) which explains the purpose and content of the mailer, and an addressed, stamped return envelope. The mailers for parcels shall include, but not be limited to:

Parcel size	Building size (sketch)
Style of structure	Number of baths
Year built	Basement type
Exterior wall material	Basement finish
Number of fireplaces	Garage
Heating	Central air conditioning
Latest sale price and date, if sale recorded later than October 1, 2016.	

5. **Field Review:** In accordance with the General Statutes, field review “means the process by which a person examines each parcel of real property in the context of 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 parcels attributes are accounted for in the valuation being developed for a revaluation”. In this revaluation PROJECT, all properties shall be reviewed in the field by the COMPANY'S personnel certified as Reviewers. The ASSESSOR will designate the COMPANY to perform all property data collection, analysis of such data and any mass appraisal valuation or *field review*, pursuant to a method or methods approved by the CITY ASSESSOR, to successfully complete this PROJECT in accordance with all applicable laws and regulations as well as in accordance with the provisions of these SPECIFICATIONS.

The COMPANY shall provide the ASSESSOR with written procedures for the conduct of the field review at least thirty (30) days prior to the date of the commencement of the field review.

All properties shall be field reviewed in conformance with the requirements of the General Statutes of the State of Connecticut. The ASSESSOR shall be notified of the dates of field review so that the ASSESSOR may accompany the Reviewers during this phase of the revaluation PROJECT.

6. **Pricing and Valuations:**

- a. **October 1, 2017 Fair Market Value:** Pricing and valuation of all land, buildings and improvements must reflect the fair market value as of October 1, 2017, and shall be performed in accordance with the previously approved manuals and schedules. (Fair market values shall be rounded to the nearest hundred dollars.)

- b. **CITY Acceptance:** Prior to the mailing of the valuation notices and prior to the mailing of informal hearing determinations, the COMPANY'S project manager (supervisor) will review the final values, computed by the COMPANY, with the ASSESSOR to ensure that the ASSESSOR is prepared to accept the COMPANY'S work. The ASSESSOR will make the final judgment on the final value. If deemed to be unacceptable, the values will be corrected or revised by the COMPANY as required or specified by the ASSESSOR.

D. **Appraisal of Apartment, Commercial, Industrial, Public Utility, and Exempt Properties:**

1. **Apartment Property:** In accordance with Section 12-62i-1 (2) of the Regulations of Connecticut State Agencies, an apartment property is defined as “an improved parcel of land devoted to use as a domicile of five or more dwelling units including co-operative ownership by the tenants. Apartment property includes the lot or land that is occupied by an apartment building and other improvements to or on the land”.

2. **Commercial Property:** In accordance with Section 12-62i-1 (6) of the Regulations of Connecticut State Agencies, a commercial property is defined as “an improved parcel of land used for the sale of goods or services including, but not limited to dining establishments, motor vehicle services, warehouse and distribution facilities, retail services, banks, office buildings, multi-purpose buildings that house more than one occupation, commercial condominiums for retail or wholesale use, non-residential living accommodations, recreation facilities, entertainment facilities, hotels, and motels. Commercial property includes the lot or land on which the building(s) is situated and accessory improvements located on a commercial lot such as paving and storage buildings”. For the purposes of this revaluation PROJECT, the category of commercial property shall include farm properties and all other types of properties that are not included in the residential, apartment, industrial, public utility, exempt or vacant land categories.
3. **Industrial Property:** In accordance with Section 12-62i-1 (8) of the Regulations of Connecticut State Agencies, an industrial property is defined as “an improved parcel of land used for the production or fabrication of durable and non-durable man-made goods from raw materials or compounded parts including but not limited to manufacturing and processing facilities, industrial condominiums, and mining and quarrying operations. Industrial property includes the lot or land on which the building(s) is situated and accessory improvements located on an industrial lot such as paving, storage buildings and tanks”.
4. **Public Utility Property:** In accordance with Section 12-62i-1 (16) of the Regulations of Connecticut State Agencies, a public utility property is defined as “an improved parcel of land used to provide services to the general public that are typically provided by a public service company as defined in section 16-1 of the Connecticut General Statutes. Public utility property includes the lot or land on which the building(s) is situated and accessory improvements located on the public utility lot such as paving, storage buildings and tanks”.
5. **Exempt Property:** Exempt properties are all properties that the ASSESSOR has determined are to be listed on the grand list as totally exempt for property tax pursuant to the General Statutes of the State of Connecticut.
6. **Data Collection (Full Inspection):** For this revaluation PROJECT, full inspection will be sought for all apartment, commercial, industrial, and public utility buildings and improvements.

The ASSESSOR will designate the COMPANY to perform all property *data collection*, analysis of such data and any mass appraisal valuation or field review, pursuant to a method or methods approved by the CITY ASSESSOR, to successfully complete this PROJECT in accordance with all applicable laws and regulations as well as in accordance with the provisions of these SPECIFICATIONS

When a COMPANY is preparing PROPOSAL for this revaluation PROJECT, it shall consider that full inspection will be sought for all sales as noted, for all apartment, commercial, industrial and public utility properties, and all residential properties that had not previously been inspected since October 1, 1996 or for which satisfactory verification through questionnaire had not been obtained. However, that maximum number of full inspections required under this contract is ten thousand (10,000) full inspections. If the COMPANY performs ten thousand (10,000) full inspections, the full inspection requirements under this contract will be fulfilled. Option 2, Additional Full Inspections, as found in Exhibit G of these SPECIFICATIONS, will provide for the CITY to contract for additional inspections if it chooses to do so.

a. **Pre-inspection Letter:** The COMPANY shall notify each property owner who is subject to full inspection in accordance with this section of these SPECIFICATIONS, by means of a letter (approved by the ASSESSOR) mailed, at the COMPANY'S expense, to the property owner approximately one to eight weeks before a Data Collector will visit the property. This letter in addition to other correspondence mailed to property owners during this PROJECT is an opportunity to inform property owners in the CITY OF NEW BRITAIN concerning the activities of this PROJECT and an opportunity for positive public relations.

b. **Interior Inspection:** Approximately one to eight weeks after the pre-inspection letter is mailed to a property owner, a Data Collector from the COMPANY shall visit the property to make a careful inspection of the property.

c. **Inspection Refused:** If the owner or an occupant refuses permission to inspect, the Data Collector should be courteous and leave the premises at once. When it is possible, after the Data Collector has left the property, the Data Collector shall note on the property record that the owner or an occupant refused the property inspection. The ASSESSOR shall be notified of all such refusals within five (5) work days of such refusal. The ASSESSOR will send a letter in such cases to the property owner to explain the data collection process and its importance to the assessment of property for the basis of the property tax. The property owner will be asked to call the COMPANY within a definite period of time to make an appointment for a full inspection. If an appointment for full inspection is not made and kept by the property owner, that fact will be noted as a second refusal on the property record. The valuation for such property will be calculated based on the best estimate of property characteristics and condition for the property by the COMPANY and ASSESSOR, and the property record for such property will be noted that the inspection requirement has been fulfilled. No such property shall be noted that the inspection requirement has been fulfilled if the letter sent by the ASSESSOR to request that the owner call for an appointment is returned by the postal service as undelivered.

d. **No Call Backs:** If no one is at the property, or no owner or adult occupant is present at the visit of the Data Collector, the Data Collector should leave the premises. However, if it is possible, the Data Collector shall leave by quickly walking around the exterior of the building to note any changes to the exterior of the building or any changes to outbuildings or other improvements. When it is possible after the Data Collector has left the property, the Data Collector shall note on the property record that no owner or adult occupant was available to allow interior inspection. The time and date of such visit should also be noted. The Data Collector should complete any notations about changes to the exterior or outbuildings. There will be no call back. For such properties where there was no one available to permit the full inspection, the COMPANY, at the COMPANY'S expense, will send a letter (approved by the ASSESSOR) to inform the owner that a Data Collector from the COMPANY had visited the property and that no owner or adult occupant was available to permit the inspection. The letter will explain the data collection process and its importance to the assessment of property for the basis of the property tax. The property owner will be asked to call the COMPANY within a definite period of time to make an appointment for a full inspection. If the property owner does not call to make an appointment within the period of time that is provided, that fact will be noted as "no response" on the property record. The valuation for such property will be calculated based on the best estimate of property characteristics and condition for the property by the COMPANY and ASSESSOR, and the property record for such property will be noted that the inspection requirement has been fulfilled. No such property shall be noted that the inspection requirement has been fulfilled if the letter sent by the COMPANY to request that the owner call for an appointment is returned by the postal service as undelivered.

e. **Verification and Recording of Data:** Data Collectors are to carefully observe and verify or change data characteristics or conditions listed on a property record based on such careful observation. All buildings shall be identified and described as to component parts of construction, size, area, height, age, usage and present occupant(s). The physical characteristics of the land parcel are to be observed and recorded in the field on the data collection sheet and made part of the property record by the COMPANY.

f. **Sketches:** A sketch shall be made of all buildings of 750 square feet or more. Sketches on the data collection sheet shall be uniform, neat, accurate and legible. Changes in property sketches must be made to the property record by the COMPANY.

g. **Yard Improvements:** All yard improvements shall be listed and valued separately.

h. **Fixed Equipment:** 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, the COMPANY shall bring that question to the attention of the ASSESSOR and be bound by the ASSESSOR'S determination.

Any item which might be considered an item of personal property, yet is included in the valuation of the building, the ASSESSOR shall be notified in writing and it shall be separately listed and described by the COMPANY either on the property record card or separately on another record.

i. **Large Properties:** The CITY has several large 'campus style properties'. They include the following properties:

1 Hartford Sq. - Dixwell Associates
600 Myrtle St. - Stanley Works Plant
221 South St. - SL New Britain, LLC
100 Grand St. – Hospital of Central Connecticut
2150 Corbin Ave. - Hospital for Special Care
1615 Stanley St. - Central Connecticut State University

The ASSESSOR shall accompany COMPANY personnel for a full inspection of these properties. The COMPANY shall fully inspect and field review these properties, classify and appraise each in the same manner as other properties as set forth in these SPECIFICATIONS. The COMPANY shall provide revised property record cards and a summary of value and of assessment chart(s) for each of these properties.

7. **Field Review:** In this revaluation PROJECT, all properties shall be reviewed in the field by the COMPANY'S personnel certified as Reviewers. The ASSESSOR will designate the COMPANY to perform all property data collection, analysis of such data and any mass appraisal valuation or *field review*, pursuant to a method or methods approved by the CITY ASSESSOR, to successfully complete this PROJECT in accordance with all applicable laws and regulations as well as in accordance with the provisions of these SPECIFICATIONS.

The COMPANY shall provide the ASSESSOR with written procedures for the conduct of the field review at least thirty (30) days prior to the date of the commencement of the field review.

All properties shall be field reviewed in conformance with the requirements of the General Statutes of the State of Connecticut. The ASSESSOR shall be notified of the dates of field

review so that the ASSESSOR may accompany the Reviewers during this phase of the revaluation PROJECT.

8. **Pricing and Valuations:**

a. **October 1, 2017 Fair Market Value:** Pricing and valuation of all land, buildings and improvements must reflect the fair market value as of October 1, 2017, and shall be done from and in accordance with the previously approved manuals and schedules. (Fair market values shall be rounded to the nearest hundred dollars.)

b. **Final Valuation:** The final valuation of any property in the CITY shall be the fair market value of a property as it exists on October 1, 2017. Final valuation will be determined after a correlation of 1) replacement cost of the buildings and improvements, less depreciation from all causes plus the market value of the land, and 2) the income approach where applicable.

c. **CITY Acceptance:** Prior to the mailing of the valuation notices and prior to the mailing of informal hearing determinations, the COMPANY'S project manager (supervisor) will review the final values, computed by the COMPANY, with the ASSESSOR to ensure that the ASSESSOR is prepared to accept the COMPANY'S work. The ASSESSOR will make the final judgment on the final value. If deemed to be unacceptable, the values will be corrected or revised by the COMPANY as required or specified by the ASSESSOR.

9. **Income Approach:** Income and expense data gathered by the CITY shall be utilized by the COMPANY for income producing properties. Any income and expense forms with accompanying summary reports and rent schedules shall become property of the CITY. All information filed and furnished in accordance with Section 12-63c of the Connecticut General Statutes shall not be a public record and is not subject to the provisions of Section 1-19 (Freedom of Information) of the Connecticut General Statutes. From such returns and other data sources, the COMPANY will establish market or economic rent and expenses for income producing properties. The COMPANY shall also develop capitalization rates by investigating sales and income data. Rates shall be established for various classes of property. When the rates, factors and methods have been approved by the ASSESSOR, the COMPANY shall make appraisals including the income approach in accordance with the Connecticut General Statutes.

The CITY shall be responsible for the collection of income and expense data in accordance with Section 12-63c of the Connecticut General Statutes. The collection schedule of said reports shall be:

TAXPAYER'S INCOME YEAR	DATE OF REQUEST	TO BE RECEIVED BY ASSESSOR ON
1/1/14 to 12/31/14	April 2015	June 1, 2015
1/1/15 to 12/31/15	April 2016	June 1, 2016
1/1/16 to 12/31/16	April 2017	June 1, 2017

E. **Control and Quality Check**

1. **Field Checks:** The ASSESSOR shall spot check in the field, properties picked at random by the ASSESSOR, with or without a COMPANY supervisor.
2. **COMPANY Quality Control:** The COMPANY shall establish an internal method of quality control to ensure that work is being performed in accordance with these SPECIFICATIONS and other generally accepted mass appraisal methods. Such method of quality control shall be subject to approval of the ASSESSOR.

3. **Building Permits:** The ASSESSOR shall inspect properties for which building permits are issued during the course of the revaluation PROJECT. The ASSESSOR shall give the COMPANY updated listing information for improvements which are completed during the PROJECT but which were not previously listed in the COMPANY'S property record file. The COMPANY shall be responsible for all data entry for listing changes due to building permits.
4. **Incomplete Construction:** The COMPANY shall note on the property record cards of all properties that contain partially completed improvements that there is an incomplete improvement. The card shall show the percentage of completion and reflect the percentage of completion in the valuation as of October 1, 2017.

VII. TRANSMITTAL OF RECORDS TO THE ASSESSOR

Regular periodic delivery of an updated property record file shall be made to the ASSESSOR for his/her review for verification of work completed by the COMPANY and verification of the accuracy of the work by the COMPANY. Regular periodic delivery of appraisals, as completed, and in accordance with the schedule provided in the section of these CONTRACT SPECIFICATIONS entitled "Completion Dates", shall be made to the ASSESSOR for his/her review. Regular periodic delivery of Ratio Testing Standards Reports in accordance with the schedule provided in these CONTRACT SPECIFICATIONS shall be made to the ASSESSOR for his/her review. All completed and corrected data and records shall be turned over to the ASSESSOR as of December 29, 2017.

Unless otherwise provided in these SPECIFICATIONS, because it is preliminary, property data and/or appraisals and other records shall not be made public until after the valuation notices are mailed, except to the extent public access may be compulsory under the provisions of applicable law.

VIII. RESPONSIBILITY OF CITY

- A. **Nature of Service:** It is clearly understood and agreed that the services rendered by the COMPANY are in the nature of assistance to the ASSESSOR and all decisions as to proper valuations, taxable or tax exempt status shall rest with the ASSESSOR. The COMPANY shall, in good faith, use its best efforts to assist the ASSESSOR in determining accurate and proper valuations and shall not undervalue or overvalue any land, building or other property to avoid or to minimize its responsibilities as outlined in these CONTRACT SPECIFICATIONS. The ASSESSOR will designate the COMPANY to perform all property data collection, analysis of such data and all mass appraisal valuation or field review to successfully complete the PROJECT in accordance with all applicable laws and regulations as well as in accordance with the provisions of these SPECIFICATIONS.
- B. **Cooperation:** The ASSESSOR, CITY, and its employees will cooperate with and render all reasonable assistance to the COMPANY and its employees in the course of this PROJECT.
- C. **Items Furnished or Made Available by CITY to the COMPANY:** The CITY shall furnish, or make available, the following:
 1. **Maps:** The CITY shall furnish one (1) set of ASSESSOR maps showing streets, property lines, and parcel identification numbers.
 2. **Zoning:** The CITY will furnish one (1) set of the current CITY zoning regulations and a zoning map.

3. **CAMA Data Base:** The existing CAMA data base is contained in software provided by Vision Appraisal Technology. The ASSESSOR will make the ASSESSOR'S current CAMA file available to the COMPANY for it to establish a property record file for its work in the completion of this PROJECT. The COMPANY shall be responsible for the data entry and maintenance of all data necessary to complete this PROJECT successfully in accordance with applicable laws and regulations and in accordance with these CONTRACT SPECIFICATIONS.
4. **Property Record Cards (field cards):** The ASSESSOR will make available to the COMPANY the current property record cards for any purpose that is determined appropriate by the ASSESSOR (subject to the provisions in the section of these CONTRACT SPECIFICATIONS entitled "ASSESSOR'S Records".
5. **Property Transfers:** The COMPANY and the ASSESSOR shall agree to a system of regular notification to the COMPANY of property splits and transfers occurring after the initial establishment of the COMPANY'S data base. The COMPANY shall be responsible for all data entry. The COMPANY shall insure that all transfers and splits are included in the COMPANY'S CAMA file and final appraisals.
6. **Building Permits:** The ASSESSOR shall inspect properties for which building permits are issued during the course of the revaluation PROJECT. The ASSESSOR shall give the COMPANY updated listing information for improvements which are completed during the PROJECT but which were not previously listed in the COMPANY'S computer file. The COMPANY shall be responsible for all data entry for listing changes due to building permits. The COMPANY shall insure that all such construction, additions, improvements, and demolitions are included in the COMPANY'S CAMA file and final appraisals.
7. **Introduction:** The ASSESSOR shall furnish letters of introduction and authority to inspect real estate in the CITY. The ASSESSOR shall sign the photo ID cards provided by the COMPANY for its employees for this PROJECT.
8. **Signing of Communications:** The ASSESSOR shall sign for the CITY communications to be mailed at the COMPANY'S expense for the purpose of contacting a property owner for inspection of the property or for such other purpose as is determined appropriate by the ASSESSOR.
9. **Mailing Address:** The CITY shall furnish through the ASSESSOR'S Office the current mailing address of all property owners in accordance with the "Mail" section of these SPECIFICATIONS
10. **Grand List Information:** The CITY shall make available to the COMPANY, through Quality Data Service, Inc. any necessary information currently on the CITY'S Grand List.
11. **Office Space:** The CITY shall furnish to the COMPANY sufficient office space in CITY HALL to carry out the terms of this CONTRACT. If the CITY is unable to provide space in CITY HALL, the CITY will reimburse the COMPANY for leased space, subject to the CITY'S approval of the appropriateness and cost. Said office space shall be set-up for operations within thirty (30) days of the signing of the CONTRACT. The CITY will furnish parking to the COMPANY for two (2) vehicles in the CITY parking garage during the PROJECT at no charge to the COMPANY.

IX. RESPONSIBLE TO THE ASSESSOR

It is understood and agreed that the reappraisal of properties covered by this agreement shall conform to the procedures and technical requirements of the ASSESSOR and, at least bi-weekly, the COMPANY'S Project Manager (Supervisor) shall meet with said ASSESSOR to discuss the progress and various other details of the PROJECT. At this bi-weekly meeting, written "PROGRESS REPORTS" shall also be submitted prior to making any payment due the COMPANY. These meetings may be scheduled to occur more frequently if it is found to be necessary by the ASSESSOR.

X. CAMA SYSTEM

A. **General:** The CAMA system provides a comprehensive means to produce computer generated appraisals for real property within a data base management environment. The CAMA system includes valuation capability for all classes of property including residential, commercial, industrial, and public utility. The CAMA system data base supports all data items necessary to compute uniform and accurate valuations of various property classifications. The CAMA system supports an extensive title history file which accommodates the CITY'S comprehensive title history records. The CAMA system contains a comprehensive file of digital photographs of property improvements.

The COMPANY shall use the current CAMA system of the CITY which was established in the revaluation completed for October 1, 2012 and has been carefully maintained for each succeeding grand list year. This CAMA system, which the CITY is licensed to use, is the system of Vision Government Solutions, Inc. of Northboro, Massachusetts. The Vision CAMA system is linked to Quality Data Service Inc.'s administrative system, the City Engineer's GIS system and to the Building Department's system. This CAMA system provides a very user friendly public information system for the public area of the ASSESSOR'S office and for information access through the internet. These links and this information access are established and productive. In order to maintain this connectivity, productivity and effectiveness, **this revaluation PROJECT is to utilize computer assisted mass appraisal system of Vision Government Solutions, Inc.** The CAMA system of Vision Government Solutions, Inc. must be utilized by the COMPANY from the beginning of the revaluation PROJECT, so that the ASSESSOR can verify the successful completion of work on schedule by the COMPANY from the beginning to the end of the PROJECT. The COMPANY shall establish a CAMA data base no later than August 10, 2016. The PROPOSAL must include the cost of any additional software licenses to complete the tasks of the PROJECT offsite, if the COMPANY intends to conduct data entry or analysis in a location other than the ASSESSOR'S office in the CITY OF NEW BRITAIN. If the COMPANY intends to perform such tasks offsite, the PROPOSAL must describe the plans and methods intended for data entry, analysis and data transfer to and from the CAMA system in the ASSESSOR'S office. The PROPOSAL must include any and all costs related thereto.

B. **Performance Criteria:** The COMPANY shall certify to the ASSESSOR when the CAMA system is established and completely operational. Immediately following such certification, the system with all of its modules and features shall be available to the staff of the ASSESSOR in the ASSESSOR'S network. If the system does not operate successfully, the COMPANY shall have ten (10) calendar days, following written notification by the ASSESSOR to the COMPANY that the CAMA system is not operational, to make the system operational. If the CAMA system does not successfully operate as of the eleventh day, the COMPANY shall be subject to a penalty of ONE HUNDRED DOLLAR (\$100.00) per day as liquidated damages for each day the system is not operational. If such failures of the CAMA system to successfully operate occur more than thirty (30) days after the initial written

notification of failure from the CITY, the CITY may, at its sole discretion, in addition to the penalties already noted, exercise any of the following options:

1. Require the COMPANY to make any or all necessary modifications, at no extra cost to the CITY, and to continue the PROJECT.
2. Terminate the CONTRACT as provided in the "Termination" section of these CONTRACT SPECIFICATIONS.
3. Pursue any other legal remedy.

C. **Appraisal Manuals:** The COMPANY shall supply and leave for the CITY, not less than four (4) copies of all PROJECT appraisal manuals. Appraisal manuals are all tables, factors, models and model descriptions which were employed in the PROJECT to process value estimates through the CAMA system. A draft copy of these appraisal manuals shall be turned over to the ASSESSOR upon approval of the appraisal methods by the ASSESSOR. These appraisal manuals are to include any statements of procedure used in the revaluation and a compilation of all real property, arms-length sales in each neighborhood for the period from October 1, 2016 through October 1, 2017.

EXHIBIT B

M-13 Summary and M-13a Summary Total Page

TOTAL PART 1: REAL PROPERTY (codes 100 through 800)	\$2,064,639,505
TOTAL PART 2: REG MOTOR VEHICLES (Codes 01 through 04 & 08)	\$281,357,465
TOTAL PART 3: PERSONAL PROPERTY (Codes 9 through 25)	\$269,632,550
A. Gross Grand List after all changes by the Board of Assessment Appeals and Certificates of Correction by Assessor	\$2,615,629,520
TOTAL PART 4: PROPERTY EXEMPTION:	
Real Estate:	\$24,125,324
Motor Vehicles:	\$13,819,043
Personal Property:	\$96,497,374
TOTAL EXEMPTIONS:	\$134,441,741
B. Net Grand List of Municipality, after all corrections, on which tax will be levied Gross Grand List minus total Exemptions from Part 4:	\$2,481,187,779
C. M-13a TOTAL: 2015 GRAND LIST OF TAX EXEMPT PROPERTY	\$1,122,062,650

CERTIFICATION: *I hereby certify that the foregoing abstract is a true copy of the 2015 Grand List of all taxable, property tax exemptions and tax exempt property of the above municipality as made by its assessor or board of assessors and altered by its assessor or board of assessment appeals after all corrections required by 12-120 of the Connecticut General Statutes have been made.*

ASSESSOR NAME: Michael T Konik

C.C.M.A. CERTIFICATE #: 1418

ASSESSOR SIGNATURE: Michael T. Konik 4/6/2016
DATE:

Business Address: New Britain

Number & Street 27 West Main St

City, State, Zip + 4 New Britain CT 06051

Phone #: (include ext.) (860) 826-3323 Ext. _____

Business Email: mkonik@newbritainct.gov

Business Fax: (860) 612-5013

Please return by May 1, 2016 to:

Attn: Shirley Corona
Office of Policy and Management
Intergovernmental Policy Division MS #54FOR
450 Capitol Avenue / Hartford, CT 06106-1379
Email: Shirley.Corona@ct.gov Fax: 860-418-6493

- 1) Mail Original's
- 2) Fax Amended

New Britain
M-13 Taxable Property

Description and Classification of Real Property			
Code	Number	Description	Assessment
100	15185	Residential	\$1,446,587,795
200	717	Commercial	\$281,712,560
300	142	Industrial	\$101,615,300
400	5	Public Utility	\$422,590
500	452	Vacant Land	\$12,026,700
600	0	Use Assessment	\$0
700	0	10 Mill Forest	\$0
800	491	Apartments	\$222,274,560
		Total	\$2,064,639,505

New Britain
M-13 Taxable Property

Registered Motor Vehicles

Code	Number	Description	Assessment
01	36440	Passenger	\$224,291,159
02	637	Commercial M.V.	\$13,548,873
03	3469	Combination	\$24,902,447
04	0	Farm	\$0
08	3823	All other registered motor vehicles	\$18,614,986
Total			\$281,357,465

New Britain

M-13 Taxable Property

Personal Property

Code	Number	Description	Assessment
09	36	Non-registered Motor Vehicles & Snowmobiles	\$2,294,820
10	171	Industrial/Manufacturing Machinery & Equipment	\$12,322,160
11	0	Horses & Ponies	\$0
12	0	Commercial Fishing Apparatus	\$0
13	83	Manufacturing and Biotechnology Machinery & Equipment	\$91,530,540
14	0	Mobile Manufactured Homes	\$0
16	1491	Commercial Furniture & Fixtures	\$39,621,800
17	0	Farm Machinery	\$0
18	0	Farming Tools	\$0
19	47	Mechanics Tools	\$616,730
20	882	Electronic Data Processing Equipment	\$21,990,790
21	44	Telecommunication Equipment	\$4,134,200
22	3	Cable, Conduits, Pipes, Poles, Towers, Telephone, Water, Etc.	\$77,810,700
23	1051	Monthly Average Quantity of Supplies	\$1,179,330
24	803	All other taxable property, chattels & effects	\$15,667,470
25	744	25% Penalty	\$2,464,010
Total			\$269,632,550

New Britain
M-13 Exemptions

Code	Property Tax Exemptions	Number	R.E.	Number	M.V.	Number	P.P.	Total
A	Non-Reimbursed Veterans	1423	\$3,584,890	477	\$762,270	1	\$1,000	\$4,348,160
B	Reimbursed Additional Veteran - Income Requirement	212	\$525,000	0	\$0	0	\$0	\$525,000
C	Non Reimbursed Additional Veteran - No Income Requirement (PA 03-01, Sec 40)	999	\$601,400	409	\$228,480	1	\$500	\$830,380
D	Disability - Non Reimbursed	0	\$0	10	\$91,770	0	\$0	\$91,770
E	Totally Disabled - Reimbursed:12-81(55);PA 04-02,Sec 76)	124	\$130,000	82	\$74,520	0	\$0	\$204,520
F	Blind	24	\$72,000	8	\$18,210	0	\$0	\$90,210
G	Economic & Developmental - Non Reimbursed	25	\$11,699,033	0	\$0	14	\$217,363	\$11,916,396
H	Economic & Developmental - Reimbursed	16	\$4,766,276	0	\$0	9	\$207,548	\$4,973,824
I	Farm & Mechanics - Non-Reimbursed	5	\$403,600	0	\$0	9	\$19,630	\$423,230
J	Renewable Energy/Pollution Control Equip./Non-Reimbursed	2	\$1,770,720	0	\$0	24	\$4,085,823	\$5,856,543
K	Personal Property Of Tax-Exempt Institutions - Non-Reimbursed	0	\$0	473	\$3,725,960	0	\$0	\$3,725,960
L	Individuals (Non Reimbursed)	0	\$0	0	\$0	0	\$0	\$0
M	Miscellaneous	1	\$20,825	165	\$8,604,630	1	\$434,970	\$9,060,425
O	Phase-In - Residential Property	0	\$0	0	\$0	0	\$0	\$0
P	Phase-In - Non Residential Property	0	\$0	0	\$0	0	\$0	\$0
Q	Residential Fixed Assessments - Non-Reimbursed	5	\$551,580	0	\$0	0	\$0	\$551,580
S	Energy Efficient Motor Vehicles Non-Reimbursed	0	\$0	0	\$0	0	\$0	\$0
T	Commercial Motor Vehicles - Non-Reimbursed	0	\$0	5	\$313,203	0	\$0	\$313,203
U	Manufacturing and Biotechnology Machinery/Equipment - Non-Reimbursed	0	\$0	0	\$0	83	\$91,530,540	\$91,530,540
	Total	2836	\$24,125,324	1629	\$13,819,043	142	\$96,497,374	\$134,441,741

New Britain
M-13a Tax Exempt Property

Code	Description	Code(100-800)	Total
AAAX	Federal (Use Abstract Codes 100-800)	0	\$0
AAAX	Federal (Use Abstract Codes 100-800)	200	\$3,380,440
BAAX	Municipal	0	\$0
BAAX	Municipal	100	\$414,120
BAAX	Municipal	200	\$289,747,290
BAAX	Municipal	300	\$185,710
BAAX	Municipal	500	\$17,727,990
BAAX	Municipal	800	\$22,212,750
BBAX	Beach Property	0	\$0
BCBX	Municipal Airport in other town	0	\$0
BDHX	Water Supply	0	\$0
BEAX	Public Purpose by Will or Trust	0	\$0
BFBX	Municipal Airport	0	\$0
BGCX	Municipal Port Authority	0	\$0
BHAX	Regional Council or agency	0	\$0
CAAX	Volunteer Fire Company	0	\$0
DAAX	Scientific	0	\$0
DBAX	Educational	0	\$0
DBAX	Educational	100	\$392,590
DBAX	Educational	200	\$56,367,520
DCAX	Literary	0	\$0
DDAX	Historical	0	\$0
DEAX	Charitable	0	\$0
DEAX	Charitable	100	\$2,891,000

New Britain
M-13a Tax Exempt Property

DEAX	Charitable	200	\$23,277,430
DEAX	Charitable	500	\$271,880
DEAX	Charitable	800	\$548,450
DECX	Charitable, Local Option	0	\$0
DFAX	Nursing, Rest and Residential Care	0	\$0
DFAX	Nursing, Rest and Residential Care	200	\$5,470,500
EBAX	CT Student Loan Foundation	0	\$0
ECCX	Child Care Local Option	0	\$0
FAAX	Agricultural	0	\$0
FBAX	Horticultural	0	\$0
GAAX	Cemetery	0	\$0
GAAX	Cemetery	100	\$31,180
GAAX	Cemetery	200	\$6,025,760
GAAX	Cemetery	500	\$792,330
HAAX	Houses of Religious Worship	0	\$0
HAAX	Houses of Religious Worship	100	\$3,677,520
HAAX	Houses of Religious Worship	200	\$57,073,940
HAAX	Houses of Religious Worship	500	\$543,900
HAAX	Houses of Religious Worship	800	\$81,480
IAAX	Parish House	0	\$0
IAAX	Parish House	100	\$380,240
IAAX	Parish House	200	\$823,480
IBAX	Church School	0	\$0
IBAX	Church School	100	\$155,050

New Britain
M-13a Tax Exempt Property

IBAX	Church School	200	\$6,567,610
IBAX	Church School	500	\$24,360
ICAX	Nonprofit camp	0	\$0
IDAX	Recreational Facility	0	\$0
IDAX	Recreational Facility	100	\$95,060
IEAX	Orphan asylum	0	\$0
IFAX	Thrift shop	0	\$0
IGAX	Reformatory	0	\$0
IGAX	Reformatory	200	\$89,180
IGAX	Reformatory	500	\$910
IGAX	Reformatory	800	\$113,120
IHAX	Infirmary	0	\$0
JAAX	Houses used by Officiating Clergy	0	\$0
JAAX	Houses used by Officiating Clergy	100	\$1,410,290
JAAX	Houses used by Officiating Clergy	200	\$20,916,420
JAAX	Houses used by Officiating Clergy	500	\$19,180
JAAX	Houses used by Officiating Clergy	800	\$257,740
KAAX	Hospitals	0	\$0
KBAX	Sanatoriums	0	\$0
KCAX	Health Care Facility, HMO	0	\$0
LAAX	Veteran's Organizations	0	\$0
LAAX	Veteran's Organizations	100	\$375,270
LAAX	Veteran's Organizations	200	\$1,125,940
LAAX	Veteran's Organizations	300	\$2,169,650

New Britain
M-13a Tax Exempt Property

LAAX	Veteran's Organizations	500	\$34,020
MAAX	America National Red Cross	0	\$0
NAAX	Nonprofit camps	0	\$0
NBAX	Recreational Facilities	0	\$0
OABX	Administration	0	\$0
OABX	Administration	200	\$49,815,290
OBBX	Child Care	0	\$0
OCBX	Correction	0	\$0
ODBX	Education	0	\$0
ODBX	Education	200	\$312,391,840
ODBX	Education	500	\$9,824,570
OEBX	Hospitals & Health Care	0	\$0
OFBX	Dept. of Public Safety	0	\$0
OFBX	Dept. of Public Safety	200	\$1,765,470
OGBX	Recreation	0	\$0
OHBX	Dept. of Transportation	0	\$0
OHBX	Dept. of Transportation	200	\$2,569,980
OHBX	Dept. of Transportation	500	\$9,337,090
OHBX-BIA	Dept. of Transportation – Bradley International Airport	0	\$0
OIBX	Miscellaneous	0	\$0
OIBX	Miscellaneous	500	\$19,110
OJAX	Property within highway ROW	0	\$0
OKBX	Federal Trust Mashantucket Pequot	0	\$0
PABX	Private Colleges	0	\$0

New Britain
M-13a Tax Exempt Property

PBBX	General/Free Standing Chronic Disease Hospitals	0	\$0
PBBX	General/Free Standing Chronic Disease Hospitals	100	\$600,170
PBBX	General/Free Standing Chronic Disease Hospitals	200	\$209,698,230
PBBX	General/Free Standing Chronic Disease Hospitals	500	\$135,310
PBBX	General/Free Standing Chronic Disease Hospitals	800	\$231,350
QAAX	Public Service Co.; Railroad	0	\$0
QAAX	Public Service Co.; Railroad	500	\$2,940
RAAX	CT Resource Recovery Authority: Owned	0	\$0
RAHX	CRRA Reimbursed	0	\$0
RBAX	Connecticut Innovations, Inc.	0	\$0
SAAX	CT Housing Authority	0	\$0
SAHX	CT Housing Authority	0	\$0
TAAX	Connecticut Airport Authority	0	\$0
Total:			\$1,122,062,650

EXHIBIT D

2015 GRAND LIST OF TAXABLE PROPERTY FOR CITY OF NEW BRITAIN GL VALUE 04/21/2016

TYPE OF ACCOUNTS	# OF ACCOUNTS	GROSS ASSESSMENT	TOTAL EXEMPTIONS	TOTAL NET VALU
REAL ESTATE REGULAR	16245	2,006,852,040	21,376,314	1,985,475,726
REAL ESTATE ELD H.O	627	58,023,050	2,749,010	55,274,040
TOTAL REAL ESTATE TAXABLE	16872	2,064,875,090	24,125,324	2,040,749,766
REAL ESTATE EXEMPT	583	1,122,062,650	1,122,062,650	0
REAL ESTATE TOTALS	17455	3,186,937,740	1,146,187,974	2,040,749,766
FINAL TOTAL	17455	3,186,937,740	1,146,187,974	2,040,749,766
FINAL TOTAL TAXABLE	16872	2,064,875,090	24,125,324	2,040,749,766

TAX FOR THIS LIST IS COMPUTED AS FOLLOWS:

REAL ESTATE REGULAR NET	1,985,475,726
ELDERLY HOME OWNERS NET	55,274,040
TOTAL NET ASSESSMENT	2,040,749,766

PART I - REAL ESTATE 2015 GRAND LIST OF TAXABLE PROPERTY FOR CITY OF NEW BRITAIN GL VALUE 04/21/2016
PAGE: 2

CODE #	OF ACCTS	DESCRIPTION OF CLASSIFICATION	GROSS ASSESSMENT
100	15,185	RESIDENTIAL	1,446,554,300
200	717	COMMERCIAL	281,732,300
300	142	INDUSTRIAL	101,828,520
400	5	PUBLIC UTILITY	422,590
500	451	VACANT LAND	12,026,700
800	491	APARTMENTS	222,310,680
	16,991	GRAND TOTAL	2,064,875,090

CODE	EXEMPTION DESCRIPTION	NUMBER	REAL ESTATE	NUMBER	MOTOR VEHICLE	NUMBER	PERSONAL	TOTAL
A	NON-REIMBURSED EXEMPTION	1423	3,584,890					3,584,890
B	REIMB ADDL VET / INCOME	212	525,000					525,000
C	REIMB ADDL VET/NON INCOME	1007	601,400					601,400
D	DISABILITY - NON REIMB	6	6,000					6,000
E	100% DISABLED - REIMB	124	124,000					124,000
F	BLIND S12-81(17)	24	72,000					72,000
G	ECONOMIC & DEVELOPMENTAL	25	11,699,033					11,699,033
H	ECONOMIC DEV REIMB	16	4,766,276					4,766,276
I	FARM & MECHANICS	5	403,600					403,600
J	SOLAR ENERGY/POLLUT CNTRL	2	1,770,720					1,770,720
K	PP/TAX EXEMPT INSTITUTION							
L	LOCAL X 12-81W VOL FIRE/E							
M	MISCELLANEOUS	1	20,825					20,825
N	MANUFACTURERS & TRUCKS							
O	PHASE-IN RESIDENTIAL							
P	PHASE-IN NON RESIDENTIAL							
Q	RESIDENTIAL FIXED ASSMNT	5	551,580					551,580
R	MFG MME							
T	COMM MV							
U	MME							
	GRAND TOTAL	2850	24,125,324	0		0		24,125,324

	TOTAL EXEMPTIONS	GROSS ASSESSMENT	NET VALUE
TOTAL PART 1: REAL PROPERTY (CODES 100 THRU 800)		2,064,875,090	
TOTAL PART 2: REG.MOTOR VEHICLE (CODES 01-04, #8)		0	
TOTAL PART 3: PERSONAL PROPERTY (CODE 9 THRU 25)		0	
TOTAL GROSS GRAND LIST VALUES		2,064,875,090	
TOTAL PART 4: PROPERTY EXEMPTION (CODES A-R)			
REAL ESTATE	24,125,324		
MOTOR VEHICLE	0		
PERSONAL PROPERTY	0		
TOTAL PART 4:	24,125,324		
TOTAL NET GRAND LIST VALUE			2,040,749,766

Exhibit E

Performance-Based Revaluation Testing Standards and Certification of Revaluations Performed by Towns

The Regulations of Connecticut State Agencies are amended by adding section 12-62i-1 to section 12-62i-8, inclusive, as follows:

Sec. 1 Section 12-62i -1 (NEW) Definitions.

As used in section 12-62i-1 to section 12-62i-8, inclusive, of the Regulations of Connecticut State Agencies:

- (1) “Aggregate mean ratio” means the ratio of the sum of the assessments to the sum of the sales prices;
- (2) “Apartment property” means an improved parcel of land devoted to use as a domicile of five or more dwelling units including co-operative ownership by the tenants. Apartment property includes the lot or land that is occupied by an apartment building and other improvements to or on the land;
- (3) “Assessor” means the assessor or board of assessors of any Connecticut town;
- (4) “Cadastral map” means a map drawn to scale displaying for each parcel of real property within a town, dimensions, survey lines, ownership boundaries and a unique identifier;
- (5) “Coefficient of dispersion” means the average absolute deviation of assessment/sales ratios from the median assessment/sales ratio, expressed as a percentage of the median;
- (6) “Commercial property” means an improved parcel of land used for the sale of goods or services including, but not limited to dining establishments, motor vehicle services, warehouse and distribution facilities, retail services, banks, office buildings, multi-purpose buildings that house more than one occupation, commercial condominiums for retail or wholesale use, non-residential living accommodations, recreation facilities, entertainment facilities, hotels, and motels. Commercial property includes the lot or land on which the building(s) is situated and accessory improvements located on a commercial lot such as paving and storage buildings;
- (7) “Company” means a revaluation company as defined in section 12-2c of the Connecticut General Statutes;
- (8) “Industrial property” means an improved parcel of land used for the production or fabrication of durable and non-durable man-made goods from raw materials or compounded parts including but not limited to manufacturing and processing facilities, industrial condominiums, and mining and quarrying operations. Industrial property includes the lot or land on which the building(s) is situated and accessory improvements located on an industrial lot such as paving, storage buildings and tanks.
- (9) “Market sale” means a sale for the most probable price in cash, terms equivalent to cash, or in other precisely revealed terms, for which the real property will sell in a competitive and open market under all conditions requisite to a fair sale with the buyer and seller each acting prudently, knowledgeably, and assuming the price is not affected by undue stimulus. It includes the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby: (A) the buyer and seller are typically motivated, (B) both parties are well informed or well advised, and acting in what they consider their best interest, (C) a reasonable time is allowed for exposure in the open market, (D) payment is made in United States’ currency or in terms of financial arrangements comparable thereto, and (E) the price represents the normal consideration for the real property sold which is unaffected by special or creative financing or sales concessions granted by anyone associated with the sale;

- (10) “Mass appraisal” means the process of valuing a universe of properties as of a given date using standard methodology, employing common data, and allowing for statistical testing. Methodology that is acceptable shall include, but is not limited to, automated valuation models, adaptive estimation procedure, multiple regression analysis, statistical analysis and other generally accepted techniques;
- (11) “Mean ratio” means the arithmetic average of the ratios;
- (12) “Median ratio” means the value of the middle ratio in an uneven number of ratios arranged or arrayed according to size or the arithmetic average of the two central ratios in an even number of ratios similarly arranged;
- (13) “Neighborhood” means a geographic area of complementary real property parcels that share similar locational and market value characteristics, and may be defined by natural, man-made, or political boundaries;
- (14) “Price related differential” means the ratio of the mean ratio to the aggregate mean;
- (15) “Property class” means any one of the following three major classifications of real property: (A) residential; (B) commercial including apartments, industrial and public utility; and (C) vacant land;
- (16) “Public utility” means an improved parcel of land used to provide services to the general public that are typically provided by a public service company as defined in section 16-1 of the Connecticut General Statutes. Public utility property includes the lot or land on which the building(s) is situated and accessory improvements located on the public utility lot such as paving, storage buildings and tanks;
- (17) “Ratio” means the property’s assessed valuation divided by the property’s sales price;
- (18) “Residential property” means an improved parcel of land devoted to human habitation for use as a domicile of less than five dwelling units. Property used for human habitation includes but is not limited to year round residences, rural residences, condominiums, estates, seasonal residences, and individually owned mobile manufactured homes. Residential property includes the lot or land on which the dwelling is situated, and accessory buildings(s) located on the parcel such as garages, sheds, pools and tennis courts;
- (19) “Revaluation” means the mass appraisal of property to determine the true and actual value of all real property in a town for assessment purposes in accordance with section 12-62 of the Connecticut General Statutes;
- (20) “Sales time period” means the twelve-month period beginning twelve months before the assessment date which is the effective date of a revaluation, provided if the total number of market sales occurring in said period is less than thirty the time period prior to said assessment date shall be extended in three-month increments until the number of market sales having taken place is equal to or greater than thirty, but shall not be extended more than thirty months prior to said assessment date;
- (21) “Secretary” means the Secretary of the Office of Policy and Management, or his designee;
- (22) “Sold” means properties that were transferred during the sales time period, provided such transfers were market sales;
- (23) “Unsold” means properties that were not transferred during the sales time period or were not market sales;

- (24) “Unsold property test” means the ratio of (A) the ratio of the market value of sold properties, to (B) the ratio of the market value of unsold properties where the ratio of the market value of sold properties is the total market value of all sold properties after revaluation to the total market value of all sold properties before revaluation, and the ratio of the market value of unsold properties is the total market value of all unsold properties after revaluation to the total market value of all unsold properties before revaluation;
- (25) “Vacant Land” means land that is not developed or land lacking in essential appurtenant improvements above and below water, that are required in order for the land to serve a useful purpose. It is land that may be an approved subdivision but is not presently being physically improved or sold as lots.

Sec. 2. Section 12-62i -2 (NEW) General Provisions

Performance-based revaluation standards shall consist of two acceptable methods as set forth in section 12-62i-3 and 12-62i-4 of the Regulations of Connecticut State Agencies. The assessor shall utilize one of the methods so described.

Sec. 3. Section 12-62i -3 (NEW) Ratio Testing Standards

(a) Compiling Market Value Data

- (1) A file of all real property sales transactions for the sales time period used shall be established. For each such transaction the following information shall be included in the file: parcel identification number, property location, United States Census Bureau census tract number, date of sale, sales price, property assessment as of the date of the sale, property class, and any other salient property characteristics as of the date of the sale. The sales price of the property and its condition as of the date of the sale should be verified, if possible, with the buyer or seller.
 - (2) If the sale property is not considered a market sale as delineated in subdivision (9) of section 12-62i-1 of the Regulations of Connecticut State Agencies, the file shall contain the reason for such determination.
 - (3) The file may reflect an adjustment to the property sales price. The reason(s) for the adjustment shall be documented. Reasons for such an adjustment may include, but are not be limited to:
 - (A) The fact that personal property is included in the transaction;
 - (B) The existence of a lease that does not represent market rent, as defined in section 12-63b of the Connecticut General Statutes; and
 - (C) The effects of price changes reflected in the real estate market between the date of sale and the assessment date that is the effective date of a revaluation.
- (b) Prior to finalizing a revaluation, the assessor shall conduct the following tests regarding the assessments derived from such revaluation. The assessments resulting from the revaluation shall be deemed sufficient, provided the following criteria are met:
- (1) the overall level of assessment for all property classes shall be within plus or minus ten percent of the required seventy percent assessment ratio, as measured by the overall median ratio, and
 - (2) the level of assessment for each property class with fifteen or more market sales shall be within plus or minus five percent of the median overall level of assessment for each property class, and
 - (3) the coefficient of dispersion for each property class with fifteen or more market sales shall be equal to or less than fifteen percent for all property, equal to or less than fifteen percent for residential property , equal to or less than twenty percent for commercial property , and equal to or less than twenty percent for vacant land, and
 - (4) the price related differential for all properties and for each property class for which there are fifteen or more market sales shall be within 0.98 and 1.03, and
 - (5) the unsold property test result shall be between 0.95 and 1.05.
- (c) In the event that the criteria described in subdivision (1), (2), (3), (4) or (5) of subsection (b) of this section are not met, the assessor shall, prior to the implementation of the revaluation, further analyze and refine the

data elements or methods used in the revaluation. The assessor shall revalue the parcels of real property for which a deficiency in either the level of assessment or the uniformity of assessments has been identified.

Sec. 4. Section 12-62i -4 (NEW) Procedural Testing Standards

(a) Prior to finalizing a revaluation, the assessor and the company, if any, employed by the town, shall conduct the following procedures during the revaluation program:

(1) Management

A written revaluation project plan shall be developed prior to the commencement of the revaluation and updated as necessary during the course thereof. The project plan shall include, but is not limited to, a list of project activities, person(s) responsible for each activity and the time frame of each activity. Periodic reports on the progress of the revaluation project plan shall be completed by the assessor and shall be filed in the assessor's office. Each such report shall chronicle the work completed and the work remaining for each activity.

(2) Property Inventory

(A) The cadastral maps shall be up to date.

(B) Each real estate parcel shall have a property record file, which should be computerized. Each property record file shall contain the following data, as applicable:

(i) parcel size

(ii) current land use

(iii) zoning classification of parcel

(iv) site characteristics that contribute to the value of the land

(v) neighborhood code

(vi) building size

(vii) construction quality or grade classification

(viii) year built

(ix) condition of the building(s)

(x) significant building characteristics, such as number of stories, height, construction type, and wall type

(xi) other characteristics that contribute to the value of the building

(xii) other structures or improvements that may exist on the parcel, such as a swimming pool, fencing, garage, or shed.

(C) Each land or building characteristic having a qualitative attribute shall have an alphanumeric code.

(D) A property inspection system shall be maintained.

(E) A building permit monitoring system shall be maintained.

(F) A quality assurance program consisting of:

(i) a data collection manual that explains how to measure structures and how to select the most appropriate property characteristics of those available;

(ii) a data review program to ensure all essential property characteristics are entered into the property record file;

(iii) an audit trail for either manual systems or computer systems that tracks changes in property records, who made the change, when the change was made and the value previous to each change.

- (3) Compiling Market Value Data
- (A) A file of all real property sales transactions for the sales time period used shall be established. For each such transaction the following information shall be included in the file: parcel identification number, property location, United State Census Bureau census tract number, date of sale, sales price, property assessment as of the date of the sale, property class, and any other salient property characteristics as of the date of the sale. The sales price of the property and its condition as of the date of the sale should be verified, if possible, with the buyer or seller.
 - (B) If the sale property is not considered a market sale as delineated in subdivision (9) of section 12-62i-1 of the Regulations of Connecticut State Agencies, the file shall contain the reason for such determination.
 - (C) The file may reflect an adjustment to the property sales price. The reason(s) for the adjustment shall be documented. Reason(s) for such an adjustment shall include, but are not be limited to:
 - (i) The fact that personal property is included in the transaction;
 - (ii) The existence of a lease that does not represent market rent, as defined in section 12-63b of the Connecticut General Statutes; and
 - (iii) The effects of price changes reflected in the real estate market between the date of sale and the assessment date that is the effective date of a revaluation.
 - (D) A file of income and expense statements submitted in accordance with section 12-63c of the Connecticut General Statutes for the two-year period prior to the assessment date that is the effective date of a revaluation shall be maintained.
 - (E) If the cost approach to valuation is utilized for the revaluation, all building cost schedules, which shall reflect local construction costs as of the effective date of the revaluation, shall be maintained in the assessor's office.
 - (F) Market Analysis and Valuation
 - (i) All parcels shall be stratified according to property class and neighborhood.
 - (ii) Market sales analysis for market value trends and price level changes during the sales time period shall be conducted.
 - (iii) If the cost approach method of valuation is utilized, market sales data should be used to develop schedules of depreciation.
 - (iv) Criteria for the identification of comparable properties shall be established, documented and used.
 - (v) For each parcel of property, more than one acceptable appraisal methodology should be used, if possible, to determine its market value. For each vacant land parcel, the direct sales comparison appraisal methodology should be used for revaluation purposes.
 - (vi) Neighborhoods should be delineated on maps that display unit values for land valuation or are indexed to land value tables.
 - (vii) For each residential property, the direct sales comparison appraisal methodology should be used for revaluation purposes. The cost approach may be used if, in the judgement of the assessor, insufficient comparable market sales data exist for valuation purposes.
 - (viii) For each commercial or special use property, the income and/or direct sales comparison appraisal methodology should be used for valuation purposes. The cost approach may be used if, in the judgement of the assessor, insufficient comparable market sales or income data exist for revaluation purposes.

- (b) A review of all real property values derived from the revaluation program shall be conducted. The process by which the review was conducted shall be put in writing and all changes in valuations effected during the review shall be documented.
- (c) Documentation of the methodology used in the revaluation process shall be in writing and available for public inspection.
- (d) Any departure from the requirements set forth in subsections (a) to (c) of this section shall be reasonable and the reasons shall be documented in writing and available for public inspection.

Sec. 5. Section 12-62i -5 (NEW) Certification

- (a) On a form prescribed by the Secretary, the assessor shall certify that all real property located within the town has been revalued and that the revaluation meets the performance-based revaluation standards of subsections (b) or (c) of section 12-62i-2 of the Regulations of Connecticut State Agencies. Said form shall be signed and filed in the office of the assessor on or before the date the grand list that reflects real property assessments based on the revaluation is signed and filed pursuant to section 12-55 of the Connecticut General Statutes. A copy of said form shall also be submitted to the town clerk, who shall record such form on the land records, and to the chief executive officer of the town and the Secretary, within ten days of the date it is signed by the assessor.
- (b) If the revaluation was conducted in whole or in part by one or more companies, as defined in subdivision (7) of section 12-62i-1 of the Regulations of Connecticut State Agencies, the form shall be co-signed by a person employed by each such company who is certified by the Secretary as a revaluation company supervisor in accordance with subsection (d) of section 12-2b-6 of the Regulations of Connecticut State Agencies.

Sec. 6. Section 12-62i -6 (NEW) Administration of Penalty

- (a) If the Secretary determines that a town has failed to comply with the provisions of sections 12-62i-3 or 12-62i-4 of the Regulations of Connecticut State Agencies, as the case may be, the Secretary shall send written notification to the town's chief executive officer by May first that the town is subject to the penalty pursuant to section 12-62i of the General Statutes. The Secretary shall cause the certification made to the State Comptroller for each applicable grant-in-aid to the town during such fiscal year, to reflect the amount of reduction in such grant-in-aid.
- (b) If a town has failed to comply and is not eligible to receive any such state grants-in-aid, the Secretary shall send a written demand to the chief executive officer of the town for the immediate payment to the State Treasurer of an amount equal to three per cent of the town's property tax levy for the fiscal year immediately preceding. Such payment shall be required to be made within ninety days of the date said demand is received.

Sec. 7. Section 12-62i -7 (NEW) Appeals

The chief executive officer of any town that is aggrieved by the action of the secretary in issuing notification of the imposition of a penalty in accordance with section 12-62i-6 of the Regulations of Connecticut State Agencies, may appeal to the secretary within thirty days of such notice. Such appeal shall be in writing and shall contain a reason for the appeal. Such appeal will be considered a contested case in accordance with chapter 54 of the Connecticut General Statutes.

Sec. 8. Section 12-62i -8 (NEW) Effective Date

Sections 12-62i-1 to 12-62i-7 of the Regulations of Connecticut State Agencies are effective with respect to a revaluation implemented on or after October 1, 2002.

STATEMENT OF PURPOSE: The proposed regulations will set forth standards for the certification of periodic revaluations of real property by towns. Each town will be required to certify that assessments derived from its revaluation meet certain statistical tests or that certain procedures were performed in conjunction with the revaluation. The proposed regulations also set forth the procedure that a town's assessor will use to certify that a revaluation meets the appropriate standards and the administration of the statutory penalty and appeal of such penalty if a town fails to comply with the provisions of these proposed regulations.

OPTION 1 - LITIGATION

The PROPOSER may choose to offer a bid proposal for Litigation services.

There will be appeals of property owners to Superior Court as a result of this REVALUATION PROJECT. The CITY may have need for appraisals and for competent expert witnesses who performed appraisal work for the COMPANY in the REVALUATION PROJECT.

Should a PROPOSER offer a bid proposal for this option, the PROPOSER shall describe in some detail, or offer a sample of, narrative appraisal reports (one for residential, another for commercial) that would be provided to defend the PROJECT valuation. The PROPOSER should state the fee basis to be charged for such appraisal reports.

Also, the PROPOSER shall state the fee basis for the “expert witness” services of the appraiser. This shall include, but is not limited to, charges for trial preparation, pretrial proceedings and court appearance for trial.

OPTION 2 - ADDITIONAL FULL INSPECTIONS

The PROPOSER may choose to offer a bid proposal for additional full inspections.

The CONTRACT SPECIFICATIONS define and describe the full inspection requirements of this revaluation PROJECT. It is probable that the ten thousand (10,000) full inspections required in these SPECIFICATIONS will complete the obligations of the CITY OF NEW BRITAIN under the General Statutes. It is possible that it will not. For the ten thousand (10,000) full inspections required in the CONTRACT SPECIFICATIONS, first, all sales from October 1, 2016 through October 1, 2017 are to be inspected; second, all apartment, commercial, industrial and public utility properties are to be inspected; and the balance of the inspections will be residential properties. Under this option the CITY seeks to contract for additional inspections in blocks of two hundred (200). These additional full inspections will be full inspections of residential property.

To determine a block of 200 full inspections, from 1 full inspection to 200 full inspections is one block of 200 full inspections; from 201 inspections to 400 inspections is 2 blocks of 200 full inspections, from 401 inspections to 600 inspections is 3 blocks of 200 full inspections; and so on.

Should a PROPOSER offer a bid proposal for this option, the PROPOSER shall state the *cost to the CITY to contract for each additional block* of two hundred (200) full inspections.

OPTION 3 - DISCOUNT FOR LESS FULL INSPECTIONS

The PROPOSER may choose to offer a discount for less full inspections.

The CONTRACT SPECIFICATIONS define and describe the full inspection requirements of this revaluation PROJECT. No more than ten thousand (10,000) full inspections are required. It is probable that the ten thousand (10,000) full inspections required in these SPECIFICATIONS will complete the obligations of the CITY OF NEW BRITAIN under the General Statutes. It is possible that it will not. For the ten thousand (10,000) full inspections required in the CONTRACT SPECIFICATIONS, first, all sales from October 1, 2016 through October 1, 2017 are to be inspected; second, all apartment, commercial, industrial and public utility properties are to be inspected; and the balance of the inspections will be residential properties. Under this option the CITY invites the PROPOSER to offer a discount for each block of two hundred (200) full inspections less than the 10, 000 full inspections required in the SPECIFICATIONS.

To determine a block of 200 full inspections, from 9,601 full inspection to 9,800 full inspections is one block of 200 full inspections; from 9,401 inspections to 9,600 inspections is 2 blocks of 200 full inspections, from 9,201 inspections to 9,400 inspections is 3 blocks of 200 full inspections; and so on.

Should a PROPOSER offer a discount under this option, the PROPOSER shall state the **discount to the total contract price for each additional block** of two hundred (200) full inspections to be deducted by the CITY.

NOTICE TO PROSPECTIVE BIDDERS
CERTIFICATION REQUIRED

The City of New Britain Code of Ordinances, Sec. 2-575, reads as follows:

Sec. 2-575. Rejection of bid where bidder is in default to city.

The agent shall not accept the bid of a contractor who is in default on the payment of taxes, licenses or other monies due the city.

The agent shall include in the bid document a form to be executed by a bidder, certifying that said bidder is not in default on the payment of taxes, licenses or other monies due the city.

As used in this section, (1) a "principal" of a contractor shall mean an individual who is a director, an officer, an owner, a limited partner or a general partner; and (2) "default in the payment of taxes" shall mean the failure to pay taxes by the date such taxes are due and payable or the failure to be current with respect to a delinquent taxes payment schedule as set forth in a written agreement with the Tax Collector.

In accordance with this provision, prospective vendors make the following certification:

The principals, as defined above, of the entity submitting responses to Public RFP No. 3883 are: (Please type or print clearly and use additional pages if necessary).

1. Name: _____

Local Residence Address (if any) _____

Local Mailing Address (if any) _____

If a principal, as defined above, in any local entity other than the entity submitting a response to the Public RFP No. listed above, state the entity or entity's name(s) and address(es):

NOTICE TO PROSPECTIVE BIDDERS
CERTIFICATION REQUIRED

2. Name : _____

Local Residence Address (if any) _____

Local Mailing Address (if any) _____

If a principal, as described above, in any local entity other than the entity submitting a response to the Public RFP No. listed above, state the entity or entity's names(s) and address(es):

3. Name: _____

Local Residence Address (if any) _____

Local Mailing Address (if any) _____

If a principal, as defined above, in any local entity other than the entity submitting a response to the Public RFP No. listed above, state the entity or entity's name(s) and address(es):

NOTICE TO PROSPECTIVE BIDDERS
CERTIFICATION REQUIRED

4. Name : _____

Local Residence Address (if any) _____

Local Mailing Address (if any) _____

If a principal, as described above, in any local entity other than the entity submitting a response to the Public RFP No. listed above, state the entity or entity's names(s) and address(es):

5. Name : _____

Local Residence Address (if any) _____

Local Mailing Address (if any) _____

If a principal, as described above, in any local entity other than the entity submitting a response to the Public Bid No. listed above, state the entity or entity's names(s) and address(es):

CERTIFICATION IS HEREBY MADE THAT _____ (ENTITY SUBMITTING RFP) AND PRINCIPALS THEREOF ARE NOT IN DEFAULT ON PAYMENT OF TAXES, LICENSES, OR OTHER MONIES DUE THE CITY OF NEW BRITAIN AS OF THE DATE OF RFP SOLICITATION.

Signature of Principal of Entity Submitting Bid:

_____ Date: _____

Review by Tax Collector: (To be filled in only if vendor is awarded the contract as the result of Public RFP)

By: _____ Date: _____

NON COLLUSIVE AFFIDAVIT OF BIDDERS

RFP# 3883 – FOR REAPPRAISAL AND REVALUATION OF PROEPRTY

State of (_____);

County of (_____).

I state that I am the _____ of _____
(title) (name of firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this RFP.

I certify that:

- (1) The price and amount on this RFP has been arrived at independently and without consultation, communication, or agreement with any other bidder.
- (2) Neither the price(s) nor the amount of this RFP and approximate price(s) nor approximate amount of this RFP has been disclosed to any other firm or person who is a Bidder and that no disclosure of these items will be made prior to the RFP opening.
- (3) No attempt has been or will be made to induce any firm or person to refrain from proposing on this RFP or to submit a RFP higher than this RFP, or to submit any intentionally higher or non competitive RFP.
- (4) Neither the said Bidder nor any of its officers, partners, owners, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham RFP in connection with the Contract for which the attached RFP has been submitted or to refrain from Bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached RFP or of any other Bidder, or to fix any overhead, profit or cost element of the RFP price or the RFP price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of New Britain, owner, or any person interested in the proposed Contact.
- (5) The RFP of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other non competitive proposal.

(6) I state that _____ understands and acknowledges that all
(name of my firm)

representations of this affidavit are material and important, and will be relied on by the City of New Britain in awarding a contract for which this is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the City of New Britain of the true facts relating to the submission of RFPs for this contract. That the City of New Britain also reserves the right to reject our RFP if failure to complete this document, have it notarized and submitted with our RFP documents.

The undersigned Bidder further certifies that this statement is executed for the purpose of including the City of New Britain to consider the RFP and make an award in accordance therewith.

Subscribe and Sworn to me this

_____ day of _____,
2016

Legal Name of Bidder

Business Address

Signature and Title of Person

Notary Public
My Commission Expires

Date

