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**REQUEST FOR PROPOSALS  
FOR A FULL REVALUATION  
OF TAXABLE REAL AND EXEMPT PROPERTY  
LOCATED WITHIN THE CORPORATE LIMITS OF  
COLUMBIA, CONNECTICUT  
Effective October 1, 2021**

The Town of Columbia, Connecticut is undertaking a program to do a Revaluation of all Real Property, effective October 1, 2021. Contractors interested in providing the Revaluation Services set forth in the attached Specifications are invited to deliver 5 copies of the proposals to the Office of the Town Administrator, 323 Route 87, Columbia, Connecticut, 06237 no later than **April 20, 2020 at 10:00 a.m. E.S.T.**, at which time and place such proposals will be opened.

All proposals must include the enclosed form entitled, "PROPOSAL FORM FOR 2021 REVALUATION," and be placed in a sealed envelope. The sealed envelope shall be plainly marked accordingly:

"PROPOSAL FOR 2021 REVALUATION SERVICES, TOWN OF COLUMBIA, CT"

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.

All proposals must conform to the Request for Proposal (RFP) instructions and conditions. The Town at its discretion may reject any non-conforming proposal or proposal that materially misrepresents any offering. All information pertaining to the Contractor's technical and management approach to completing this Project, as well as the proposed cost, timetable and staffing plan shall be presented in the proposal. The proposal must address, at a minimum, each of the issues set forth in the Request for Proposals in order to be considered responsive.

The TOWN reserves the right to cancel or amend this proposal for revaluation at any time prior to the deadline for submission of proposals.

**The TOWN reserves the right to reject any and/or all proposals received if they determine it to be in the best interests of the Town, whether or not it is the lowest dollar.**

The Town of Columbia currently has a license to use eQuality CAMA software. The Contractor must include in this proposal a price for conversion to their system if other than eQuality. This system includes an image and sketch file that also to be completely updated. The proposal must include training if converting to another system at the Contractors expense. The system must be fully loaded with all assessment data before the revaluation is completed. Transferring of the images and installation of the imaging software to the upgraded or converted CAMA system must be completed no later than November 7, 2021. The proposal must address the method and costs associated with the conversion of this data and the method for maintaining both the data and the values in-house. Any upgrade if necessary must be specified in your proposal. Any conversion is solely the Contractor's responsibility. All data entry will be the responsibility of the Contractor.

The Town requires two years of data hosting on the Internet for purposes of sharing data with the public to be included in the proposal.

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Each proposal shall be submitted with CERTIFIED CHECK or BID BOND in an amount equal to ten (10) percent of the total amount of the most expensive proposal option submitted. Said check(s) shall be made payable to the TOWN OF COLUMBIA, and shall be conditioned for the acceptance of any award, which will be made under the terms of the proposal.

The project award and signing-of-contract conditions are set forth in the enclosed specifications.

The completion date through the informal public hearings is December 13, 2021. The late completion penalty date is January 3, 2022, as defined in the enclosed specifications. The time schedule of the project is also set forth in the enclosed specifications.

Questions concerning this Request for Proposal should be addressed to the Assessor, Town of Columbia.

### **PROPOSAL FORMAT AND CONTENTS**

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

1. Project Proposal Form.
2. A summary of the Proposal's advantages and strengths.
3. A Letter of Transmittal signed by the individual authorized to negotiate for and contractually bind the Contractor stating that the offer is effective for at least sixty (60) Calendar Days from the deadline for the submission of proposals.

4. A list of Connecticut Municipalities for which the Contractor has completed Revaluation Programs.
5. A list of Connecticut Revaluation Contracts for which the Contractor is currently committed.
6. Listing of Connecticut Municipalities, the contractor has converted from eQuality CAMA Software.
7. Listing of personnel to be assigned to the Columbia revaluation, including years of experience in current positions and other revaluation positions, municipalities served, and their roles in those revaluations. Resumes of personnel assigned shall also be included with the proposal. The town reserves the right to remove from the assignment any personnel employed by the revaluation company at any time for any reason. Any new personnel added at the end of the process must be approved by the assessor in advance.
6. Description of the methodologies used for assessing values for residential, commercial, industrial, utility and vacant land parcels.
7. Description of sales analyses performed to verify accuracy of valuations.
8. Description of the Contractor's public relations program that would be used during the revaluation.
9. Copy of Contractor's current Connecticut Revaluation Certificate issued pursuant to Connecticut General Statutes 12-2c.
10. Indication of how many years the Contractor has been engaged as a company, corporation, partnership, or individual specializing in municipal revaluation services.
11. Copy of the firm's Financial Statement for the last three (3) fiscal years.
12. Bid Bond or certified check for ten (10) percent of the highest proposal requirement submitted made payable to the TOWN OF COLUMBIA.

### **PROPOSAL FORM FOR 2021 REVALUATION**

THE COMPLETE REVALUATION OF ALL REAL PROPERTY  
(TAXABLE AND EXEMPT), LOCATED WITHIN  
THE CORPORATE LIMITS OF THE TOWN OF COLUMBIA, CONNECTICUT,  
EFFECTIVE OCTOBER 1, 2021.

The undersigned Proposer affirms and declares:

1. That this PROPOSAL is executed by said Proposer with full knowledge and acceptance of the CONTRACT (including the Revaluation Specifications) enclosed with the REQUEST FOR PROPOSALS on the subject project.

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2. That should this PROPOSAL be accepted in writing by the Chief Executive Officer of the Town of Columbia, Connecticut, said Proposer will furnish the services for which this PROPOSAL is submitted at the price bid and in compliance with the provisions of said CONTRACT.
  
  3. That this PROPOSAL is accompanied by surety in the form and amount indicated below:  

	Bid Proposal Bond	Amount \$	
	Certified Check	Amount \$	
  
  4. That the Proposer or his or her representative has visited the Town of Columbia; is familiar with its geography, general character of houses and its commercial and industrial areas; has examined the quality and condition of the ASSESSOR'S records; verified the parcel counts, and has met with the ASSESSOR to make himself or herself knowledgeable of those matters and conditions in the TOWN which would influence this bid proposal.
  
  5. That all items, documents and information required to accompany this PROPOSAL of the aforesaid CONTRACT are enclosed herewith.
  
  6. That the Proposer proposes to furnish the services and materials required to complete the subject project in accordance with the aforesaid CONTRACT for the following amount:  

Proposal Requirement	\$	
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  7. Proposed scheduled prices for aforementioned proposals are valid for ninety (90) days.

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8. That the Proposer understands and accepts that, although the proposed price is a major factor for consideration, the TOWN reserves the right to award the contract to other than the low cost Proposer after an analysis of the additional factors outlined in the aforesaid CONTRACT.

FIRM NAME OF  
PROPOSER: \_\_\_\_\_

BY:  
SIGNATURE: \_\_\_\_\_

TYPE NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

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**APPENDIX A**

**CONTRACT SPECIFICATIONS  
FOR REVALUATION UPDATE SERVICES**

**1 DEFINITIONS**

- 1.1 **Assessor:** The word "Assessor" shall mean the duly appointed Assessor of the TOWN OF COLUMBIA.
- 1.2 **Project:** The word "project" shall mean Reappraisal and Revaluation of all Real Property in the TOWN OF COLUMBIA for tax assessment purposes.
- 1.3 **TOWN:** The word "TOWN" shall hereinafter mean the TOWN OF COLUMBIA, Connecticut.
- 1.4 **CONTRACTOR** The word Contractor shall hereinafter mean the Contractor.

**2 SCOPE OF REVALUATION**

CONTRACTOR understands that the project requires the complete revaluation of all real property within the Corporate Limits of the TOWN OF COLUMBIA, Connecticut effective October 1, 2021.

CONTRACTOR shall furnish all databases, labor, materials, supplies and equipment and perform all work for the project in accordance with these contract specifications.

All work will be carried out and all forms, materials and supplies utilized by CONTRACTOR in this project shall conform to, and be carried out in accordance with, the Connecticut General Statutes and the rules and Regulations of Connecticut State Agencies pertaining hereto, and shall be subject to direct supervision and approval of the Assessor of the TOWN OF COLUMBIA, Connecticut.

The values to be determined by CONTRACTOR shall be the full fair market, as defined in Section 12-63 of the Connecticut General Statutes and shall be based upon nationally recognized methods of appraising and conform to the Uniform Standards of Professional Appraisal Practices, as required by Connecticut General Statutes for the licensing and certification of all individuals involved in the appraisal of real estate. All assessments shall represent seventy (70) percent of the above values.

Contractor's revaluation program will cover and include all property in the TOWN OF COLUMBIA in the following categories:

- A. All taxable real estate, land, buildings and improvements.
- B. All tax-exempt real estate, land, buildings and improvements.
- C. All public utility land and buildings.

- 2.1 **Effective Date:** The effective date of this revaluation project shall be on the Grand List of October 1, 2021, and the pricing and valuation by CONTRACTOR of all land, buildings and property under this contract shall reflect a fair market value as of October 1, 2021.

2.2 **Parcel Count:**

Contractor’s price for the revaluation is based upon the following anticipated parcel counts (estimated by TOWN as of October 1, 2019).

Residential	100	2193
Commercial	200	53
Industrial	300	9
Public Utility Land	400	3
Vacant Land	500	217
PA-490 Land	600	154
Ten Mill	700	1
Apartment building	800	1
<b>Total Real Estate Accounts</b>		<b>2631</b>
Exempt Properties Improved	Included Above	
Exempt Properties Vacant	Included Above	

2.3 **TOWN DATA**

Current basis of assessment	70%.
Taxable Real Estate Grand List as of October 1, 2019	\$497,948,453
Date of Last Revaluation	October 1, 2016
Estimated 2020 Population	5514
The area of the Town	21.9 square miles.

**3 PERSONNEL AND OFFICE HOURS**

3.1 **CONTRACTOR:** The corporation, hereinafter termed CONTRACTOR, must hold, from the time of submission of the proposal through the completion of all work hereinafter required, a valid Connecticut Revaluation Company Certification pursuant to Section 12-2c of the Connecticut General Statutes.

3.1.1 **Personnel:** CONTRACTOR shall provide experienced and qualified personnel, as hereinafter provided, and will comply with the requirements of the equal employment opportunity provisions of federal and state governments. CONTRACTOR shall submit to the TOWN written qualifications of all personnel assigned to this project.

3.2 **Minimal Qualifications of Personnel:** CONTRACTOR will comply with Connecticut certification standards and the qualifications standards set forth in the Request For Proposal for all personnel assigned to this project. All personnel will be subject to the approval of the Assessor, which approval shall not be unreasonably withheld or delayed, and shall be caused to be removed from this project by CONTRACTOR upon written recommendation of the Assessor, specifying in detail the reasons for the recommendations.

3.2.1 **Project Manager or Supervisor:** The administration of this project shall be assigned by CONTRACTOR to a project manager or supervisor, who shall be certified by the State of Connecticut as a Revaluation Supervisor pursuant to Section 12-2c of the

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Connecticut General Statutes, and such other statutes and regulations that the State of Connecticut may promulgate from time to time, and shall have not less than three (3) years of practical appraisal experience in the appraisal of commercial, industrial, apartment, and residential type properties. The project manager or supervisor shall be subject to approval by the ASSESSOR.

- 3.2.2 **Reviewers and Appraisers:** Reviewers and Appraisers shall be certified under the Connecticut Revaluation Certification Program pursuant to Section 12-2c of the Connecticut General Statutes, and such other statutes and regulations that the State of Connecticut may promulgate from time to time, and shall not have less than three (3) years of practical appraisal experience in the appraisal of the particular types of properties for which they are responsible. Two (2) years of this experience shall have been in the mass appraisal field and shall have occurred within the past five (5) years. All reviewers and appraisers shall be subject to the approval of the ASSESSOR prior to the commencement of their duties on this project.
- 3.2.3 **Data Collectors:** Data collectors shall have a high school diploma or equivalency and at least three years' experience in the municipal revaluation field. Any field person who does not meet the above qualifications must work under the direct supervision of an appraiser or project supervisor. The ASSESSOR shall be notified of the individual's name, starting date, qualifications, and field assignments prior to the commencement of the individual's duties on this project.
- 3.3 **Identification:** All CONTRACTOR field personnel shall have visible clip-on ID cards, which shall include an up-to-date photograph, supplied by CONTRACTOR. In addition all field personnel shall carry a "Letter of Introduction" signed by the ASSESSOR. All automobiles used by Contractor's field personnel shall be registered with the TOWN'S Resident State Trooper giving license number, make, model year and color of the vehicle.
- 3.4 **Office Hours and Staffing:** CONTRACTOR shall maintain a working space in the Town of Columbia Municipal Facility, from the commencement of work on this project through the conclusion of the public hearings. This office shall be staffed with a data collector as needed, as well as other qualified persons so as to ensure the successful completion of this project in accordance with the completion dates set forth in the Contract Specifications and any Addenda thereto. All changes to data will be made in office and not at the CONTRACTORS location.
- 3.5 **Conflict of Interest:** No TOWN employee or resident shall be employed by CONTRACTOR.

#### 4 **PROTECTION OF THE TOWN**

- 4.1 **Bonding:** CONTRACTOR shall, to secure the faithful performance by CONTRACTOR of the terms of this CONTRACT, furnish to the Town a Performance Surety Bond in the amount of this contract; which bond shall be issued by a reputable bonding company licensed to do such business in the State of Connecticut, with a minimum A.M. Best Company rating of "A/VII." Said bond shall be delivered to the TOWN prior to the commencement of actual work and shall be in a form satisfactory to and approved by the TOWN'S attorney. This bond shall include the appeal requirements of these specifications.

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It is understood and agreed that, upon completion and delivery to the Town of the revaluation and its approval by the ASSESSOR and after completion of the duties of the Board of Assessment Appeals, the performance bond shall be reduced to 10 percent of the value of the contract to cover the defense of all appeals taken by taxpayers. The reduced amount of the bond shall remain effective until a final resolution in the courts of any timely appeals taken from the doings of the Board of Assessment Appeals on the Grand List of October 1, 2021.

4.2 **Insurance:** CONTRACTOR will, at its own expense, provide and keep in force:

4.2.1 **Workers Compensation Insurance:** (per Connecticut Law) and Employer's Liability Coverage, Coverage A at statutory limits and Coverage B at limits of \$100,000/\$500,000/ \$100,000.

The policy must provide coverage for benefits payable under the Connecticut Workers Compensation Act, and include the Voluntary Compensation Endorsement.

4.2.2 **Appraiser's Professional Liability Insurance:** providing errors and omissions coverage for professional services rendered as an appraiser. The minimum limit of liability shall be \$1,000,000 per claim, subject to a \$2,000,000 aggregate.

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

4.2.3 **Public Liability Insurance:** during the term of the contract, the CONTRACTOR shall provide Public Liability insurance for bodily injury and property damage. The Public Liability insurance shall be written on a comprehensive form and include without limitation, coverage for premises and operations, completed operations, independent contractors, broad form property damage, blanket contractual and personal injury. The required limits of liability are:

\$2,000,000	General Aggregate
\$2,000,000	Product-Completed Operations Aggregate
\$1,000,000	Personal and Advertising Injury
\$1,000,000	Each Occurrence
\$ 50,000	Fire Damage/Fire
\$ 5,000	Medical Expense/Person

4.2.4 **Automobile Liability Coverage:** shall be written with a Comprehensive Form and include coverage for owned, hired and non-owned vehicles. The limit for any one accident or loss shall be \$1,000,000.

4.2.5 **Insurance Certification:** An Insurance certificate shall be required to be filed with the TOWN, certifying coverage and limits of automobile, bodily injury liability, property damage liability and Worker's Compensation.

"The TOWN to be named as Additional Insured on the Insurance coverage named herein for the claims arising out of the COMPANY'S performance of the contract herein".

4.2.6 **Patent/Copyright Liability:** CONTRACTOR shall save the TOWN harmless from any liability of any nature or kind, including costs and expenses for, or on account of, any patented or copyrighted equipment, materials, articles or processes used in the performance of this contract.

The TOWN must be named as an Additional Insured on the policy.

4.2.7 **Defense of TOWN:** All insurance companies shall have the duty to defend the TOWN against liability or property damage claims arising from the conduct of CONTRACTOR and/or agents or employees.

4.3 **Penalties:** Failure by CONTRACTOR to complete all work prior to the date specified herein, January 1, 2022, shall be cause for a penalty payment by CONTRACTOR, on request of the Assessor, in the amount of One Thousand Dollars (\$1,000.00) per day beyond the specified date of completion, provided the TOWN delivers its responsibilities. For the purposes of this penalty only, completion of all work not later than January 1, 2022 is defined as follows:

4.3.a Completed property record cards with all sketches, measurements, listings, pricing, review and final valuations.

4.3.b Completed any new CAMA software conversion installation, including updated Imaging.

4.3.c Final Assessment notices, addressed and in envelopes prepared for mailing.

This penalty, if applied, shall be deducted from the contract price. Delays occasioned by war, strike, explosion, acts of God or an order of court or other public authority are excepted.

4.4 **Bankruptcy, Receivership, Insolvency:** If CONTRACTOR, with the result that it does not pay its debts as they become due, or if a receiver shall be appointed for its business or its assets and not voided within 60 days, or if interest herein shall be sold under execution or if it shall be adjudicated insolvent or bankrupt, then and forthwith thereafter, the TOWN shall have the right, at its option and without prejudice, to its rights hereunder, to terminate the contract.

4.5 **Termination:** If either party fails to fulfill in a timely and satisfactory manner their obligations under this agreement, or shall violate any of the covenants, conditions or stipulations of this agreement, which failure or violation shall continue for 30 days after written notice of said failure or violation is received by the offending party, unless the correction of such failure inherently requires a longer period of time and provided further that the applicable party is proceeding diligently to correct the failure, then the opposing party shall thereupon have the right to terminate this agreement by giving written notice to the offending party of such termination and specify the effective date thereof, at least seven (7) days before the effective date of such termination.

In the event of termination, all finished work and documentation, complete and incomplete, shall, at the option of the ASSESSOR, be delivered to them. CONTRACTOR shall be entitled to the release of the performance bond and to receive just and equitable compensation for any work performed under this agreement completed prior to the date of termination.

Notwithstanding the above, in the event of termination, neither party shall be relieved of liability by virtue of its breach of this agreement.

- 4.6 **Hold Harmless Agreement:** CONTRACTOR shall, at all times, defend, indemnify, protect and save harmless, the TOWN and its officers, agents and employees from any and all claims or demands for damage for bodily injury, including death or property damages sustained by any party, including officers, agents and employees of CONTRACTOR. Said hold harmless clause shall include, but not limited to investigation, defense and settlement or payment or judgment of any liabilities.
- 4.7 **Sever ability:** 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 that clause or provision and such remainder shall be binding upon the parties to this contract.
- 4.8 **Waiver:** No action or failure to act by the TOWN shall constitute a waiver of any right or duty afforded it under the contract or contract specifications.
- 4.9 **Misrepresentation or Default:** The TOWN may void this agreement if CONTRACTOR has misrepresented any offering or defaults on any contract with a Connecticut municipality. CONTRACTOR shall, also, immediately notify the Town of any claim or case formally brought against CONTRACTOR.

## **5 COMPLETION DATE AND TIME SCHEDULE**

- 5.1 **Signing of Contract:** Within 30 days after receipt of notice of acceptance by the Town of its bid, as possibly revised by negotiations, CONTRACTOR shall execute with the Town a contract in the form agreeable to the TOWN and incorporating these contract specifications.
- 5.2 **Changes and Subletting of Contract:**
- 5.2.1 **Changes:** CONTRACTOR understands that changes in these contract specifications or in the contract will be permitted only upon written mutual agreement of CONTRACTOR and the TOWN.
- 5.2.2 **Subletting:** CONTRACTOR shall not assign, sublet and/or transfer the contract or any interest or part therein without first receiving written approval from the TOWN. It shall be mutually agreed and understood that said consent by the TOWN should in no way release CONTRACTOR from any responsibility as covered in these contract specifications and contract.
- 5.3 **Time Schedule:** The revaluation work will be started; provided the Town delivers maps, present records with owner's addresses, property transfers and building permits at the convenience of CONTRACTOR, but no later than June 1, 2020 and will continue in a diligent manner so as to ensure completion within the schedule of completion dates set forth below:

- 5.3.1 **Completion Dates:** CONTRACTOR will complete the following phases of the revaluation in accordance with the following schedule:
- 5.3.1a Data Mailer sent to property owners by September 1, 2021 only if access was not granted. (CONTRACTOR to pay postage and all other costs incurred.)
  - 5.3.1b Complete and deliver to the Assessor residential data verification by January 31, 2021 (except for current building permits.)
  - 5.3.1c Complete and deliver to the Assessor commercial, industrial, public utility, and tax-exempt data verification by February 28, 2021 (except for current building permits.)
  - 5.3.1d Complete and deliver to the Assessor preliminary land study and values set by April 1, 2021.
  - 5.3.1e Complete and deliver to the Assessor preliminary building cost manual by May 2, 2021.
  - 5.3.1f Complete and deliver to the Assessor study of market rents, expenses and capitalization factors by August 1, 2021.
  - 5.3.1g Deliver completed CAMA database with images, property record cards with all measurements, listings, sketches, pricing and suggested values to the ASSESSOR according to the following schedule:

	Residential % Complete		Commercial/Industrial/Public Utility % Complete
50%	9/1/2021	100%	10/1/2021
			100%
			9/15/2021

- 5.3.1h ASSESSOR completes review and final adjustments made for real property no later than November 2, 2021.
  - 5.3.1i Assessment change notices mailed to comply with requirements of Connecticut General Statutes 12-62(f) by November 15, 2021. (CONTRACTOR to pay postage.)
  - 5.3.1j Informal hearings to begin no later than November 23, 2021 and end no later than December 11, 2021.
  - 5.3.1k Notices of results of informal hearings completed to comply with requirements of Connecticut General Statutes, Section 12-62(f) and mailed out (CONTRACTOR to pay postage), computer file updated and final property record cards printed and delivered to the ASSESSOR in alphabetical street order no later than January 1, 2022.
- 5.3.2 **Assessment Date:** The completed appraisals, upon approval of the Assessor, will serve as a basis for assessments, effective on the Grand List of October 1, 2021.
- 5.4 **Delays:** CONTRACTOR shall not be liable for delays caused by reasons of war, strike, explosion, acts of God, order of court or other public authority.

## 6 **PAYMENT SCHEDULE**

- 6.1 **Periodic Payments:** Payments shall be paid in the following manner:

Thirty (30) days after the execution date of this contract and at the end of each 30 day period thereafter covered by this contract, CONTRACTOR will certify, by written progress report to the Assessor, the percentage of total work completed during the said 30 day period. Such notification will itemize and accurately indicate the extent and nature of work performed by volume, street and category or in any manner as required by the ASSESSOR. The itemization shall be categorized by each of the “Stages of Completion” listed on the Payment Schedule as shown below.

The TOWN will review each report and within ten business days of receipt, either approve it for payment as follows or return it to CONTRACTOR with a written statement of reasons for its rejection. Upon determination by the ASSESSOR that Contractor’s work during said period is accurate, TOWN will pay CONTRACTOR a percentage of the total contract price equal to the percentage of work performed less ten (10%) percent, which is to be retained by the TOWN to ensure full and satisfactory performance of the contract.

If the Assessor determines that Contractor’s progress report is inaccurate, the Assessor shall give written notice as stated above, specifying exactly what is unsatisfactory by item, and CONTRACTOR shall make every reasonable attempt to correct the inaccuracy. The Assessor shall retain the right to delay payment, only for the specified item, until said item is resolved to the satisfaction of both the Assessor and CONTRACTOR. Upon satisfactory resolution, the Assessor shall pay CONTRACTOR said amount due, less ten (10%) percent.

Upon completion of the duties of the Board of Assessment Appeals, with respect to the October 1, 2021 Grand List, and upon determination by the Town and certification by the Assessor that CONTRACTOR has performed fully and satisfactorily all its obligations and requirements under the contract and/or contract specifications, the retained ten (10%) percent of the contract price will be paid to CONTRACTOR.

6.2 **Fiscal Year Limitations:** The contract cost shall be paid in the 2020/2021 and 2021/2022 Town fiscal years according to the provisions of this section and subject to the appropriation of necessary funds by the TOWN’S fiscal authority. CONTRACTOR shall incur no cost in any fiscal year in excess of that year’s annual appropriation plus the balance of prior years’ unexpended appropriations.

6.3 **Suggested Schedule and Percentage of Completed Work:**

**% OF TOTAL STAGES OF COMPLETION PROJECT COST**

TASK	%	AMOUNT
Bonding, office setup, project setup, CAMA Conversion, Software Installation, training, public relations*	3	
Data mailers, quality control, data entry	7	
Residential Valuation	20	

Commercial/Industrial Valuation	10	
Residential Field Review, data entry	10	
Commercial/Industrial field review, income production, reconcile cost and income	10	
Video Imaging, documentation	10	
Impact notices, residential and commercial/industrial hearings, field work, data entry	10	
Project finalization, change notices, special land pricing, client meetings, support of values, Board of Assessment Appeals	20	
TOTALS	100	

\*Cost of litigation included as part of project finalization

## 7 **RESPONSIBILITIES OF CONTRACTOR**

- 7.1 **Good Faith:** CONTRACTOR shall, in good faith, use its best efforts to assist 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 herein.
- 7.2 **Public Relations:** The parties to this contract recognize that good public relations are required in order that the residents and taxpayers of the TOWN may be informed as to the purpose, benefits and procedures of the revaluation program. CONTRACTOR shall provide reasonable assistance to the Assessor in conducting a program of public information through the press and other media, such as meeting with citizens, service clubs and property owner groups as a means of establishing an understanding of, and support for, the revaluation program and sound assessment administration. CONTRACTOR shall supply visual aids and other media at its disposal to this end. All public releases will be approved by the ASSESSOR prior to its release.
- 7.3 **Conduct of CONTRACTOR Employees:** As a condition of this contract, Contractor's employees will, at all times, treat the residents, employees and taxpayers of the TOWN with respect and courtesy; CONTRACTOR shall remove from assignment those who persistently violate such terms of this provision.
- 7.4 **Records:**
- 7.4.1 **General Provision:** CONTRACTOR will provide all record cards, street cards, owner cards, supplies, equipment, forms, literature and papers to be used in this project at no additional cost to the TOWN.

CONTRACTOR may, at its option and at no cost to the TOWN, utilize computers for its information processing, provided that the computer and appropriate machine-readable databases (such as magnetic tape and/or other automated storage media) are located in the TOWN, or elsewhere if the Assessor gives his prior written consent with whatever conditions and reservations she may deem appropriate to the interest of the TOWN.

7.4.2 **Forms & Supplies:** All forms shall be subject to approval by 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 Connecticut General Statutes.

7.4.3 **Records are Town's Property:** The original or a copy of all records and computations, including machine-readable database, made by CONTRACTOR, in connection with any appraisal of property in the TOWN shall, at all times, be the property of the TOWN and, upon completion of the project or termination of this contract by the TOWN, shall be left in good order in custody of the Assessor. Such records and computations shall include, but not be limited to:

7.4.3.a Tax maps

7.4.3.b Land value maps

7.4.3.c Materials and wages, cost investigations and schedules

7.4.3.d Data Collection Forms, Listing Cards, Property Record Cards with final valuations and sketches

7.4.3.e Sales data

7.4.3.f Capitalization rate data

7.4.3.g Depreciation tables

7.4.3.h Computations of land and building values

7.4.3.i All forms of correspondence including letter or memoranda to individuals or groups explaining methods used in appraisals

7.4.3.j Operating statements of income properties

7.4.3.k Duplicate of hearing determination notices

7.4.3.l Personal property inventories

7.4.3.m Duplicate notice of valuation changes

7.4.3.n All software and documentation for the complete operation of the CAMA System including database of all property cards and integration with administrative system

7.4.3.o Video Imaging Services

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

7.4.4 **Assessor's Records** CONTRACTOR will use a system approved by the Assessor for the accurate account of all records and maps which may be taken from the files of the Assessor in connection with appraisal work. All such records and maps shall be returned immediately. None of the ASSESSOR'S records shall be taken outside of the corporate limits of the TOWN without prior written permission of the ASSESSOR. The ASSESSOR will permit CONTRACTOR to copy all residential building sketches from existing field cards, together with the outside dimensions of all auxiliary buildings such as garages, barns, sheds and swimming pools. CONTRACTOR will be permitted to

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copy and sketch all commercial and industrial properties which are presently outlined on existing ASSESSOR'S field cards.

7.4.5 **Property Record Cards:** CONTRACTOR will complete property record cards, commonly referred to as "Street Cards" or "Field Cards", filed by street.

7.4.6 **Valuation Information (Property Record Cards):** These cards shall contain all manner of information affecting value, including, but not limited to, information as to location of property, classification as to usage, owner of record, source of title, size, shape and physical characteristics of land, with the breakdown of front feet, square feet or acreage as applicable, along with unit of value applicable to each, utilities available, improvements, census tract number, zoning regulations in effect as of the assessment date.

Property Record Cards will include sketches of all physical improvements, giving a listing of all interior and exterior construction details, quality of construction, age, condition, replacement values, percent of physical and functional depreciation, depreciated values, fair market value, as well as 70% percent assessment value will be shown. Sketches of buildings, including dwellings, shall be drawn to scale with dimensions given on the street card based on any new information provided by the CONTRACTOR as a result of field work.

7.5 **Assessment Notices:** At the close of the revaluation, a notice shall be sent, at CONTRACTOR'S expense including envelope by First Class Mail, to each owner of record, setting forth the valuation that has been placed upon the property identified in the notice, prepared in duplicate and in conformity with the Connecticut General Statutes. Further, enclosed with such notice shall be a letter specifying the dates, times and place of the informal public hearings and information describing the property owner's right to appeal the valuation of his property, including the manner in which an appeal may be filed with the Board of Assessment Appeals. Such notices and letters shall be subject to the prior written approval of the ASSESSOR. The duplicated copy, arranged alphabetically by the owner's name, shall be left with the ASSESSOR.

The CONTRACTOR shall, at its own expense, send out an additional notice for real property classified under P A - 490 (Farm, Forest and Open Space.)

7.6 **Informal Public Hearings:** At a time mutually agreeable to the ASSESSOR and CONTRACTOR, but following completion of all review work by the ASSESSOR and CONTRACTOR, CONTRACTOR will hold informal public hearings at such times and at such locations as the ASSESSOR may specify so that owners of real and personal property, or their legal representatives, may appear at specified times to discuss with qualified members of CONTRACTOR'S staff the manner and methods of arriving at value. Informal public hearings, at the ASSESSOR'S discretion, may be held on weeknights and Saturdays.

CONTRACTOR will provide a sufficient number of qualified personnel to handle said hearings expeditiously and fairly. Any information offered by the taxpayer shall be given consideration and adjustments shall be made where warranted. The public hearings shall be completed by December 11, 2021.

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CONTRACTOR will provide person(s), or their legal representative, who appear(s) at a hearing, a form indicating whether or not CONTRACTOR will reinspect the property(s) being questioned. Such decision to reinspect will be at the reasonable discretion of CONTRACTOR. Any such reinspection shall be made as soon as possible. This form shall be approved by the ASSESSOR and provided by CONTRACTOR. The completed and signed forms shall be turned over to the ASSESSOR at the conclusion of the hearings. CONTRACTOR will, at its own expense by First Class Mail, notify each taxpayer or his or her legal representative who has appeared at an informal public hearing seeking a review of valuation. Such notice shall include the original valuation determined by the CONTRACTOR and any adjusted valuation as deemed appropriate based on information received at such hearing, or a statement that no change is warranted. Such notice shall be subject to approval by the ASSESSOR and shall contain information describing the property owner's rights to appeal the valuation, including the manner in which an appeal may be filed with the Board of Assessment Appeals. A duplicate copy of each notice shall be arranged in alphabetical order and provided to the ASSESSOR.

- 7.7 **Board of Assessment Appeals:** CONTRACTOR will have a qualified member or members of its staff with first-hand knowledge of the project, approved by the ASSESSOR, available upon request, for attendance at any deliberations of the Board of Assessment Appeals held after the completion of the revaluation, Sundays excluded, to assist in the settlement of complaints and to explain the valuations made; but such availability and attendance shall not be required after the date for the completion of the duties of the Board of Assessment Appeals with respect to the **October 1, 2021** Grand List, or for one complete calendar year beyond completion of the revaluation, whichever comes first.
- 7.8 **Litigation:** In the event of appeal to the courts, CONTRACTOR shall furnish a competent witness or witnesses, approved by the ASSESSOR, to defend the valuation of the properties appraised. It is understood that CONTRACTOR shall furnish said witness or witnesses on any court action instituted on the **October 1, 2021** Grand List assessments for up to five days at no charge. After the initial five days, a per diem rate of \$200.00 for residential properties, and \$300.00 per diem for commercial/industrial properties will be charged. CONTRACTOR will provide supporting data, including written appraisal if deemed necessary by the ASSESSOR, for any said court appeals. CONTRACTOR will also comply with any request by the TOWN to answer any interrogatories, provide witnesses for depositions or to otherwise participate in the discovery process pertaining to any litigation described herein. CONTRACTOR shall not be held responsible for any assessment changed from the original valuation figure by parties other than the CONTRACTOR.
- 7.9 **Information:** CONTRACTOR will give 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 Appeal on the October 1, 2021 Grand List without further cost the TOWN.
- 7.10 **Building Cost Schedules:**
- 7.10.1 **General:** CONTRACTOR will prepare building cost schedules for usage in the program hereinafter specified. These schedules will reflect the unit-in-place method, based upon square foot or cubic foot area of building, as applicable. These schedules shall be used in computing the replacement cost in the TOWN for all residential, commercial,

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industrial and farm construction. They shall reflect the wage scale for the various trades, labor efficiencies, overhead, profit, engineer and architect fees, and all other direct and indirect costs of construction. Before final acceptance, they shall be proven by testing against known sales. All finalized schedules shall be approved by the ASSESSOR before their adoption and usage by CONTRACTOR.

- 7.10.1.a **Residential:** Residential cost schedules will include schedules for various classifications, types, models and story heights normally associated with the residential buildings. The schedule will be flexible, with special sections reflecting the various additions and deductions for construction components from the base specifications such as insulation, wall and floor types, interior finish, etc., along with prices for different types of heating systems, bathrooms, fireplaces, porches, breezeways, attached and unattached as well as basement garages, and schedules for other building improvements usually found on residential property (swimming pools, barns, sheds, garages, tennis courts, greenhouses, solar designed, etc.)
- 7.10.1.b **Commercial:** Commercial building cost schedules shall be prepared in unit costs of materials in place and charted on a per square foot basis and shall be prepared for various story heights and contain all additions and deductions for construction components from base specifications.
- 7.10.1.c **Industrial and Special Structures:** Cost schedules for industrial and special purpose structures shall be prepared in unit costs of material in place and charted on a per square foot basis, and shall be prepared to contain all the additions and deductions for construction components from base specifications.
- 7.10.1.d **Farm:** Cost schedules for farm structures shall be prepared for square foot and cubic foot costs for various types of farm buildings including, but not limited to: barns, sheds, silos, milk houses, coops, etc.

Cost schedules for the afore-mentioned must be supported by a recognized valuation publication company such as Marshall and Swift, Means, etc.

- 7.11 **Depreciation Schedules:** The depreciation schedules or methods CONTRACTOR will use in determining the amount of depreciation shall reflect the normal and accepted depreciation rates of building according to classification. These schedules or methods shall cover residential, commercial, industrial and farm buildings, and shall be approved by the ASSESSOR prior to their use by CONTRACTOR.
- 7.12 **Schedules for TOWN:** CONTRACTOR will supply and leave for the TOWN not less than three copies of all the above required building cost schedules and depreciation schedules for the Town's usage, one copy of which shall be turned over to the ASSESSOR upon approval of the schedules, as outlined herein. The schedules shall be in the form of a bound manual.

## 8 **APPRAISAL SPECIFICATIONS**

- 8.1 **Appraisal of Land** CONTRACTOR will appraise all land within the TOWN: residential, vacant, commercial, industrial, agricultural, special use, public utility, and tax exempt.
- 8.1.1 **Land Value Study:** Land shall be valued based on an analysis of all sales data occurring during the two-year period prior to October 1, 2021. The analysis and

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application of sales data shall be governed by procedures and techniques expressly approved by the ASSESSOR.

CONTRACTOR shall make a careful investigation of this data and shall consult owners, realtors, banks and other sources of information relative to sales of property within the TOWN. All factors affecting the final value of land shall be considered, such as: location, zoning, inland wetlands, topography, soil condition, 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 field record card.

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

8.1.3 **Land Value Units:** CONTRACTOR will prepare land unit values, subject to the approval of the ASSESSOR, by front foot, square foot, acreage or fractional acreage, or site value, whichever, in the judgment of the ASSESSOR, most accurately reflects the market for the appraised land.

8.1.4 **Land Value Map:** CONTRACTOR will delineate the approved land value units on all streets and acreage in the TOWN on a suitable map to be provided by the TOWN. The land value map shall be returned to the TOWN prior to the completion of the revaluation contract.

8.1.5 **Neighborhood Delineation:** After consideration of the environmental, economic and social characteristics of the TOWN, CONTRACTOR will, with the cooperation and approval of the ASSESSOR, delineate "neighborhood" units within the TOWN. Each neighborhood unit will, in ASSESSOR'S opinion, exhibit homogeneous characteristics. Each neighborhood unit will be assigned a separate identification code which will be used for valuation. These neighborhood numbers shall be recorded and maintained on the computer database.

## 8.2 **Appraisal of Residential Buildings and Structures:**

8.2.1 **Physical Details:** CONTRACTOR shall make a careful and complete listing of physical construction details of all residential buildings and structures and all structural improvements appurtenant to residential property in the TOWN, on proper forms as previously covered in these specifications.

8.2.2 **Physical Inspections:** CONTRACTOR shall measure and inspect any real property which has experienced an apparent arms-length transaction in the one year prior to the project's date of value and certain parcels selected by the ASSESSOR.

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

8.2.2.b CONTRACTOR will verify or correct the sketch of all major buildings and physical improvements to scale.

8.3 **Data Mailers:** CONTRACTOR, as a quality check for the data, shall at their own expense, prepare and send out a data mailer to every residence that the revaluation company did not gain interior access to of each improved property within the TOWN by September 1, 2021. These data mailers will include a stamped return-addressed envelope and a cover letter explaining that the purpose and content of the mailer is to ensure the accuracy of the data concerning their property. The information collected will be used to determine their new valuation. The CONTRACTOR will be responsible that the properties reporting discrepancies are reviewed for accuracy by virtue of the best available information including, if necessary, a new inspection of the property.

For any property owner that fails to respond to this mailing, CONTRACTOR shall work with the ASSESSOR to ensure that these properties particularly, are reviewed for accuracy by virtue of the best available information including, a field review of the property.

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

Property type classification;	Number of Bedrooms;
Parcel size;	Number of Bathrooms;
Zoning;	Number of Bathroom fixtures;
Utilities;	Type of heating fuel;
Building Style;	Type of heating system;
Exterior wall material;	Central air conditioning;
Roof style & composition;	Finished basement;
Interior wall material;	Garage type;
Interior floor covering;	Number of fireplaces;
Total number of rooms;	Year built;

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

8.4 **Exterior Inspection:** Properties shall be field inspected as the ASSESSOR shall require.

8.4.1 **Field Review:** All properties shall be reviewed in the field by Contractor's personnel qualified as reviewers, as previously prescribed in these contract specifications; internal inspection preferred. The properties shall be reviewed for classification, correct listing of information, final value and to assure that they are correlated to comparable

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properties. The ASSESSOR shall be notified of the dates of reviewing and be entitled to accompany the reviewers during any phase of the revaluation.

8.5 **Pricing and Valuation:**

8.5.1 **Fair Market Value:** Pricing and valuation of all land and buildings must reflect the fair market value as of October 1, 2021 and shall be done from and in accordance with the previously approved manuals and schedules and these contract specifications.

8.5.2 **Final Valuation:** The final valuation shall be the fair market value of the structure plus the market value of the land; such fair market values to be as approved by the Assessor. In arriving at the fair market value of the structures, replacement cost less depreciation from all causes may be considered, along with all other factors affecting the value of the property, all of which shall be noted on the street card.

8.6 **Appraisal of Commercial, Industrial, Public Utility and Special Purpose Properties:**

8.6.1 **General:** All commercial, industrial, public utility and special purpose buildings shall be inspected, classified, priced and reviewed in the same manner as residential properties as set forth above, except that the dimensions of all buildings shall be to the nearest foot and the height of the building shall also be recorded on the street card.

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

8.6.3 **Income Approach:** CONTRACTOR shall utilize Income and expense data gathered by the TOWN for income producing and, where appropriate, owner occupied properties. Any income and expense data, including OPM Form Number M-58 with accompanying summary reports and rent schedules, when used by CONTRACTOR shall become the property of the TOWN.

All information filed and furnished shall not be of public record and is not subject to the provisions of Section 1-200 et seq. (Freedom of Information) of the Connecticut General Statutes. From these returns and other data sources, CONTRACTOR with the ASSESSOR will establish market or economic rent and expenses for income producing properties.

CONTRACTOR and the ASSESSOR shall also develop capitalization rates by investigating sales and income data. CONTRACTOR and the ASSESSOR shall establish rates for various classes of property, which the TOWN may elect to have checked by bankers, investors and appraisers to ensure their accuracy. When the ASSESSOR has approved the rates and methods, CONTRACTOR shall perform the income approach by using both actual and economic income and expenses. CONTRACTOR shall be responsible for entering all income data into the CAMA system.

8.6.5 **Yard and/or Site Improvements:** All yard improvements shall be listed and valued separately.

- 8.6.6 **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, CONTRACTOR shall bring that question to the attention of the ASSESSOR to be bound by his/her determination.
- 8.6.7 **Review:** A final review and inspection shall be made in the same manner and for the same purposes as prescribed for residential properties. The reviewer shall be competently trained and fully experienced in the appraisal of the particular type and kind of commercial, industrial, public utility or special purpose building for which he/she is responsible.
- 8.7 **Control and Quality Check:**
- 8.7.1 **Field Checks by Assessor:** The ASSESSOR shall spot check, in the field, properties picked at random by him/her, with or without CONTRACTOR'S supervisor.
- 8.7.2 **Building Permits:** The CONTRACTOR shall inspect all properties on which construction and/or demolition has taken place since October 1, 2020 and make available to the ASSESSOR by October 14, 2021, all new data relating to this construction and/or demolition along with all building permits or copies thereof issued during the course of the revaluation to determine that all new construction, additions and remodeling have been included in Contractor's appraisals.
- 8.7.3 **Incomplete Construction:** CONTRACTOR shall code as unfinished construction all property cards which have incomplete improvements on the October 1, 2021 Grand List. The street card shall show the percentage of completion, based upon a schedule approved by the ASSESSOR, and reflect the percentage of completion in the valuation as of that date. The ASSESSOR will inspect all incomplete construction as of October 1, 2021 and furnish data to CONTRACTOR by October 14, 2021.
- 8.7.4 **Sales Analysis:** Sales analyses of properties shall be performed as a means of sustaining the values derived. These analyses shall be done on the aggregate of all residential properties and on each of the neighborhoods previously delineated. The sales analyses shall include, at a minimum, sales ratio and coefficients of variance and dispersion, unsold property tests, and other analyses required by the State of Connecticut to meet the Performance Based Revaluation Standards as developed by the State of Connecticut Office of Policy and Management. Ratios shall be performed using the 70% assessment figures. Any additional requests for sales analyses by the ASSESSOR shall also be performed.
- 8.7.5 **Performance Based Revaluation Standards:** All fair market values that are developed by the CONTRACTOR must meet the Performance Based Testing Standards developed by the State of Connecticut Office of Policy and Management in accordance with Section 12-62i of the Connecticut General Statutes.

## 9. **RESPONSIBILITIES OF THE TOWN**

- 9.1 **Nature of Service:** It is clearly understood and agreed that the services rendered by CONTRACTOR are in the nature of assistance to the ASSESSOR and all decisions as to proper valuations, taxable or tax exempt, shall rest with the ASSESSOR.

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- 9.2 **Cooperation:** The ASSESSOR, TOWN and TOWN employees will cooperate with and render all reasonable assistance to CONTRACTOR and its employees.
- 9.3 **Items Furnished by the TOWN:** The TOWN shall furnish or make available the following:
- 9.3.1 **Maps:** The TOWN shall furnish one set of updated TOWN tax maps showing street, property lines and parcel identification numbers.
- 9.3.2 **Land Dimensions:** The TOWN shall make available to CONTRACTOR lot sizes and total acreage of all pieces of property where the maps or present records fail to disclose measurements or acreage.
- 9.3.3 **Zoning:** TOWN shall make available current TOWN zone regulations and zoning map.
- 9.3.4 **Record Cards:** The TOWN will make available the present street cards for the copying by CONTRACTOR.
- 9.3.5 **Property Transfers:** ASSESSOR will make available to the CONTRACTOR the street cards on a regular basis for all property splits and transfers occurring after the initial creation of the revaluation database by CONTRACTOR. CONTRACTOR shall update the revaluation database as necessary.
- 9.3.6 **Building Permits:** The TOWN shall make available all building permits or copies thereof during the revaluation project up to October 1, 2021. All building permits shall be returned to the TOWN. The ASSESSOR shall be responsible for the inspection of all properties on which construction and/or demolition has taken place during the course of the Revaluation.
- 9.3.7 **Identification:** The TOWN shall furnish letters or cards of introduction and authority to inspect real estate in the TOWN.
- 9.3.8 **Signing of Communications:** The TOWN shall sign, by the Assessor, communications to be mailed at Contractor's expense for the purpose of contacting a property owner for inspection of the property and for the purpose of obtaining the property owner's income and expense information if such is needed for the income approach to value of commercial or industrial properties.
- 9.3.9 **Mailing Address:** The TOWN shall make available, through the ASSESSOR'S office, the current mailing address of all property owners.
- 9.3.10 **Working Space:** The TOWN shall furnish to CONTRACTOR sufficient space to carry out the terms of this contract.
- 9.3.13 **Sales Information:** The TOWN shall continuously and currently provide copies of all sales information available to it with respect to transfer of parcels.

## 10 **TRAINING:**

- 10.1 **Amount of Training:** CONTRACTOR shall provide a minimum of 36 hours of direct training to the TOWN assessment personnel, both during and after the completion of the contract, in the use of all aspects of the system.
- 10.2 **Personnel:** The Assessor shall determine the individuals and the amount of training each individual shall receive. If more than one person is receiving training at the same time, the training time shall be calculated as if one person is receiving training.
- 10.3 **Location:** All training shall take place on the TOWN'S computer hardware within the TOWN, unless both the TOWN and CONTRACTOR agree to an alternate training site or computer hardware.
- 10.4 **Documentation:** CONTRACTOR will provide a detailed user manual for the CAMA software and Grand List production interface.

## 11 **TRANSMITTAL OF RECORDS TO THE ASSESSOR**

Regular periodical delivery of appraisals and other information required under this agreement, as completed and in accordance to a schedule agreeable to the ASSESSOR, shall be turned over the ASSESSOR for review. All appraisals of buildings either completed or under construction and all completed and corrected records shall be turned over to the ASSESSOR as of January 1, 2022. The final inspection and review shall take into consideration any known or apparent changes in the individual property since they were first inspected in order that the final appraisal of property shall be appraised as of October 1, 2021.

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

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