



Town of Raymond | 401 Webbs Mills Rd, Raymond, ME 04071 | 207-655-4742 | www.raymondmaine.org

Request for Proposals

Property Revaluation Project

PROJECT SUMMARY

The Town of Raymond seeks competitive proposals for a complete revaluation of all taxable and tax-exempt real and personal property within the Town of Raymond, Maine (Town) effective **no later than** April 1, 2026 (The effective date). The expected tax commitment date, using these values, is mid-September immediately following the effective date.

BACKGROUND

The “Home of the Landlocked Salmon,” Raymond is located on beautiful Sebago Lake and has six other lakes and ponds within its boundaries. The town offers a uniquely peaceful and healthy living environment yet is also an easy commute to both Portland and Lewiston-Auburn metropolitan centers. An active and diverse business community is located along Route 302.

Raymond is an all-season recreational center close to the Western Maine and New Hampshire Mountain regions. Many lakes and easy access to the mountains create an ideal environment for outdoor enjoyment. Travel is enhanced by major commuter routes, which lead to other opportunities for health, arts, and business.

The Town welcomes its summertime residents and guests who swell the population nearly three-fold as vacationers gravitate to Raymond to experience the way life should be!

Raymond spans 44.75 square miles, 11.57 of which are lakes, ponds, and rivers. According to the 2020 U.S decennial Census, the Towns full time population is 4,536.

The last full revaluation was in 2005.

The Town uses Vision (VGSI) CAMA system Version 8 for both real and personal property, which is hosted and maintained on the Towns local server system. This system is utilized for the valuation of both real and personal estates. VGSI also serves as the web host of Raymonds assessment data online.

There are approximately 3,875 total real estate accounts. Included in which are approximately 150 accounts which are boat slips, 80 commercial and industrial properties and 64 exempt properties. The commercial properties are largely small-medium scale retail stores and service business, along with some light manufacturing facilities.

There are approximately 215 business personal property accounts with BETE accounts averaging approximately 25 per year. Approximately 100 of the 215 accounts are camper/park model trailers located at one campground and one seasonal camper subdivision development.

The towns preliminary 2024 equalized State Valuation is \$1,889,350,000.

PROJECT SCOPE

The scope of the project (Revaluation Project or Project) requires the complete appraisal and revaluation of all taxable real property, all tax-exempt real property, all taxable personal property and all tax exempted personal property located within the corporate limits of the Town of Raymond, Maine as of the effective date of the project.

The Company shall furnish all labor, materials, supplies, and equipment, and shall perform all work for the Project in strict accordance with the specifications outlined in this RFP.

The values to be determined shall be “just value” as defined in Maine Statutes and Maine Supreme Court decisions. The basis of valuation shall be the recognized methods of appraising real and personal property. It is anticipated that property will be valued at 100% of full market value, however a final determination of the ratio assigned will be determined by the Board of Assessors and/or Assessors Agent dependent upon market conditions at the time of the effective date of the project.

SUBMISSION REQUIREMENTS

All proposals shall include:

1. **Cover Letter:** A brief introductory letter.
2. **Company Personnel:** Provide relevant information regarding your project team including:
 - a) Overview of the Firm: Number of years engaged as a Company, corporation, partnership, or individual specializing in governmental tax revaluation services.
 - b) Experience: List of all municipal revaluations completed during the past five (5) years, including client contact, and telephone number, A list of Equalization Contracts for which the Company is currently committed.
 - c) Project Team Member(s): Name(s) of project team members, including the supervisor to be assigned to this project, along with project team member resumes/qualifications.
 - d) Contact Details: Name and telephone number of person(s) to be contacted for further information and clarification.
3. **Understanding:** Provide a (brief) summary of your understanding of the project.
4. **Approach:** Describe your recommended approach to complete the tasks outlined in the scope of services (above) including:
 - a) Specifics of Company’s revaluation plan for Raymond.
 - b) Description of the Company’s public relations program that would be used during the Project such as scheduling, staffing, and conducting informal hearings.
 - c) Description of total cost and quality controls including:

- i. Total cost of Real Property Revaluation
- ii. Total cost of Personal Property Revaluation
- iii. Effective date of proposed Project, with rationale for proposed effective date
- iv. Time schedule filled out according to the Revaluation Schedule
- v. Staged fee payments filled out according to the Revaluation Schedule
- vi. Detailed Cost of appeals to State Board and Court

5. **References:** Names, addresses (including e-mail), and telephone numbers of representatives of current or recent clients familiar with the services your firm and project team (three suggested).

6. **Additional Information:** Any other supplementary information that in the opinion of the Company may assist the Town in evaluating the Proposal.

PROPOSAL DEADLINE AND BID OPENING

Sealed Proposal shall be clearly marked “**PROPOSAL–REVALUATION PROJECT**” and addressed to **Assessors Agent, Town of Raymond, 401 Webbs Mills Rd, Raymond, ME 04071** and shall be supplemented by an electronic copy sent to curt.lebel@Raymondmaine.org.

Anticipated RFP Timeframe:

Proposal Deadline	Wednesday, July 26, 2023 4 PM EST
Proposal/Bid Opening	Thursday, July 27, 2023
Proposal Evaluations/Selection of Company	Tuesday, September 12, 2023
Execution of Contract by Company	Thursday November 16, 2023
Performance Bond ¹	Agreed upon percentage with Town

¹ Said bond or check shall be given as security, that if the Proposal is accepted a Contract will be entered into. The proposal bond or check shall be forfeited and the principal amount of said proposal bond shall be paid to the Town. The agreed upon amount with the Town shall cover liquidated damages in case of failure to enter Contract.

Proposals received prior to the time of opening will remain sealed. All Proposals shall be delivered by **4:00 P.M. on July 26, 2023**. Proposals shall be opened publicly at 10:00 am on Thursday, July 27, 2023.

FINAL SELECTION EVALUATION CRITERIA

The Board of Assessors and/or Assessors Agent and the Town of Raymond project staff will evaluate each proposal based upon the documentation requested herein using criteria which include but are not necessarily limited to or in the order of the following:

1. Organization, qualifications, and experience: 35%

- i. Describe the Proposer's experience providing services like those requested for this project. Identify at least 5 projects on which your company has performed work comparable to that required in this RFP in the last 5 years. Include company name, contact name, address, and phone number, as well as a description of the project, dates of the project and results.
- ii. Identify the **key** staff who will be assigned to fulfill the contract requirements. Provide resumes describing their educational and/or work experiences.

2. Project/Proposal Approach: 30%

- i. Describe how the proposed revaluation plan addresses the project scope.
- ii. Describe how the public relations plan addressed the project scope.
- iii. Describe how the proposal addresses any additional considerations outlined in the project scope.

3. Anticipated Schedule: 10%

- i. Stated Effective date of the project. April 2, 2025, or April 1, 2026
- ii. Provide a schedule of deliverables and any other relevant milestones.
- iii. Describe how the firm will manage its overall workload to meet deadlines for the deliverables and other relevant milestones listed above.

4. Fee Statement: 25%

- i. Proposed cost of services
- ii. Describe how the firm will control and monitor its costs

5. Proposer's References: Provide at least 3 work references with contact information and descriptions of resulting projects, with dates. The results of reference checks will be used in scoring proposals.

The Town reserves the right to reject any, or any part of, or all Proposals; to waive informalities and technicalities and to accept that Proposal which the Town deems to be in the best interest of the Town whether it is the lowest dollar Proposal or not. On or before **September 30, 2023**, the Town will notify the selected Company that it has been selected.

GENERAL CONTRACT CONDITIONS

On or before **December 1, 2023**, the selected Company shall execute with the Town a Contract based on the General Contract Conditions the following contract conditions, as outlined below, shall be included in greater detail in the contract between the Company and the Town.

- Changes in the contract
- Subletting to specialists
- Performance surety bond
- Indemnification
- Insurance
- Severability, Waiver, Cancellation and Misrepresentation Clauses

Periodic Payments: The Town will pay the Company amounts as billed less a ten (10%) percent retainage through conclusion of the local appeal process.

Surety:

1. The company shall provide a performance bond or other surety acceptable to the Town of Raymond for not less than one hundred percent (100%) of the total contract price with a corporate surety to be conditioned upon the faithful fulfillment of the total contract.
2. If Sub-Companies are used payment surety must be submitted in a form as approved and accepted by the Town of Raymond.

Indemnification and Insurance:

1. The Company agrees to defend and indemnify the Town against claims for bodily injury, accidental death, and property damage, which may arise during the Company's performance of the contract, and, in all other respects, to hold the Town harmless from both inadvertent and negligent acts of the Company, its employees, and agents.
2. The Company shall not be responsible for consequential or compensatory damages arising from the late performance or non-performance of the contract caused by special or unusual circumstances beyond its reasonable control, such as acts of God or force majeure.
3. The Company shall maintain public liability insurance, automobile liability insurance and workmen's compensation insurance, with appropriate endorsements to the Town, as its interests may appear. The municipality and its officers, employees, and agents, other than those agents working for the Company must be named as additional insureds.
4. The public liability insurance shall be in the form of a standard commercial general liability policy with the inclusion of contractual liability coverage and shall provide coverage against claims for personal injury, death, or property damage with limits of at least:

- a) \$400,000, each person
 - b) \$400,000, each occurrence, for bodily injury liability, and
 - c) \$400,000, each occurrence, for property damage liability.
5. The automobile liability insurances shall be in the form of a standard comprehensive automobile liability policy.
 6. The Company shall not deny liability because of any legal defense to which the municipality is entitled by reason of being a municipality.
 7. The Company shall carry valuable papers insurance on any and all records applicable to the project against the loss or destruction of such records in an amount of not less than the contract price.
 8. Liability limits shall not be less than the limits established in the Maine Tort Claims Act, 14 M.R.S.A §8101-8166, as they may be amended from time to time.
 9. The Company shall provide to the Town:
 - a) Certificates of insurance, written by an insurer or insurers licensed to do business in the State of Maine, confirming the required insurance coverage is in effect on the date of execution of the Project Contract, and
 - b) An agreement by insurer(s) that a 10-day written notice of impending cancellation or material change in insurance coverage by insurer(s) will be provided to the Town before cancellation or change should occur.

Liquidated Damages/Penalties: Failure of the Company to meet contracted deadlines for completion of work and approval by the Board of Assessors and/or Assessors Agent as having met the standards of these Specifications and the Contract, shall be cause for payment of liquidated damages by the Company, on demand by the municipal officers, according to the following schedule:

- 1 to 10 working days = \$300 per day
 - 11 to 20 working days = \$600 per day
 - Over 20 working days = \$1,200 per day
- a) All properties measured, listed and photographed through the effective date of the Project
 - b) All completed assessments given to Board of Assessors and/or Assessors Agent for review
 - c) All assessment notices addressed and mailed
 - d) Informal hearings completed
 - e) Final values in Vision and all revaluation records, items and systems are delivered to the Assessor's Agent Office in accordance with the General Contract Conditions

Notwithstanding mutually agreed upon extensions, failure to meet the contracted deadline for completion of the Project shall be cause for payment of liquidated damages by the Company, on demand by the municipal officials, of One Thousand (\$1,200) for each day beyond the specified date of completion.

The Company shall not be liable for delays caused by reason of war, terrorism, strike, explosion, Acts of God, Orders of Court, or other public authority.

Town Contact: Unless otherwise indicated in this RFP, all correspondence to be sent to the Town shall be sent to the following address:

Curt Lebel
Assessors Agent, Town of Raymond
401 Webbs Mills Rd
Raymond, Maine 04071

Additional Requirements: The Town reserves the right to specify additional requirements for inclusion in the final agreement with the Company.

REVALUATION SCHEDULE

The Company shall start the equalization project as soon as practicable after signing the Contract, or upon a date as agreed to by the Board of Assessors and/or Assessors Agent. Thereafter the Company must continue in a diligent manner to ensure completion within the schedule of completion dates as set forth below.

Completion Dates: The Company shall submit a schedule for the phases of the Project which sets forth the dates for completion and that schedule shall be incorporated into the Contract and shall be binding upon the Company. The phases of the Project are as follows:

1. Assignment of the Project Manager who shall be the Company representative on the project
2. Public information and media releases
3. Complete residential data collection: measuring, listing and photos
4. Complete commercial, industrial, public utility, special purpose, and tax-exempt data
5. collection-measuring, listing and photos
6. Complete land study and value analysis and development of Land Pricing Schedules
7. Complete building cost manual and development of Cost Schedules
8. Complete market data study to begin appraisals
9. Complete study of market rents, expenses and capitalization factors to begin appraisals
10. Valuing of land
11. Valuing of buildings
12. Deliver completed residential appraisals on property record cards with all measurements, sketches, listings, pricing, review and values, incorporating all building permits up to and including the effective date of the project, to the Board of Assessors and/or Assessors Agent

13. Deliver completed commercial, industrial, public utility, and special purpose appraisals on property record cards with all measurements, sketches, listings, pricing, review and values including assessment computation to the Board of Assessors.
14. Assessment notices mailed
15. Informal hearings begin
16. Informal hearings completed
17. Determination notices mailed
18. Computer file is updated for all final appraisals
19. Assist the Board of Assessors with formal appeals
20. Assist the Board of Assessors with appeals to Board of Assessment Review

RESPONSIBILITIES OF REVALUATION COMPANY

The Company's Project Manager and Board of Assessors shall regularly discuss the progress and various other details of the Project. These discussions may be scheduled to occur more frequently if they are found to be necessary by the Town.

Property data, and/or appraisals and records shall not be made public until after the assessment notices are mailed.

Equipment and Supplies: The Company shall provide all equipment and supplies at the Company's expense except as otherwise provided herein.

Deliverable Products: All documents, records, data, and other materials procured or produced in the performance of the Project will become the sole property of the Town. The documents, records, data, and other materials will include:

1. Documentation of procedures used throughout the Project
2. All manuals used in any phase of the Project
3. Data collection and valuation manuals for use in maintaining and updating values
4. Detailed valuation manuals, including tables and formulas used in applying the cost, sales comparison and income approaches to property valuation; grade and housing type descriptions for each grade and housing type
5. Source information used in the development of cost, sales comparison and income approach schedules
6. A field card for all properties
7. Digital photos of all buildings
8. All manual and computerized reports supporting valuation formulas and values for vacant land and improved properties
9. All sales ratio studies used in the Project
10. Field review documents reflecting preliminary values, adjusted preliminary values, and any notes relative to informal review actions
11. A report on all informal hearings. Each meeting with property owners shall be documented stating the property owners' issue(s) and the Company representatives'

response(s). A final report showing the number of hearings, the number and amounts of values changed

12. Valuation List of new values

13. All documents shall be delivered as digital files, unless otherwise specified by the Board of Assessors

14. The Company shall provide training for appropriate Town personnel, adequate to provide them with the knowledge necessary to understand and use the appraisal system and/or other software installed by the Company, if necessary.

Public Relations: The parties to this Project recognize that a good public relations program is required. The Company shall support the Board of Assessors in conducting a public information program. All public information releases shall be approved by the Board of Assessors prior to release. The Company shall submit a detailed public relations plan to the Town with its proposal.

The program must include but is not limited to:

Prior to Data Collection:

1. Press releases
2. Meetings with local officials
3. Public meetings on the following topics:
 - a) Laws concerning revaluation market value
 - b) General outline of revaluation project
 - c) Data Collection
 - d) Valuation procedures
 - e) Review procedures
 - f) Informal hearings
 - g) Taxpayer formal appeal proceeding
 - h) Pre-data collection leaflet/notice to property owners

During Data Collection and Valuation:

1. Press releases
2. Meetings with local officials
3. Meeting with civic groups
4. Public Meetings

After Data Collection and Valuation:

1. Press releases
2. Meetings with local officials
3. Public meetings
4. Informal Hearings
5. Board of Assessment Review meetings

Conduct of Company Employees: As a condition of this Contract, the Company's employees shall treat residents and Town employees with respect and courtesy. The Company shall take appropriate

and meaningful disciplinary measures against those who violate the terms of this provision and shall immediately remove any employee from the project if requested to do so by the Board of Assessors.

Inspections: All physical improvements shall be inspected, measured, and listed, noting all interior and exterior construction details, quality of construction, age, and condition.

Sketches: Sketches of all significant buildings shall be drawn to scale with dimensions given on the property record card.

Data Entry: All data entry will be entered into the Town's CAMA system by the Company.

Field Work Quality Check: At the end of each month the Company shall provide the Board of Assessors and/or Assessors Agent with pdf files of each updated property record card until the completion of the public hearings. The Assessors Agent may conduct checks to ensure quality of data collection. The Company shall notify the Assessors Agent monthly of the region of Town field collection will take place in the following month so that the information can be posted on the Town's website. In addition, all changes made by the Assessors Agent in property values as a result of these reviews will be changed by the Company within one week of receiving the changes.

Sales Analysis: The Company shall analyze qualified sales for the two (2) year period immediately preceding the effective date of the project. 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, mobile homes, 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, and accepted by the Board of Assessors.

Assessment Notices: A notice shall be sent, at the Company's expense, by first class mail, to each owner of record as of the effective date of the project, setting forth the new valuation that has been placed upon the property identified in the notice. If possible, at the time of the notice, an estimated tax rate will be included. The notice shall be prepared in duplicate and conformity with the Maine Law and approved by the Board of Assessors and/or Assessors Agent prior to mailing. The duplicate copies will be delivered to the Assessors Agent in electronic form (i.e. pdf) and arranged in map/lot sequence.

Further, the notices shall include information specifying the dates, times, and place of the informal hearings. Such notices and information shall be subject to approval by the Town. Prior to sending notices, the Company shall memorialize the proposed new values in the CAMA's Assessment History section as Interim values. The Company and Town shall cooperatively update the Towns Website to allow public access to the property interim property record cards.

Informal Hearings: The Company shall hold informal hearings, at such times and locations as the Town may specify, so that owners of property, or legal representatives of owners, may discuss with qualified members of the Company's staff the assessed valuations of their property. The Company's personnel shall explain the manner and methods of arriving at value. Informal hearings, at the discretion of the Town, may be held on weeknights and Saturdays as well as during business hours. Members of the Town's Assessing Department staff may also be present at hearings.

The Company, in conjunction with recommendations of the Town, shall schedule a sufficient number of hearings and provide sufficient qualified personnel certified by the State of Maine and approved by the Town 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 Company shall 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 Board of Assessors.

Defense of Values: For requests for abatements or appeals of assessments, the Company will follow the following procedures.

The Company agrees that the Project Manager or Field Appraiser of the Raymond project shall be present or available at the request of the Board of Assessors and/or Assessors Agent for the period of time necessary to assist in considering abatement requests and to assist the Board of Assessors and/or Assessors Agent in explaining the basis of the revaluation to property owners.

The Company agrees that the Project Manager in charge of the Raymond project should be present if requested at any hearing of local and/or state body of assessment appeals following completion of the project and to defend the values.

In the event of any appeal to the courts, the Project Manager in charge of the Raymond project will be present at the hearing to testify as a witness, to outline the steps taken and give his opinion of value of the property which has been or is the subject of appeal.

The Company agrees to assume all costs for services rendered by it in connection with any and all hearings, reviews and/or court actions provided the filing of such hearing, review and/or court action is commenced within one (18) months of the revaluation effective date.

APPENDIX A - APPRAISAL SPECIFICATIONS

Appraisal of Land: The Company shall appraise all types of land within the Town.

Land Inspection: The Company shall be responsible for identifying and considering in its valuation of each land parcel the physical, legal, and economic factors which may affect its use and value.

Land Value Study: Vacant land sales occurring during the two-year period immediately preceding the effective date of the project shall be analyzed.

Improved property sales data shall be analyzed, at a minimum, for arms-length transactions occurring during the two (2) year period immediately preceding the effective date of the project, in order to estimate land values by the residual method.

The Company shall consider factors affecting land value, such as location, zoning, available utilities, size, shape, topography, view, improvements, special exceptions or zoning variances, nonconforming uses, flood plains, flood zones, and special purpose uses.

Land Unit Value: The Board of Assessors and/or Assessors Agent, in consultation with the Company, shall determine what type of land unit values and formulas shall be used for the various types of property and property locations. The front foot, square foot, acreage, fractional acreage and per lot units shall be considered, among other possibilities.

Neighborhood Delineation: The Company shall delineate neighborhood units within the Town.

Land Value Inspections: The Company shall make a physical inspection of each plot of land from the public way and make necessary adjustments in value 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.

RESIDENTIAL BUILDINGS AND STRUCTURES

Data Collection: The Company shall view by physical inspection the exterior and interior of all real property in the Town in compliance with Maine law. **The Company should reference, in its response to the RFP, how it intends to facilitate inspections in relationship to Raymond's high volume of seasonal property owners.**

The Company shall make a listing of physical construction details of all the structural improvements pertinent to residential property in the Town on field cards for entry into the CAMA database. Details of all structural improvements are also to be listed on the field cards. Digital photos of each significant structure are to be taken at the first visit and entered into the CAMA database.

Measurer/Lister Identified: The field card and the property record card shall indicate the Lister and date(s) of the listing.

Entrance Refused: When entrance to a building for an inspection is refused, the Lister shall make note of the fact and within two (2) working days notify the Assessor's Agent.

The Company shall not enter premises when only minor children are present. The Company shall make one (1) call back.

Call Backs: Where necessary the Company shall make one (1) call back, which must be on a weekday between 5:00 PM and 8:00 PM, or on a Saturday. The Lister making the call back shall note the time and date of call back on the field card and on the property record card.

Notification Letter: If after one (1) call back, contact was not established with a property owner, a notification letter (approved by the Town) shall be mailed at the Company's expense, notifying the property owner that the representatives of the Company were not able to make contact, and request that within a prescribed time limit the property owner contact the Company to arrange an inspection.

Preliminary Town Acceptance: Prior to the mailing of the assessment notices, the Company's Project Manager will review the final values with the Board of Assessors to ensure that the Assessors Agent is prepared to accept the Company's work.

COMMERICAL, INDUSTRIAL, UTILITIES, EXEMPT & SPECIAL PURPOSE PROPERTIES

All commercial, industrial, public utility, exempt, and special purpose buildings and improvements shall be inspected, classified, priced, and valued.

Description: All buildings shall be identified and described as component parts of construction, size, area, age, and usage.

Income Approach: Income and expense data shall be gathered by the Company on forms approved by the Board of Assessors and/or Assessors Agent, which shall become the property of the Town. Proprietary information of property owners shall not become a public record.

The Company shall develop, with the involvement of the Board of Assessors and/or Assessors Agent, capitalization rates and gross rent multipliers through interviews with bankers, investors, realtors, appraisers, and other informed sources.

The Company shall determine market and economic rents, vacancy rates, operating expenses, capitalization rates, and/or gross rent multipliers applicable to the various classes of commercial, industrial, and special-purpose properties being valued. The Company shall document, in writing, its sources of information, and describe its use and analysis in estimating values.

The Company shall perform the income capitalization approach using generally accepted methods and techniques. Gross rent multipliers shall be used as an additional valuation check where applicable.

The Company shall mail income and expense questionnaires to all commercial and industrial property owners. Responses shall become the property of the Town at the completion of the Project. Proprietary information shall not become a public record.

Fixed Equipment: All fixed machinery and equipment serving a building and taxable as real estate shall be listed within that building and valued 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 Board of Assessors and/or Assessors Agent and be bound by the Assessors Agents' determination.

The Assessors Agent shall be notified in writing of any item which might be considered personal property and is included in the valuation of the building. It shall be separately listed and described by the Company either on the property record card or separately on another record.

Review: The reviewer shall be competently trained, certified and fully experienced in the appraisal of the particular type and kind of commercial, industrial, public utility or special purpose building for which the reviewer is responsible.

PERSONAL PROPERTY

The appraisal company shall provide a brief description of all personal property appraised. The company shall appraise and total separately each class or kind of personal property. The company shall conduct an examination of the property involved, sufficiently detailed to ascertain the reasonableness of the information provided. Where records or statements are of little assistance the company shall list and value major items of property individually. Minor or group items may be combined, listed, and valued in a total value for the group or kind. A major item is here considered as a unit, machine, or item of equipment for which the current value is \$2,000 or more.

The company shall load all valuation data into the Towns Vision CAMA system.

The Company shall value and record in the Towns CAMA system all BETE exempt equipment and exempt amounts and submit the qualifying applications to the Assessors Agent for approval.

All personal property shall be valued in accordance with accepted standards established by Maine Statute and the Bureau of Taxation. Where a question arises as to value and/or method(s) of valuation the Board of Assessors shall make the final determination.

Preliminary Town Acceptance: Prior to the mailing of the assessment notices, the Company's Project Manager will review the final values, computed by the Company, with the Board of Assessors and/or Assessors Agent to ensure that the Town is prepared to accept the Company's work. The Board of Assessors and/or Assessors Agent will make the final judgment on the final value.

APPENDIX B - RESPONSIBILITY OF TOWN

Maps: The Town shall furnish one set of Tax Maps showing streets, property lines, and parcel identification numbers, along with PDF versions.

Zoning: The Town will furnish one (1) set of the current Town zoning regulations and a zoning map.

CAMA Database & CAMA Software: The Board of Assessors will make available to the Company the current CAMA database.

Property Transfers: The Town shall notify the Company, on a regular basis, of property splits and transfers occurring after the initial establishment of the Company's database for this information. The Company shall update its records in accordance with this notification.

Building Permits: The Town shall furnish the Company copies of all building permits issued during the course of the Project up to the effective date of the project.

Introduction: The Board of Assessors and/or Assessors Agent shall furnish letters of introduction and authority to inspect real estate in the Town along with suitable identification badges.

Mailing Address: The Town shall furnish through the Assessor Agent's Office the current mailing address of all property owners.

Mail: For any mail the Company is required to send in conjunction with this Project, it is the responsibility of the Town to investigate all returned mail for updated name or address and to re-mail such mail.

Office Space: The Town shall furnish the Company with sufficient office space, necessary office furniture and copier equipment to carry out the terms of this project.

Assessing Personnel: The Bord of Assessors and/or Assessors Agent may, from time to time, accompany listers/appraisers on property visits.

APPENDIX C – DEFINITIONS

Assessors/Board of Assessors: shall mean the duly appointed Assessors of the Town of Raymond, Maine
CAMA: shall mean Computer Assisted Mass Appraisal

Assessors Agent: Shall mean the Board of Assessors duly appointed, designated representative.

CMA: shall mean Certified Maine Assessor

Company or Company: shall mean any person, firm, corporation, association, or other entity performing the revaluation work under contract.

Contract: shall mean the agreement between the Company and the Town to provide services in accordance with this RFP

Effective Date of the Project: shall mean the statutory date of Assessment. April 1, 2025, or April 1, 2026 (whichever is specified in the Contract)

Field Card: shall mean the document used in the field to record information about the property when the property is listed and measured

Project or Equalization Project: shall mean the reappraisal and revaluation of all taxable real property and all tax-exempt real property within the corporate limits of the Town of Raymond

Property Record Card: shall mean the card generated from the CAMA system

Proposal: shall mean the Company or Company's proposal submitted in accordance with the RFP requirements

RFP: shall mean Requests for Proposals Specifications: shall mean the requirements of the RFP

Town: shall mean the Town of Raymond, Maine