

**TOWN OF GREENSBORO
PO BOX 119
GREENSBORO, VT 05841**

DESCRIPTION OF PROPOSAL

The Town of Greensboro is requesting bids for a complete reappraisal from qualified, licensed reappraisal contractors to work with the Greensboro Assessor to complete a town wide reappraisal that will become part of the grand list for Greensboro at a date to be determined and lodged in the abstract Grand List.

PROJECT PURPOSE & OBJECTIVES

The objective of this reappraisal is to generate accurate, defensible estimates of the fair market value for every parcel in Greensboro, Vermont. In addition, the estimates shall be integrated into the NEMRC Microsolve Cama system so that future construction, subdivisions and changes to existing properties may be valued using the same formulas.

TOWN PROFILE

The Town of Greensboro is located in Orleans County and is 39.4 square miles in size and has approximately 811 residents. The taxable real estate in Greensboro involves approximately 890 parcels made up of approximately:

Residential	285
Mobile Homes	43
Seasonal	104
Commercial	21
Commerical/Apts	1
Industrial	2
Utilities	3
Farm	12
Woodland	5
Other	271
Misc.	143

We are and will continue to use NEMRC MicroSolve (Cama) along with the most current version of the Apex sketching program and will be transitioning from the NEMRC Grand List module to the VTPIE Grand List software. Tax Maps are current and will be available for the successful bidder. An up-to-date sales study for all sales for the past three years will be available for the successful bidder.

SUBMISSION REQUIREMENTS

The proposal shall include the following:

- Scope of Services
- Professional qualifications and the names of the principals of the firm
- The qualifications of the project manager and key staff assigned to the project
- Description of the proposed formulas and methods for assessing values of all properties
- Description of quality control and testing of results
- The cost proposal
- Schedule of work by task
- Documentation of Insurance Coverage
- List of all municipal reappraisal currently underway or completed within the last three years including client contacts and references

Requested Services

Perform a complete reappraisal consistent with PVR requirements for a complete/full reappraisal:

1. Verify and correct the Greensboro current parcel information, including interior inspections using current lister cards and verify each entry by visually reviewing all parcels by on-site visit and performing new measurements, new sketches when needed due to corrections or sketch was not available. New digital photos are required for each parcel. Photos of each property front, back and two sides, and all outbuildings should be included.
2. Insert all current data in the NEMRC MicroSolve database. This includes Current Use Values and Homestead declarations
3. Create and implement new models in the CAMA for cost, depreciation, sales comparison, MRA income and any other applicable valuation methods for all types of real property in Greensboro. The appraiser shall analyze the three years of sales provided by the Assessor and verify the sales and make corrections as needed.
4. Develop new land schedules that take into account neighborhood, land size, grade of property. Develop and produce a hard copy of neighborhood boundary map. When in doubt, deeds should be used for further updates. Highest and best use must be considered and all current Act 68 laws.

5. All site improvements shall be reviewed for each parcel. Separate deeded lots and multiple dwellings on one lot shall be noted.
6. Measure all physical improvements and list interior and exterior construction details. Quality of construction, age, effective age and condition shall be noted for each parcel. Areas above or below the first floor shall be measured.
- 7.
8. Work with the Assessor to create the official notification to every taxpayer showing the new values. The Town of Greensboro will be responsible for the costs and mailing of the booklet.
9. The appraiser will be responsible to defend adjusted or new values at grievance hearings, public meetings, BCA hearing, and the Supreme Court if necessary.
10. Produce manuals clearly explaining the valuation methods and the data and the process that was used to create the new values. The new values must be in compliance to all applicable state statutes and laws.
11. In summation, the selected appraiser's responsibilities will include a thorough analysis of local real estate market conditions and review the existing CAMA data leading to the development and implementation of estimating the fair market value of all market taxable property in Greensboro.
12. Verify and correct the Greensboro current parcel information, including interior inspections using current lister cards and verify each entry by visually reviewing all parcels by on-site visit and performing new measurements, new sketches when needed due to corrections or sketch was not available. New digital photos are required for each parcel. Photos of each property front, back and two sides, and all outbuildings should be included, as well as attached to their respective parcels in the database(s).

We expect at least 3 attempts for entry into each dwelling for accurate assessments. The Assessor or Town Clerk will assist with appointment for entry when needed. A notice of a visit will always be left in the door or taped to the door so that the taxpayer knows that we need to meet with them for the new appraisal or that we did a new appraisal. Always date the notice.

The final product will be the change of Assessment notices, updates to the CAMA software being provided herein that effect the new land schedules, updated costs, income and market models and the successful completion of appeals.

The documentation produced for this project shall include a new land valuation manual that includes neighborhood description and mapped current boundaries, land schedules, land grade sheet for each parcel, descriptions of adjustment, a copy of the sales file and adjustments made to create the land schedule, copies of any data collection or review manuals developed for or used during this project, copies of any other manuals, tables or reference materials developed or used during this project.

All materials related to this project shall become the property of the Town of Greensboro, Vermont. All data collection sheets, schedules, protos, Apex sketches or hand drawn, et al produced in this update will become the property of the Town of Greensboro, Vermont.

Assessor's Involvement

The Greensboro Assessor will take an active roll in assisting in the selection Process for the successful bidder.

The Greensboro Assessor will work with the successful bidder when feasible And ride with the data collectors.

The appraiser will meet with Assessor from the onset for their input as to Neighborhoods, area of growth, new subdivisions. As mentioned previously, The Assessor will accompany the appraiser when feasible on inspections.

Your completed bid must be in a sealed envelope addressed to the Chair of the Greensboro Select Board, PO box 119, Greensboro, Vermont 05841. Your bid must be received in the Greensboro Town Offices no later than December 8th, 2023. Bids will be opened at the December Selectboard meeting on December 14th, 2023. The Greensboro Select Board reserves the right to accept or reject any and all bids. Please submit a complete proposal in a sealed envelope marked "Greensboro Reappraisal" and address to:

Town of Greensboro
PO Bx 119
Greensboro, VT 05841

For any proposal that was received, the results of the bids will be mailed to the bidder requesting bidding information. This must be requested within 48 hours of the bid opening. Any questions, please call Kim at 802-533-2911 or email townclerk@greensborovt.gov.