

## TOWN OF LYMAN

11 So. Waterboro Rd Lyman, ME 04002  
Tel: (207)-247-0642 FAX: (207)-499-7563

### REQUEST FOR PROPOSALS

## LAND & BUILDING COST TABLES UPDATE/ REVALUATION

**PROJECT TITLE:** Property Assessment Equalization Project

**PROPOSAL DUE DATE:** January 21<sup>st</sup>, 2025 by 1:00pm

Sealed bids will be opened on **January 21<sup>st</sup>, 2025 during the Select Board meeting.**

**PROJECT TIMELINE START DATE:** July 1, 2025

**PROJECT TIMELINE END DATE:** April 1, 2026

#### CONTENTS OF THIS RFP:

1. Introduction
2. Scope of Work
3. Conditions & Instructions to Bidders
4. Pricing
5. Submission of Proposals
6. Bid Proposal Form

#### 1. INTRODUCTION

The Town of Lyman, Maine is undertaking a project to review recent property sales and perform a cost tables update revaluation of all properties in town to raise the Certified Ratio to 100% Market Value per Maine Constitutional requirements. Lyman's last full town-wide revaluation was performed during 2019-2020 and values implemented 04/01/2021. The current declared ratio is 76%. The parcel count for the Town is estimated to be 2850. Project timeline will begin July 1, 2025. The goal is to accomplish an effective assessment date of April 1, 2026.

The intention of this RFP is to solicit responses and formal proposals and select a single organization to provide services to the Town of Lyman.

The scope of work is as outlined in this request for proposal. This document does not commit the Town of Lyman to any contract for any service, supply, or subscription whatsoever. The Town of Lyman will not reimburse any information or administrative costs incurred as a result of participation in response to the RFP. All costs associated with response will solely reside at the responding party's expense.

**Please submit your proposal in a sealed envelope to the Town of Lyman by December 2nd, 2024 by 1:00pm EST.**

Proposals must be addressed to:

Town of Lyman, Select Board  
RFP: Property Assessment Equalization Project  
11 South Waterboro Rd  
Lyman, ME 04002

Please mark sealed proposals plainly "**RFP - Property Assessment Equalization Project**". **Proposals will be opened publicly during the Select Boards regular meeting on December 2<sup>nd</sup>, 2024.** The Town will not except late bids.

Questions regarding this request for proposal should be directed to:

[townmanager@lyman-me.gov](mailto:townmanager@lyman-me.gov)

Or call the Town Manager Office: 207-247-0642

## 2. SCOPE OF WORK

It is the express intent that the project shall include but not be limited to:

- Full field review of all sales dating from the period 4/1/2023 to 4/1/2025\* to ensure accurate assessing information at the time of sale. (\*Time period may adjust to obtain adequate data for analysis.)
- Perform a market analysis and adjust/update all cost tables to reflect just value for all parcels based upon the qualified sales during the period used.
- Arrive at the just value of each parcel with separately expressed land and building values as well as total property values. Appraisals shall be made based on the definition of just value contained in 36 MRSA 701-A.
- Verify values determined and accuracy of data used via field review to ensure methodology established from the sales is consistently applied to the entire population of properties.
- Optional: Provide a separate line item for the pricing of rates and services related to visiting properties that the Assessor has not yet inspected, particularly those that have undergone changes such as new construction, to update property card data. This line item is optional and may be left blank if these services are not provided by your firm.

### Requirements:

Each firm responding to this solicitation must address the following items in their proposal:

- A detailed description of the process proposed to be undertaken identifying the key components with the level of effort to be performed at each step.
- Evidence of employment of at least one Certified Maine Assessor.
- List of staff available to serve the Town of Lyman during the process. (\*Include Resumes.)
- The selected firm and staff assigned must be proficient in and have proven experience working with TRIO WEB CAMA software.
- Samples of grading and pricing schedules, including land pricing formulas, necessary for revaluations and a reasonable explanation of the proper usage of the grading and pricing schedules.
- Prior to the completion of the revaluation the selected firm will make themselves available to meet with taxpayers and staff to review the new valuations.
- Proposals will include all costs associated with the scope of work including anticipated time needed for meetings with taxpayers to review new valuations. Proposals should also include a daily rate for additional taxpayer meetings if needed.
- All data, files, records, photos, etc. gathered and/or used will be turned over to the Assessor's Office for retention.

### 3. CONDITIONS & INSTRUCTIONS TO BIDDERS

- Bidders shall use the enclosed bid form and submit additional information/credentials attached with bid form.
- Proposals must include separate line-item costs for any or all the items outlined on the proposal form.
- Proposals must be completed in full and must be signed by a firm official or representative. Proposals may be withdrawn prior to the time set for the official opening. Request for withdrawn must be submitted in writing.
- Proposals will be opened publicly. Bidders or representatives may be present at opening.
- Issuance of this RFP and receipt of proposals does not commit the Town to award a contract. The Town reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the consultants/firms submitting an RFP, or to cancel all or part of this RFP.
- Please state **“RFP - Property Assessment Equalization Project”** on submitted, sealed envelope.
- The Town of Lyman reserves the right to waive any formality and technicality, whichever is deemed best for the interest of the Town.
- The Select Board will review sealed bids in an open public meeting and may, at the boards’ discretion, delay award pending further review. It should be noted that the contract resulting from this RFP will be awarded to the respondent whose proposal is determined to be in the “best interest” of the Town. Therefore, the proposal offering the lowest cost may not necessarily be the proposal that is selected for award.
- **RIGHT OF REFUSAL.** The Town reserves the right to: a) Reject any or all proposals, or to make no award. b) Select certain applications from the proposals. c) Require modifications to initial proposals. d) to make partial or multiple awards. e) award based on initial proposals received, without discussion of such proposals. f) invite selected vendors to make oral presentations to the evaluations team. Failure of a vendor to comply with the request for meeting may be grounds for bid rejections. g) excuse technical defects in a proposal when, in its sole discretion, such as excuse is beneficial to the Town.
- The Contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below. The Contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town’s acceptance of the Contractor’s proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor’s insurance company before any work is performed. The Contractor’s policies shall name the Town of Lyman as an additional insured.
  - **Liability Insurance (Or Commercial Liability):** Contractor shall maintain general liability with a limit of not less than One Million Dollars (\$1,000,000), combined single limit.
  - **Automobile Liability Insurance:** Contractor shall maintain automobile liability insurance with a limit not less than One Million Dollars (\$1,000,000) combined single limit.
  - **Workers’ Compensation:** Contractor will maintain workers’ compensation in amounts required by Main law and Employer’s Liability Insurance, as necessary, as required by Maine law. If in the event the contractor is not required to carry workers’ compensation according to Maine law, then the contractor must provide the Town with an approved Independent Contractors Status from the State of Maine.
- Project timeline start date will begin July 1, 2025 and funds are subject to appropriation by Annual Town Meeting

#### 4. PRICING

Proposals will include all costs associated with the scope of work including anticipated time needed for meetings with taxpayers to review new valuations. Proposals should also include a daily rate for additional taxpayer meetings if needed.

The Town is requesting a separate, optional line item for the pricing of rates and services related to visiting properties that the Assessor has not yet inspected, particularly those that have undergone changes such as new construction, to update property card data. This line item is optional and may be left blank if these services are not provided by your firm.

The Town of Lyman will not make any advance payments. Invoices for services performed shall be submitted to the Town.

There is no expressed or implied obligation on the part of the Town of Lyman to reimburse bidders for any expenses incurred in preparing or presenting proposals in response to this request.

#### 5. SUBMISSION OF PROPOSALS

All proposals must be submitted in sealed envelopes, addressed to the Town of Lyman, Select Board and plainly marked **“RFP - Property Assessment Equalization Project”**

Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for opening bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened. Bidders shall bid to specifications and any exceptions must be noted. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any unsolicited person or firm.

No electronically submitted proposals will be accepted in response to this request.

The Town Manager will serve as the single point of contact for this request. All official communication between the bidder and the Town upon release of this RFP shall be with the Town Manager. Any other communication will be considered unofficial and non-binding on the Town.

Lindsay Gagne  
Town Manager  
11 South Waterboro Rd  
Lyman, ME 04002  
Tel. (207)-247-0642  
email: [Townmanager@lyman-me.gov](mailto:Townmanager@lyman-me.gov)

This RFP does not obligate the Town of Lyman to contract for services specified herein.

The Town of Lyman reserves the right to extend a contract for ongoing services without reissuing an RFP.

**6. BID PROPOSAL FORM**

Due: **January 21<sup>st</sup>, 2025 by 1:00pm EST.**

To: Town of Lyman, Select Board  
RFP: Property Assessment Equalization Project  
11 South Waterboro Rd  
Lyman, ME 04002

**The bidder shall provide a detailed breakdown of all project-related costs on a separate form, which must be attached to this RFP Bid Proposal Form.**

---

The undersigned individual/firm/business guarantees this price for sixty days (60) from the proposal due date. The undersigned submits this proposal without collusion with any other person, individual, firm or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the Town of Lyman.

By signing this form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above.

Signature \_\_\_\_\_ Company \_\_\_\_\_

Name (print) \_\_\_\_\_ Telephone # \_\_\_\_\_

Title \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Web Site \_\_\_\_\_