

# TOWN OF CANAAN

277 MAIN STREET · PO BOX 68  
CANAAN, MAINE 04924

Request for Qualifications/Proposals for Revaluation

Full Measure and List of Real Property FY 2023/24

This Request for Proposals (RFP) seeks competitive proposals for a complete revaluation of all taxable and tax-exempt real property within the Town of Canaan, Maine effective April 1, 2024. The expected tax commitment date, using these values is August 2024.

PROCESS: The Town of Canaan, Maine is undertaking a full measure and list revaluation of residential, commercial, and exempt property of approximately 1,537 parcels with an effective assessment date of April 1, 2024. The parcel count for the Town is estimated to have 1092 improved parcels, 450 undeveloped parcels and 182 building only parcels. The last revaluation took place in 2006 and currently all accounts are in TRIO SQL with the possibility of upgrading to TRIO Web during the process. Most developed accounts have pictures and sketches attached. Proposals must be received by 4:00 pm March 1, 2023. Firms interested in providing the revaluation services are invited to deliver four (4) sealed copies of the proposals (to the Canaan Town Office) addressed to:

Proposal-Equalization Project  
Town of Canaan Selectboard  
277 Main Street  
PO Box 68  
Canaan, ME 04924

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

- A letter of transmittal signed by the individual authorized to negotiate for and contractually bind the firm. (The offer and acceptance are subject to the required funding being approved by the Town.)
- The just value of each parcel of taxable and tax-exempt real property with separately expressed land and building values as well as total property values.
- The project shall include full measure and list plus new photos with all data entered in Canaan's current CAMA system and each structure sketched in Winsketch for all improved parcels.

DEFINITION OF JUST VALUE: Appraisals shall be made based on the definition of just value contained in 36 MRSA, 701-A.

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

Phone  
207-474-8976  
207-474-8682

[www.townofcanaan.com](http://www.townofcanaan.com)  
[townofcanaan@roadrunner.com](mailto:townofcanaan@roadrunner.com)

Fax  
207-612-2037

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- A detailed description of the process proposed to be undertaken to complete the property revaluation. Such description shall identify the key components, with the level of effort to be performed at each step.
- A list of municipalities for which the firm has completed a property revaluation as either a standalone project or as part of a full town/city-wide statistical update.
- Each firm providing revaluation services must provide evidence that they employ at least one certified Maine assessor as described in 36 M.R.S.A. §§ 310 and 311 and a list of Project Team Member(s): including the supervisor to be assigned to this project, along with project team member resumes/qualifications.
- 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.
- A firm engaged in performing a municipal revaluation in Maine must file a copy of the current grading and pricing schedules used with the State Tax Assessor. In addition, a firm must file and maintain with the State Tax Assessor a resume that includes the number of people regularly employed by the firm, their particular qualifications, and a list of the municipalities where the firm has contracted within the five previous years.
- Upon completion of the total property revaluation, the firm must present the Town of Canaan with a complete set of property record cards that detail the construction of each building.
- Prior to the completion of the revaluation, the selected firm will make themselves available to meet with taxpayers to review the new valuations as needed upon the determination of the Town Assessors.
- The selected firm must assure that the project will be completed by August 1, 2024. Failure on the part of the chosen firm to complete all work on or before the agreed upon date shall be cause for payment of liquidated damages by the chosen firm to the Town of Canaan at the rate of \$100 per working day. Any liquidated damages may be deducted from the contract sum owed the company.
- The selected firm must have experience working with TRIO.
- Proposals will include all costs associated with scope of work including anticipated time needed for the meetings with taxpayers to review new valuations. Proposals should also include a daily rate for additional taxpayer meetings if needed.

INSURANCE: The chosen firm shall carry and maintain in force:

- Workers' Compensation Insurance, General Public Liability and Property Damage Insurance including vehicle coverage and professional liability insurance with limits of \$1,000,000 per

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occurrence, \$2,000,000 aggregate. The Town shall be named as an additional insured on the liability policy.

- To the extent permitted by law, all such insurance provided by the chosen firm shall be carried in favor of the Town of Canaan and its officers, employees, and agents, as well as in favor of the firm.
- Copies of all certificates of insurance showing policies covering insurance required for this revaluation project shall be filed with the Town of Canaan and approved by the Town of Canaan prior to the commencement of any work on the revaluation project.

ITEMS SUPPLIED BY THE TOWN: The Town of Canaan will provide the following to the chosen firm to aid in the revaluation project:

- All available permit information
- All available zoning information
- All available ownership information
- All available land classification information related to current use classification
- All available sales data
- Land dimensions and total acreages or estimates of same on all parcels or access to deeds for same
- One set of reduced size tax maps
- Permission to use present property record cards for the purpose of the revaluation
- Office space for use by the chosen firm's staff working on the revaluation project
- Office space to conduct the informal hearings

## PUBLIC RELATIONS:

The company will assist the Town in conducting a program for public relations through direct mailings, handouts, press, and the Town's website. The Company will participate in meetings with citizens and property owner groups as a means of establishing understanding and support for the revaluation program and sound assessment administration. The company will be responsible for keeping the Town informed providing monthly information notices advising the Town of project progress.

SELECTION: Firms will be scored using the following criteria:

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1. Experience providing residential, commercial, and exempt revaluation services in the State of Maine
2. Ability to perform the scope of work by August 1, 2024
3. Experience working with TRIO
4. Price

AWARD: A short list of firms will be selected for in-person interviews.

The selected firms will be contacted in early March to schedule interviews during the month of March. A final firm will be selected to enter into contract negotiations with the Town of Canaan in late March/ early April.

Any question regarding this project may be directed to Rebecca Adams at [pointsnorthassessing@gmail.com](mailto:pointsnorthassessing@gmail.com)

**The Town reserves the right to reject any and all proposals, in whole or in part.**