

**REQUEST FOR PROPOSALS FOR
REAPPRAISAL AND REVALUATION OF TAXABLE AND TAX EXEMPT REAL PROPERTY LOCATED WITHIN
THE CORPORATE LIMITS OF THE TOWN OF KILLINGWORTH, CONNECTICUT
EFFECTIVE OCTOBER 1, 2021**

ADDENDUM 1

Mandatory Pre-bid Conference

Held via Go To Meeting on Monday, July 6 at 2:00 p.m.

In attendance:

Town of Killingworth Assessors office:	M. Bekech, S. Ham
Town of Killingworth Selectmen's office:	C. Iino, E. Disbrow

The following firms were represented:	eQuality Valuation Services, J. F. Ryan Associates, Inc. Municipal Valuation Services Tyler Technologies, Inc., Vision Government Solutions, Inc.
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Meeting notes:

1. A discrepancy in due date for proposals was noted. Proposal Due Date: Monday, July 27, 2020, **4:00 p.m.** Selectmen's Office, Killingworth CT
2. It was confirmed that one printed original and two copies are required. Electronic copies will not be accepted. Bids will be opened at a Board of Selectmen meeting at 7:00, July 27, 2020.
3. Software options: It is the initial intent of the Town of Killingworth to maintain use of the eQuality Valuation software. However, the Town will entertain a change in CAMA software should a contractor choose to make such a proposal.
4. Photos of properties: the Town would be interested in a price per picture or a total price to photograph all improved properties. This should be listed as an optional line item.

6. A bid bond is required, as indicated in the bid documents.

7. Costs for an introductory letter or postcard can/must be included as a separate line item:

There will be a letter of introduction approved by the Town. If printing and mailing of this letter is included in your pricing, please note so in your response. Cost for this option should otherwise be listed as a separate line item.

8. Clarification regarding the alternate proposal option was requested:

- The town is asking for a Full measure and List, which requires on-site exterior evaluation and, where granted access, interior evaluation. A data mailer will be mailed to all property owners after the completion of fieldwork, as described in the RFP.
- Alternate COVID optional proposal will still require exterior site evaluation, but the Town will entertain proposals for non-entry interior evaluation, including the option for multiple data mailers. Final, post-data collection, data mailer still required.
- “Information taken at door” will satisfy interior inspection requirements, provided property owner first denied inspector entry to his/her home. How data is acquired must be noted in the property record field notes. If a taxpayer provides verbal information regarding the interior of his/her home, a data mailer is not required to collect interior information, however a final Mailer, after completion of fieldwork, is still required to be mailed to all property owners so they have an opportunity to confirm that our final records are correct prior to hearings.

9. Questions and answers will go through the selectmen’s office via email (edisbrow@townofkillingworth.com). Responses will be published as addendum on the town’s website (townofkillingworth.com under public notices)