

REQUEST FOR PROPOSAL

CONTRACT ASSESSING SERVICES

The Town of Cushing, Maine (the “Town”) seeks proposals for general assessing services. The Town has a total of approximately 1500 residential and commercial parcels. The Town currently utilizes TRIO software modules for producing and maintaining the assessment and tax collection records for the community.

Interested assessment companies (the “Bidder”) are invited to submit proposals that shall include the following scope of services:

- Annual field pick-up work, both new construction and ongoing renovation that shall include on site exterior and interior visits, if required, to validate interior improvements affecting property values.
- Digital photos of new construction and properties with significant changes/expansion are required.

Availability on an as needed basis but shall be scheduled eight (8) hours per week in the Town Office to provide for taxpayer meetings, abatement research, and assisting staff with any other routine assessment tasks. This scheduled day shall be the same each week. (Example: Every Wednesday). This shall be in addition to any field work.

Assist with and oversee the preparation of the Annual Tax Commitment and other Warrants, if requested.

Data enter and review property transfers/deeds to include property inspections and interview with sellers/buyers or use sales questionnaires produced by the Town to verify qualified or unqualified sales.

Assist in the administration and or review of all exemptions and tax credits, applications for current use, discretionary easements, subdivisions, lot line adjustments, mergers, annual map updates, and data entry of parcel changes.

Assist in the development of appropriate public information and media information to assure effective communications and education with the public regarding the property assessment process. Act as assessing agent for the Board of Assessors/Select Board in abatement appeals. Scheduled appointments to meet with homeowners and review the property in its entirety is required on all appeals. The town reserves the right to accompany the assessor on any appeal appointments.

All recommendations and communications to the Board of Assessors/Select Board or their representative must be in writing.

Term of contract: 3 years commencing August 1, 2021 and concluding on July 31, 2024.

The proposal shall also include the qualifications for the company and all individuals that may be assigned to the Town. Please submit a client list of municipalities to which you have rendered services during the last five (5) years.

The Town of Cushing will provide all property tax records and associated data as may be available from its own files. Additional assistance shall be provided by a member of the staff to provide for the proper and efficient administration of assessment tasks. A work area, telephone, and network computer terminal will be supplied by the Town on a scheduled basis.

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the individuals assigned to the contract, and relevant experience in conducting similar services.
- History of the individual or firm, including years in business, and ability of the firm to perform the work described.
- Previous work experience with local, county, or state government.
- How well the proposal communicates an understanding of the unique scope of work in the Town of Cushing.
- Any staff doing work for the Town must be a Certified Maine assessor.
- Proof of Comprehensive Liability and Workman's Compensation Insurance.

Deadline for RFP submittal is June 28, 2021.