**TOWN OF WOODBURY, VERMONT**

**PO BOX 10**

**WOODBURY, VT 05681**

**REQUEST FOR PROPOSALS FOR TOWN-WIDE REAPPRAISAL OF REAL PROPERTIES**

The Town of Woodbury has been ordered by the Vermont Department of Taxes to complete a complete reappraisal of real estate parcels in the town. Based on the results of its 2022 Equalization Study, the COD in Woodbury was calculated to be 20.27% which is outside of the acceptable parameters. The CLA was 85%.

The Town is requesting bids from qualified, licensed reappraisal contractors to work with the Woodbury Board of Listers to complete a town wide reappraisal that will become part of the grand list for Woodbury, 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 Woodbury, Vermont, so as to maintain the basis of our property tax system to be as fair and equitable as possible. The last town-wide reappraisal was in 2007. The estimates shall be integrated into the NEMRC Microsolve Cama system so that future new construction, subdivisions and changes to existing properties may be valued using the same values and formulas.

**TOWN PROFILE**

The Town of Woodbury is located on the northern edge of Washington County, and is 39.1 square miles in size. The town had approximately 928 residents as of the 2020 census. Woodbury encompasses more lakes and ponds than any other town in the state. Lakefront properties make up a large part of our town’s identity, our grand list and our tax base. The lakes are not identical and the shoreline values vary – a complete lake schedule will be required as part of the reappraisal.

The taxable real estate in Woodbury involves approximately 880 parcels consisting of:

Residential 1 195

Residential II 218

Mobile Homes - U 1

Mobile Homes – L 55

Seasonal 1 198

Seasonal II 54

Commercial 18

Commercial/Apts 0

Industrial 2

Utilities - E 4

Utilities – O 0

Farm 0

Other 0

Woodland 48

Miscellaneous 87

We are and will continue to use NEMRC MicroSolve (Cama) and will be transitioning from the NEMRC Grand List module to the VTPIE Grand List software. Tax Maps were last completed by the Central Vermont Regional Planning Commission in 2019 and are only updated by the listers, by hand, as subdivisions are made or properties change hands. The changes have not been incorporatedby CVRPC**.**

**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

An estimate of when the work will be started and completed.

List of all municipal reappraisals currently underway or completed within the last three years including client contacts and references, with particular emphasis on experience with lakefront properties.

**Requested Services**

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

1. Verify and correct the Woodbury current parcel information, including interior

Inspections using current lister cards and verify each entry by visually reviewing all parcels on-site and performing new measurements, new sketches when needed (if there are corrections or a 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). Photos of lakeshore structures should be included and lake frontage where appropriate.

1. Insert all current data into the NEMRC MicroSolve database. This includes Current Use Values and Homestead declarations
2. 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 Woodbury. The appraiser shall analyze the three years of sales available from the Tax Department, verify the sales and make corrections as needed.
3. Develop new land schedules that take into account neighborhood, land size, and grade of property. A lake schedule will be important. Develop and produce a hard copy of neighborhood boundary maps. When in doubt, deeds should be used for further updates. Highest and best use must be considered and all current Act 68 laws.
4. All site improvements shall be reviewed for each parcel. Separate deeded lots and multiple dwellings on one lot shall be noted.
5. 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
6. Work with the Town Board of Listers to create the official notification to every taxpayer showing the new values. The Town of Woodbury will be responsible for the costs of printing and mailing the booklet.
7. The appraiser will be responsible to defend adjusted or new values at grievance hearings, public meetings, BCA hearings, and the Supreme Court if necessary.
8. Produce a manual 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.
9. 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 Woodbury.

We expect at least 3 attempts for entry into each dwelling for accurate assessments. Because of the seasonal/vacation status of many properties in town, summer work will be required and in some cases, weekends. The Listers may assist with making appointments for entry if 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 that affect 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 Woodbury, Vermont. All data collection sheets, schedules, photos, sketches, etc. produced in this update will become the property of the Town of Woodbury, Vermont.

**Listers’ Involvement**

The Woodbury Board of Listers and a committee appointed by the Select Board will take an active role in the selection Process for the successful bidder.

The Woodbury Listers will work with the successful bidder when feasible, including site visits with the data collectors as appropriate.

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

Your completed bid must be in a sealed envelope addressed to the Chair of the Woodbury Select Board, PO Box 10, Woodbury, Vermont 05681. Your bid must be received in the Woodbury Town Office no later than March 11, 2024. Bids will be opened at the next Selectboard meeting. The appointed committee will review the bids and make a recommendation to the Select Board. The Woodbury Select Board reserves the right to accept or reject any and all bids. Please do not e-mail your proposals.