

TOWN OF GOFFSTOWN, NH
REQUEST FOR PROPOSALS
FOR DATA COLLECTION OF 1,500 RESIDENTIAL PROPERTIES

Sealed proposals from interested Contractors for a limited Data Collection Project (1,500 Residential Properties including single family, two, three and four family, and condominiums), in the Town of Goffstown, NH will be received at the Administration Office, Town Hall, 16 Main St, Goffstown, NH, until **2:00 p.m., Thursday January 8, 2009**. RFPs will be publicly opened and read in the Selectmen Meeting Room immediately following deadline. A bid award recommendation will be made to the Board of Selectmen on January 19, 2009. The Town of Goffstown reserves the right to reject any and all proposals or to waive any informality in the proposals, if it appears in the Town's best interest.

Contractors shall submit a "Price Proposal." The contractor must fill out and submit the attached "Price Proposal Form". The attached form must be signed, placed in an envelope, sealed, and clearly identified on the outside of the envelope "RFP: Assessing Data Collection".

A bidder may correct, modify, or withdraw a bid by sealed, written notice clearly marked as a correction, modification, or withdrawal, and received in the Administration Office prior to the time and date set for bid opening.

In addition, each Contractor must submit the following as part of their proposal:

1. A letter of transmittal signed by the individual authorized to negotiate for the Contractor and a statement that the proposal will remain in effect for at least thirty (30) days from the submission of proposals.
2. A list of assessing work for which the Contractor is currently committed, as well as a 5-year client list with the names and telephone numbers of the individuals to be contacted as a reference.
3. The Town of Goffstown utilizes the Vision Appraisal Enterprise, ver. 6.4 System (hereafter referred as Vision) in house. Therefore, each Contractor must show evidence of familiarity with the Vision system by submitting a list of projects previously worked on that required the use of the Vision.

GENERAL CONDITIONS AND REQUIREMENTS

1. PROPOSAL RULES

This proposal is solicited and will be awarded pursuant to the laws of the State of New Hampshire and Administrative Rules as defined in Chapter 600 adopted by the Department of Revenue Administration.

2. REVIEWING PERIOD

All proposals meeting bid requirements and conditions may be held by the Town of Goffstown for a period not to exceed thirty (30) days from the date of opening bids for the purpose of reviewing the bids and investigating the qualifications of bidders, prior to the awarding of the contract.

3. BASIS OF PROPOSAL AWARD

- A. The contract shall be awarded to the responsible and responsive offerer submitting the most advantageous proposal, taking into consideration the proposal's relative merits.
- B. The Goffstown Board of Selectmen will evaluate the relative merits of the submitted “Price Proposals”.

4. FORCE MAJEURE

Neither party shall be liable to the other or deemed to be in breach under the agreement for any failure to perform including, without limitation, a delay in rendering performance due to causes beyond its reasonable control, such as an order, injunction, judgment, or determination of any Court of the United States, or the State of New Hampshire, an Act of God, war, civil disobedience, extraordinary weather conditions, labor disputes, shortages or fluctuation in electric power, heat, light, or air conditioning. Dates or time of performance will be extended automatically to the extent of such delays provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay. It is agreed, however, that since the performance dates of this contract are important to the implementation of ongoing property value update programs, continued failure to perform for periods aggregating sixty (60) or more days even for causes beyond the control of the Contractor, shall be deemed to render performance impossible, and the municipality shall thereafter have the right to terminate this agreement in accordance with the provisions of the section entitled, "Termination."

5. TERMINATION OF THE CONTRACT

Subject to the provisions of the section entitled "Force Majeure", if the Contractor shall fail to fulfill in a timely and satisfactory manner its obligations under this agreement, or if the Contractor violates any covenants, conditions, or stipulations of this agreement, which failure or violation shall continue for twenty-one (21) business days after written notice of such failure or violation is received by the Contractor, then the municipality shall thereupon have the right to terminate this agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least seven (7) days before the effective date of such termination.

6. ASSIGNMENT OF CONTRACT

The Contractor shall not assign or in any way transfer any interest in this agreement without the prior written consent of the Town, provided however, that claims for money due or to become due to the Contractor from the municipality hereunder may be assigned to a bank, trust company, or other financial institution without such consent, so long as notice of any such assignment is furnished promptly to the Assessors, any such assignment shall be expressly made subject to all defenses, set offs, or counterclaims which would have been available to the Town against the Contractor in the absence of such assignment.

7. OWNERSHIP OF INFORMATION

- A. All information acquired by the Contractor from the municipality or from others at the expense of the municipality in performance of the agreement shall be and remain the property of the municipality. All records, data files, computer records, worksheets, deliverable products complete and incomplete, and all other types of information prepared or acquired by the Contractor for delivery to the municipality shall be and remain the property of the municipality.
- B. The Contractor agrees that he will use this information only as required in the performance of this agreement and will not, before or after the completion of this agreement, otherwise use said information, nor copy, nor reproduce the same in any form, except pursuant to the sole written instructions of the Town. The Contractor further agrees to return said information in whatever form it is maintained by the Contractor.

8. CONTRACTOR REQUIREMENTS

- A. The Contractor will serve in the capacity of an independent Contractor in this project.

FAILURE TO COMPLY WITH THE ABOVE CONDITIONS AND REQUIREMENTS OR ANY ATTACHED SPECIFICATIONS OR ANY OTHER MINIMUM QUALIFICATIONS WILL BE JUSTIFICATION TO REJECT ANY PROPOSAL AS INCOMPLETE.

SCOPE OF THE PROJECT

The project shall include the data collection of One Thousand Five Hundred (1,500) residential properties in a good and workmanlike manner according to New Hampshire Revised Statutes.

GENERAL REQUIREMENTS

The selected Contractor shall perform the data collection services described as follows:

1. Check the measurements and attempt to inspect the interior of the residential properties.
2. Make all indicated changes and/or corrections in accordance with the Town's Field Inspection Guidelines
3. Leave a door hangar if the owner or tenant is not at home.
4. Inspect the interior of "call-back" properties based on appointments made by the Town based on an agreed upon appointment schedule.
5. Photograph all listed properties.

MINIMUM EVALUATION CRITERIA

1. EXPERIENCE OF CONTRACTOR

The data collector(s) must have a minimum of five (5) years experience in the data collection of all types of residential property, be certified with the State of New Hampshire Department of Revenue Administration and show evidence of experience and familiarity with Vision. The name and resume of the Data Collector(s) must be submitted with the proposal.

In order to fairly evaluate the above criteria, the proposers must submit lists, dates, and descriptions of applicable projects and names of relevant contacts to substantiate any information provided in conjunction with the above requirements.

2. PROJECT TIMETABLE

The Contractor must provide a timetable that provides for a completion date of no later than November 16, 2009. The timetable should address, at a minimum, those areas listed in the "**GENERAL REQUIREMENTS**" section above.

COMPARATIVE EVALUATION CRITERIA

A Contractor shall be deemed **unacceptable** if the "**Minimum Evaluation Criteria**" are not met.

The ratings of "**highly advantageous**", "**advantageous**", "**not advantageous**", and "**unacceptable**" will be used to evaluate the following features of each proposal:

1. The response from the Contractor's clients as to performance on previous projects.
2. The professional qualifications of the individuals working on the project.
3. The bidder's directly relevant experience in other projects of similar type, size, and scope.
4. The Contractor must demonstrate experience with the in-house appraisal system currently in use in the Assessor's Office by submitting information pertaining to other projects for which the Contractor has used the Vision appraisal system.

Price Proposal Form

General Requirements

Price

A. Residential Data Collection 1,500 properties _____ – _____
Price per parcel