

City of Biddeford
Finance Committee
December 06, 2022 5:30 PM Council Chambers and Zoom

Please click this URL to join:
<https://biddeford.zoom.us/j/93843212593?pwd=Z29Rd2NXQkxoNHBUbRG4rb082L3JnQT09>

Webinar ID: 938 4321 2593
Passcode: 611871

Or One tap mobile:
+16469313860,,93843212593# US
+13017158592,,93843212593# US (Washington DC)

Or join by phone:
Dial (for higher quality, dial a number based on your current location):
US: +1 646 931 3860 or +1 301 715 8592 or +1 305 224 1968

International numbers available: <https://biddeford.zoom.us/j/aeF8BcsgHU>

Status: In-Person and via Zoom; Council Chambers; 5:30 p.m.

- 1. Call to order**
- 2. Approval of the Minutes**
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. Response to Commercial Revaluation FY2024 RFP
[20221206 Commercial Revaluation-MEMO](#)
[20221206 Commercial Revaluation Packet](#)
- 5. Other Business**
- 6. Adjournment**



Finance Committee Meeting

Meeting Date: December 6, 2022

Meeting Time: 5:00 pm

Agenda Item No:

Item Description: Approval/Commercial Revaluation Consultant-KRT Appraisal

Submitted by: Nicholas Desjardins, City Assessor

Supporting Information/Documentation:

20221115 – “KRT Appraisal Proposal” and 20221206 – “Vision Government Solutions Proposal”

Key Terms:

N/A

Executive Summary:

The Assessing Department is requesting approval for a qualified firm to review approximately 800 Commercial/Industrial parcels of real estate across the City to derive a fair and equitable value using mass appraisal principles while abiding by Maine Property tax laws.

Detailed Review:

The purpose of the firm is to assist the Assessing Department in creating a fair and equitable tax apportionment by collecting and analyzing all relevant data for all commercial, Industrial, 5+ unit apartments and mixed use properties in the City. The process upon approval would begin with a start-up meeting in mid-December and the final product would be delivered to the Assessing Department no later than July 14, 2023. It is crucial for the Finance committee to approve so we can start this process in Mid-December to be able to complete timely on July 14, 2023. The RFP was published on the City website on October 27, 2022 with responses due no later than November 11, 2022. We received two timely responses KRT Appraisal and Vision Government Solutions.

Funding Source:

22001-92111-12101 Reserve, Assessing Consultant

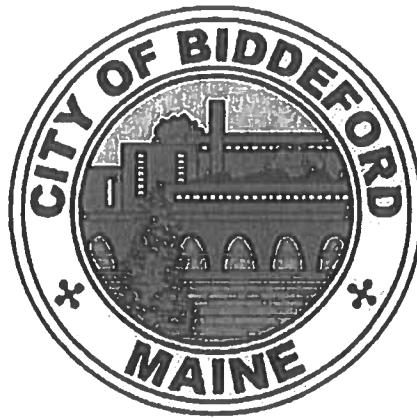
Staff Recommendation:

Staff recommends the Finance Committee to grant this RFP award to KRT Appraisal as their first choice. The price proposal is \$50,000.



ORIGINAL

City of Biddeford, Maine



Proposal for Commercial Revaluation

KRT Appraisal

191 Merrimack St, Suite 701
Haverhill, MA 01830
Tel: (877) 337-5574
Fax: (978) 914-7201

November 3, 2022

November 3, 2022

Nicholas Desjardins
City Assessor
City of Biddeford
205 Main Street, Suite 207
Biddeford, ME 04005

Letter of Transmittal

Dear Mr. Desjardins:

The following report is submitted in response to your Request for Proposals, for the City of Biddeford, Maine. This proposal will remain in effect for ninety days from the proposal due date. KRT has read the RFP and fully understands the scope of services requested.

This proposal will serve to provide the city with our qualifications and experience in providing similar services in the past. KRT has the capability to perform the services requested in the RFP while meeting all established deadlines and quality expectations in an effective and efficient manner.

As a small company, KRT's upper management will be solely responsible for all aspects of the valuation process. Our experience, education, familiarity with the Vision CAMA system and proven track record make KRT an excellent candidate to provide all of the services requested.

KRT is pleased to provide this proposal and we look forward to the opportunity to discuss it with you. Please do not hesitate to call if there are any questions or if more information is necessary.

Sincerely,



Robert A. Tozier, CMA
Vice President
KRT Appraisal
Office: (877) 337-5574
Fax: (978) 914-7201
rob_tozier@krtappraisal.com
www.krtappraisal.com

November 3, 2022

Nicholas Desjardins
City Assessor
City of Biddeford
205 Main Street, Suite 207
Biddeford, ME 04005

Price Proposal

Dear Mr. Desjardins:

KRT (KRT) is pleased to submit a proposal in response to your Request for Proposals (RFP), for a Revaluation of all Commercial properties for the City of Biddeford, Maine. KRT will provide all services outlined in the RFP while conforming to all Maine State Laws.

Based on the approximate current Commercial parcel count, approximately 800, the total cost for a Commercial Revaluation is Fifty Thousand Dollars (\$50,000). This includes all of the services requested in the RFP and described in KRT's Statement of Services with all products delivered by July 14, 2023.

From the RFP: "The submission of this signed submittal indicates acceptance by the consultant/firm/group of the stipulations contained in the Request for Proposal and the term and conditions mentioned herein unless specifically identified in the "Exception" section. The City shall determine, at its sole discretion, if any exceptions are acceptable. If deemed unacceptable the submittal may be rejected."

We look forward to the opportunity to discuss this proposal with you. If you have any questions or need more information, please do not hesitate to call.

Sincerely,



Robert A. Tozier, CMA
Vice President
KRT Appraisal
Office: (877) 337-5574
Fax: (978) 914-7201
rob_tozier@krtappraisal.com
www.krtappraisal.com

4.1: It is recognized that the plan for operation may require alteration from time to time and the City shall not unreasonably require strict adherence to the plan, however, any change in starting date or completion date must be requested in writing by KRT and must be approved by the City.

4.2: The City may grant an extension of the completion date not to exceed thirty (30) days to conclude any additional work required under the terms herein specified with respect to alterations, additions, subdivisions, where circumstances beyond KRT's control, and not due to its own acts or omissions, tend to delay completion of the project. Such extension shall only be made after submission of a written request by KRT stating the reasons for an extension request.

4.3: KRT shall provide monthly status reports during each phase of this project. Each report will provide percent complete by task to ensure that the project is being completed at a pace satisfactory to the City. Below is the proposed Full Revaluation timeline:

<u>Task</u>	<u>Start Date</u>	<u>Completion Date</u>
Start-Up Meeting	12/12/22	12/16/22
Public Relations	On-going	
Field Review Sales	01/02/23	04/06/23
Update CAMA Tables	01/09/23	04/21/23
Review/Analyze I&E Info	01/09/23	04/21/23
Field Review	04/24/23	05/05/23
Final Valuations	05/08/23	05/26/23
City Review	05/29/23	06/09/23
Impact Notices	06/12/23	06/16/23
Informal Hearings	06/19/23	06/30/23
Hearing Review	07/03/23	07/07/23
Final Products Delivered	07/10/23	07/14/23
Project Completion		07/14/23

5) EQUIPMENT AND SUPPLIES

5.1: The City will provide KRT with the following equipment and supplies available for the duration of the project:

- a) Adequate office space with furniture and chairs
- b) Access to a computer and printer
- c) Access to a telephone for local calls
- d) One (1) set of current tax maps as well as the most current zoning map

5.2: The City shall cooperate with KRT by providing the following from current records if requested:



RESPONSE TO THE REQUEST FOR PROPOSALS FOR:

Biddeford, Maine

Commercial Revaluation Fiscal Year 2024

Due: November 11, 2022, by 5:00 pm

Prepared by:

Patrick Donovan of Vision Government Solutions, Inc.

1 Cabot Rd, Hudson, MA 01749

Phone: 800.628.1013 ext. 3644 | Fax: 508.351.3798

Email: pdonovan@vgsi.com | www.vgsi.com



November 11, 2022

City of Biddeford
Attn: City Assessor
205 Main Street, Suite 207
Biddeford, ME 04005

Dear City Assessor:

Vision Government Solutions is pleased to propose Revaluation services for Commercial Real Property to the Town of Biddeford in response to your RFP. We have been in the Revaluation and Municipal software business for over 35 years and have both the personnel and financial resources to complete your project. Our proposal is compliant with Maine certification and IAAO Standards requirements.

In summary, it is our perspective that there is no firm better suited for the delivery of accurate and equitable values, positive taxpayer relations, and service level efficiency and quality than Vision. Here are three specific reasons why:

1. **Experience and Reputation:** There is no firm with more New England revaluation experience than Vision, with more than 200 projects completed in the past 5 years.

So many communities choose Vision because of our service quality, robust training programs, appraisal expertise, and Public Relations campaigns. The best evidence of that is the simple fact that more than 50 percent of our clients have been with Vision for more than 20 years. Firms with less diverse experience introduce the risk of inaccurate values, project timeline delays, and significant database errors that are costly to fix.

2. **Contractor revaluation experience with *Appraisal Vision®* CAMA software system**

Vision's Appraisal Teams exclusively use our *Appraisal Vision®* CAMA software to conduct every valuation project. There is no other vendor with the level of experience on *Appraisal Vision®* utilized by the town, than the Vision Appraisal Team. This is critical to the success of the project, as incorrect changes to CAMA tables and mass updates can lead to massive data quality errors, causing project timeline delay, costly re-work, and significant public relations issues. In fact, there are many recent examples of communities using non-Vision mass appraisal vendors, who have incurred tremendous cost fixing data quality errors on the back-end of the project.



3. **Staffing and Reliability:** Unlike smaller firms with only a few staff members, Vision maintains an appraisal team of over 65 full-time individuals. Specifically, we are proposing Mike Tarello as your Project Director and Steve Whalen as the Project Supervisor. Mike and Steve combined bring over 60 years of revaluation experience to the project.

We look forward to the opportunity to discuss this project in further detail. We welcome you to contact or visit with the references that we have supplied to you in this proposal and thank you in advance for your consideration.

If we can be of any further assistance, please feel free to call. The Primary Contact for this Proposal is:

Patrick Donovan
Director of Appraisal Sales
T. 800-628-1013 ext. 3644
F. 508-351-3798

This proposal is good until December 31, 2022.

Sincerely,

A handwritten signature in black ink that reads 'D Basile'.

Diane Basile
Chief Financial Officer

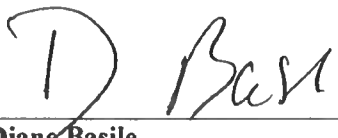
**PROJECT COST
CITY OF BIDDEFORD, MAINE
COMMERCIAL REVALUATION FISCAL YEAR 2024**

2023 Project Total \$ 66,000

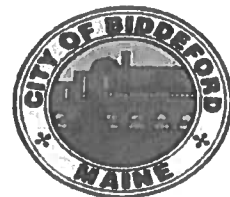
Sixty-Six Thousand dollars

Company: Vision Government Solutions, Inc.
Address: 1 Cabot Road, Hudson, MA 01749

Signature:
Name:
Title:



Diane Basile
Chief Financial Officer



REQUEST FOR PROPOSAL (RFP): COMMERCIAL REVALUATION

The City of Biddeford (CITY) is interested in procuring a qualified firm to review approximately 800 real estate parcels to derive a fair and equitable value using mass appraisal principles while abiding by Maine Property tax laws.

This process involves collecting and analyzing all property data relevant to value while considering all three approaches to value (Cost, Sales Comparison and Income)

SCOPE OF SERVICES

The CITY is requesting bids from a qualified consultant of firms to undertake this commercial revaluation. Estimated time table for entire scope of services is December-July.

- Begin project start-up meeting with the City
- Analyze all of the Commercial and Industrial qualified sales for a period of at least (2) years prior to the assessment date of April 1, 2023
- Mail I & E questionnaires to all applicable income producing property
- Complete a thorough analysis of all returned Income and Expense (I&E) questionnaires and input data to create market rents, expenses and vacancy rates
- Update all applicable land, building and depreciation tables as dictated by sales analysis, I & E's and Marshall & Swift cost manual
- Generate cap rates using the latest publication of investor's Survey and extracted directly from the market when possible
- Whenever possible, reconcile cost and income values to within 10% of each other
- Field Review all properties in the field
- Submit all final values to the City for review
- Mail impact notices to all property owners
- Schedule informal hearings for those wishing to dispute their assessment
- Mail final assessment notices to all those who had a hearing
- Submit to the City a full Uniform Standards of Professional Appraisal Practice (USPAP) compliant report detailing the methodology used and the results of the revaluation
- Work closely with the City at all stages of the Revaluation to ensure a successful project
- Submit to the City final revaluation documentation detailing the analysis used to derive property values on or before July 14th 2023.
- Properties to be revalued include 5+ Unit Apartments, Commercial, Industrial and Mixed Use