

**REQUEST FOR PROPOSALS FOR THE COMPLETE
REASSESSMENT AND REVALUATION OF TAXABLE REAL
PROPERTY WITHIN THE TOWN OF COVENTRY, RHODE
ISLAND, EFFECTIVE DECEMBER 31, 2025**

INTRODUCTION

The Town of Coventry, Rhode Island is undertaking a Project to update the values of all real property pursuant to the Rhode Island General Laws, as amended.

Contractors desiring to provide services according to the specifications must deliver three (3) sealed copies of their proposals to the Town Clerk's Office, 1670 Flat River Road, Coventry, RI, ***no later than 4:00 pm, on December 11, 2024***. Proposals received after said date shall be considered invalid without exception. Each sealed envelope shall be plainly marked "**Proposal for Coventry 2025 Full Reappraisal and Revaluation**". Proposals will be opened and the names of the contractors announced at 4:00 p.m. on December 11, 2024.

All information pertaining to the contractor's technical and management approach to completing this Project, as well as the proposed cost, timetable, and staffing plan shall be presented in the Proposal. The Proposal must address, at a minimum, each of the issues set forth in the Request for Proposals to be considered responsive. **DO NOT SUBMIT A COPY OF THIS REQUEST FOR PROPOSALS AS PART OF YOUR PROPOSAL. ANY PROPOSAL THAT DOES NOT RESPOND TO EACH ISSUE IN THE REQUEST FOR PROPOSALS MAY BE REJECTED BY THE TOWN AS NON-RESPONSIVE.**

**IN ADDITION TO ADDRESSING EACH OF THE ITEMS IN THE SPECIFICATIONS, THE CONTRACTOR MUST
SUBMIT AS PART OF ITS PROPOSAL THE FOLLOWING INFORMATION:**

1. A letter of transmittal signed by the individual authorized to negotiate for and contractually bind the Contractor stating that the Proposal will remain in effect for at least forty-five (45) calendar days from the deadline for the submission of proposals.
2. The Town reserves the right to request current financial information relative to the Contractor's financial stability.
3. A list of the Rhode Island Municipalities for which the Contractor has completed Revaluation Programs for the last five years, and contact information at the Rhode Island Municipality who can be contacted for a reference.
4. A list of Rhode Island Revaluation Contracts for which the Contractor is currently committed with timetable for completion.

5. Written assurance that the revaluation will meet Rhode Island certification requirements. The Town of Coventry currently utilizes the Patriot AssessPro 5 CAMA system. Therefore, the Contractor must show evidence of familiarity with the Patriot Assess Pro 5 CAMA system by submitting a list of projects previously worked on that require the use of the Patriot Assess Pro version 5 CAMA system or higher, or demonstrate to the satisfaction of the Assessor that the Contractor will be able to utilize the CAMA system currently being used by the Town.
6. Description and examples of Contractor's revaluation public relations program.
7. Statement as to whether or not the Contractor charges any annual licensing, maintenance, or other fee for the appraisal system software that will be used.
8. Bid Bond or Certified Bank Check in the amount of 10% of the bid price must be submitted with the sealed bid.

The criteria upon which Proposals will be evaluated include, but are not limited to, the following:

- Experience of the Contractor with other revaluation programs, and the experience and qualifications of the staff to be assigned to this particular Project.
- Directness of the response to the specifications.
- Quality of Revaluation and Update Projects already completed.
- Cost of the Project will be considered, but will not be the sole basis for evaluation.
- Ability to utilize and modify the existing Patriot AssessPro 5 CAMA system. This CAMA system serves as the basis for the GIS system currently in use by the Town.
- Compliance with overall specifications.
- Range and completeness of the public information program.
- Project timetable.
- Approach to Project performance and quality control.
- Willingness to assist the Assessor and staff in understanding the Project as it progresses.

SPECIFICATIONS FOR A FULL REVALUATION PROGRAM **WITHIN THE TOWN OF COVENTRY, RHODE ISLAND**

DEFINITIONS

Assessor: The word "Assessor" shall mean the duly appointed Assessor of the Town of Coventry, Rhode Island.

Project: The word "Project" shall mean the revaluation of all taxable real property in the Town of Coventry, Rhode Island for tax assessment purposes.

Town: The word "Town" shall hereinafter mean the Town of Coventry, Rhode Island.

Contractor: The word "Contractor" shall hereinafter mean the Contractor who will perform this project as defined below.

SCOPE OF PROJECT

The Project shall be for the complete full revaluation of all taxable real property within the corporate limits of the Town of Coventry, Rhode Island, as of December 31, 2025, as described below.

The project shall include all taxable real estate, land, buildings and improvements, mobile homes, and buildings on leased land, including all public utility land and buildings.

All work to be carried out in the Project and all forms, materials, and supplies utilized in this Project shall conform to and be executed in accordance with the requirements of the Rhode Island General Laws pertaining hereto and shall be subject to the direct supervision and approval of the Assessor of the Town of Coventry, Rhode Island.

The value to be determined shall be one hundred percent (100%) of the full fair market value as defined in the Rhode Island General Laws, as amended, and shall be based upon recognized methods of appraising under the standards of the International Association of Assessing Officers (IAAO). Farm Forest and Open Space properties will be valued in accordance with Rhode Island General Law.

The effective date of this revaluation project shall be December 31, 2025, and the pricing and valuation by Contractor of all land, buildings, and property under this contract shall reflect a fair market value as of December 31, 2025.

TOWN DATA

- The last full revaluation was effective December 31, 2016.
- The last statistical update was effective December 31, 2022
- The population of Coventry is estimated to be approximately, 35,700.
- The area of the Town is 62.3 square miles.
- The Town uses the Patriot AssessPro 5 CAMA System.

GENERAL REQUIREMENTS

The selected Contractor shall, at the very least, perform the revaluation services described as follows:

- Measure, inspect, and value all new building permits, and open permits.
- Review all construction that was still incomplete as of December 31, 2024.
- Analyze the parcel inventory of all properties that have sold since the last completed statistical update, which was as of December 31, 2022.
- Adjust all value tables, depreciation tables, land tables, income approach tables, and neighborhood codes. The Patriot AssessPro 5 CAMA system must be used for all value adjustments, property record changes, analysis, and the generation of reports.
- All data files will be made available, in an acceptable format, to the Department of Administration.

GENERAL CONDITIONS

CONTRACTOR

Certification

Each company, corporation, partnership, or individual, hereinafter termed Contractor, must hold from the time of submission of the bid through the completion of all work, valid Rhode Island Revaluation Company Certification pursuant to the Rhode Island General Laws, as amended.

Proposal

Each Proposal submitted shall itemize the Contractor's qualifications and experience. The Contractor shall submit a complete client list of municipalities to which it has rendered services during the last five (5) years and the nature of those services. At least one such Project shall have been performed for a municipality whose assessment list is comparable to, or larger than that of the Town of Coventry. The Proposal shall also include a statement showing the number of years the bidder has actually been engaged as a company, corporation, partnership, or individual specializing in municipal revaluation services.

The Contractor shall not make any changes to this Request for Proposal (RFP) as presented. The Proposal shall be in the same format as this RFP. Exceptions to the RFP, if any, shall be clearly identified in a separate section.

The Contractor, in its Proposal, must demonstrate proficiency in the use of the Patriot AssessPro 5 CAMA System, which must be used for the Project. The Project Manager must have a minimum of two (2) years experience performing revaluations using the Patriot AssessPro 5 or higher CAMA system.

PERSONNEL

The Contractor shall provide experienced and qualified personnel, as hereinafter provided, and shall submit to the Town written qualifications of all personnel assigned to this project. The Contractor will comply with the requirements of the equal employment opportunity provisions of both the federal and state governments. The Contractor shall adhere to all other legislation relating to employment procedures.

Qualifications of Personnel

All personnel assigned to this Project shall be subject to the approval of the Assessor and shall be subject to removal from this Project by the Contractor upon written request of the Assessor.

Minimum Qualifications

Project Manager or Supervisor

The administration of this Project shall be assigned by the Contractor to a Project manager or supervisor who shall have no less than five (5) years of experience in the management of revaluation Projects.

Reviewers and Appraisers

Reviewers and appraisers shall have no less than three (3) years of experience in the appraisal of real property for revaluation purposes.

Data Collectors

Data Collectors shall have not less than one (1) year experience and/or training in this phase of this Project. All Data Collectors will be subject to a criminal record background check to be performed by the Coventry Police Department. The Project Manager shall be required to notify the Assessor of the names, starting dates, qualifications, and field assignments of all data collectors. The minimum age for Data Collectors shall be eighteen (18) years of age. The Project Manager shall also provide the Assessor with the make, model, and registration number for all vehicles which will be used on the Project.

The Contractor shall exercise vigilance over the instruction and supervision of the Data Collectors, emphasizing the absolute necessity for the Data Collectors to help establish a good relationship with the property owners. Supervisory personnel will oversee the Data Collectors on no more than a one (1) to five (5) ratio through the data collection phase of the Project. The supervisor(s) and data collectors shall work closely with the Assessor to ensure the accuracy and reliability of data collection.

The Contractor shall give all Data Collectors clear and unequivocal instruction that they shall not discuss with any property owner or occupant in the Town, the value of the assessment of any property they inspect, the property taxes being paid on the property being inspected, or any aspect of the local budget or various town issues or political matters.

Identification

All field personnel shall carry identification cards supplied by the Contractor and subject to approval by the Town. Such cards shall be laminated and include a recent photograph.

All motor vehicles utilized for this project shall be identified by year, make, model, color, registration, and owner prior to use. The identification shall be given to the Assessor to be posted at the Town Hall and the Coventry Police Department.

Conflict of Interest

In order to avoid a conflict of interest, no Town employee or Town resident employed by the Contractor shall work on the Project except in a clerical capacity, without the approval of the Assessor.

PROTECTION OF THE TOWN

Bonding

The Contractor shall, to ensure the faithful performance by the Contractor of the terms of the contract, furnish to the Town a performance surety bond in the amount of this contract, which bond shall be issued by a reputable bonding company authorized to do business in the State of Rhode Island. Said bond shall be in a form satisfactory to and approved by the Coventry Town Solicitor and the Director of Finance.

The performance bond shall be delivered to the Town prior to the commencement of actual work. This bond shall include the appeal requirements of these specifications. It is understood and agreed that upon the completion of the approved delivery to the Town of the Revaluation Project, the performance bond shall be reduced to ten percent (10%) of the value of the contract to cover the defense of any appeals as described below. This reduced bond amount shall become effective after the Project has been completed and has been approved by the Assessor and after the completion of the duties of the Board of Assessment Review.

This reduced bond amount shall remain in effect until a final resolution in the courts of any timely appeals taken from the actions of the Board of Assessment Review on taxes assessed December 31, 2025.

The Project will be deemed to be completed upon the certification of the December 31, 2025 tax rolls.

Insurance

The Contractor will serve in the capacity of an independent contractor in this Project and will maintain insurance at least as hereinafter set forth so as to protect the Contractor and the Town from any and all claims for personal injury and property damage, and from claims under the Worker's Compensation Act including death arising out of the operation of this Agreement for the entire duration of this Project. The Town of Coventry shall be listed as an additional insured on all insurance policies.

A comprehensive general liability insurance policy with the following limits of coverage will be furnished and maintained by the Contractor in the following amounts:

- Bodily injury, Two Million Dollars (\$2,000,000) for each occurrence;
- Property Damage, One Million Dollars (\$2,000,000) for each occurrence;
- Automobile Insurance, One Million Dollars (\$2,000,000) aggregate of all claims per occurrence.

The Contractor shall provide certificates of insurance prior to the Project award.

All insurance coverage must be issued by an insurer licensed and authorized to do business in the State of Rhode Island, and which maintains an office in the State.

Indemnification

Except as provided below, the Contractor is required to defend and hold harmless the Town, its officers, agents, and employees against all claims, demands, payments, suits, actions, recovery, and judgements of every kind and description arising out of the performance of the Agreement or personal injury or property damage brought or recovered against it by reason of any negligent action or omission of the Contractor, its agents, or employees and with respect to the degree to which the Town is free from negligence on the part of the Contractor, its employees and agents.

Penalties

Failure by the Contractor to complete all work prior to April 15, 2026, shall be cause for a penalty payment by the Contractor at the request of the Assessor in the amount of three hundred dollars (\$300.00) per day beyond the specified date of completion. For the purposes of this Project only, completion of all work by April 15, 2026, is defined as follows:

- Completed property record cards with all measurements, listings, pricing, review and final valuation.
- Assessment notices sent out, hearings completed for all those scheduled to be heard, and all calculations completed, and ready for the Assessor.

- Written certification by the Assessor that the Contractor has fulfilled all contractual requirements of said Project, except any relating to future support matters.
- This penalty, if applied, shall be deducted from the final contract price.

The Contractor shall not be held liable for delays occasioned by war, strike, explosion, acts of God, or an order of the court or other public authority.

COMPLETION DATE AND TIME SCHEDULE

Awarding of Contract

Within a reasonable time after the opening of the Proposals, the Town shall award the contract for the Revaluation Project. The Town reserves the right to reject any and all proposals as previously stated. Currently, the Town expects to award the contract no later than December 31, 2024.

Signing the Contract

Within thirty (30) days after the receipt of notice of acceptance by the Town of its Proposal, the Contractor shall execute with the Town a contract upon the basis of these Specifications for the Revaluation Project.

Changes and Subletting of Contract

Changes in these specifications or in the contract will be permitted only upon written mutual agreement of the Contractor and the Town.

The Contractor shall not assign, transfer, or sublet the contract, or any interest or part therein, without first receiving written approval from the Town and the bonding company. It shall be mutually agreed and understood that said consent by the Town shall in no way release the Contractor from any responsibility or liability as covered in this RFP or any future contract dealing with this Project.

Time Schedule

The Project must be started within 30 days of the signing of a contract.

Completion Dates

The following phases of the Project must be completed in accordance with the schedule below:

- Completed property record cards with all sketches, measurements, listings, pricing, review, and final valuation by January 30, 2026.
- Assessor completes review and final adjustments made for real property no later than February 13, 2026.
- Assessment notices addressed and prepared for mailing by February 25, 2026. Contractor to pay for all postage incurred.
- Informal hearings to begin no later than March 4, 2026, to end no later than March 27, 2026.
- All property record cards, as corrected and finalized after the informal hearings, to be turned over to the Town Assessor no later than April 15, 2026. April 15, 2026, shall be the penalty completion date.
- Completion of the Project shall not be final until the Assessor certifies the December 31, 2025 tax roll.

Assessment Date

The completed appraisals, upon approval of the Town Assessor, will serve as a basis for assessment effective on the December 31, 2025 tax roll.

Project Timetable

The Contractor is required to submit, before the commencement of the Project, the timetable for the entire Project. The timetable must be followed by the Contractor. Any variation of the timetable must have the express written consent of the Assessor.

PAYMENT SCHEDULE

Payment shall be made to the Contractor on a monthly basis. No payments shall be made until the work is reviewed and approved by the Town. The Town will review each monthly invoice and, within twenty (20) business days of receipt, approve it for payment, or return the invoice to the Contractor with a statement of reasons for its rejection with a copy of such rejection.

RESPONSIBILITIES OF REVALUATION CONTRACTOR

The Contractor is responsible for the fulfillment of all requirements stated in this Request for Proposal in a timely fashion, and in a professional and satisfactory manner. During the course of this Project, the Contractor shall work cooperatively with the Town, and shall provide any reports, invoices, schedules, and other information as required by this RFP or as requested by the Town Assessor.

PUBLIC RELATIONS

The parties of the Project recognize that good public relations are required in order that the public will be informed as to the purpose, benefits, and procedures of the revaluation program. The Contractor shall provide reasonable assistance to the Assessor in conducting a program of public information through the press and other media, such as meeting with citizens and property owner groups, as the means of establishing understanding and support for the revaluation program. The Contractor, at no cost to the Town, shall supply visual aids and other media at its disposal to ensure this end. The Assessor shall approve all public releases prior to release. This program will commence prior to the sales data collection and verification effort and continue on a regular basis for the duration of the Project. The Contractor shall therefore provide a detailed plan of action as part of its response to this RFP.

PUBLIC INFORMATION MAILER

Prior to the commencement of any field activities, a mailer designed to explain the purpose, goals, and likely results of the Project, will be mailed to all property owners at the Contractor's expense. The Assessor will review and approve the mailer prior to production.

PERIODIC STATUS REPORTS

The contractor shall provide periodic monthly status reports as well as any work completed that is to be reviewed by the Assessor in a timely manner. The reports shall contain specifics as to the work completed and the work to be done in the next month. The Assessor shall review and evaluate the progress of the Project, and shall notify the Contractor whether the work performed is satisfactory and timely.

DATA COLLECTION/VERIFICATION

PHYSICAL DETAILS

The Contractor will verify or correct the complete listing of all physical details for all residential, commercial, and industrial buildings, and all structural improvements attached to each parcel. Listing will include all interior and exterior construction, age, and condition.

SKETCHES

The Contractor will verify or correct the sketch of all major buildings, outbuildings, and physical improvements to scale.

INSPECTIONS

The contractor guarantees the attempt of an internal inspection of all properties.

1. Verification

Contractor's data collectors will have each interior inspection verified by requesting that an adult owner, resident, or building manager sign and date the field card. The data collectors will also initial each field card to record the measuring and listing of the parcel.

2. Refusals

When entrance to a building is refused, the Contractor's data collector will make note and report to the Assessor weekly with names, addresses, and the reason for refusal. The Assessor shall review the information, and if she is unable to gain the cooperation of the parties involved, she will notify the Contractor and the Contractor will estimate or use the best information available to determine the interior information of the building.

3. Notification

If the initial visit results in no contact with the property owner the Contractor shall, at the Contractor's expense send notification via first-class mail informing the property owner that the representative of the Contractor was not able to make contact and request that, within a prescribed time limit, the property owner contact the Contractor for alternative arrangements for the verification of interior information of the property.

APPROACH TO VALUE

Market Approach

The Contractor shall describe in detail its particular methods for generating values with the market value approach. The comparative sales approach or a statistical modeling approach are the two preferred techniques. If a statistical modeling approach is employed, the Contractor must specify the techniques employed and the types of property that will be valued with these techniques. If the direct sales comparison method is employed, all adjustment techniques must be described by the Contractor in its Proposal.

Sales Verification

The Contractor shall fully inspect, from a listing of sales properties developed and agreed upon by the Contractor and Assessor, all improved and unimproved properties which have experienced an arms-length transaction (sale) during the years 2023, 2024 and 2025, for purposes of this Project. It is also anticipated that at least 2000 properties will qualify as arms-length sales of which approximately 100 properties will be vacant land.

In the event one or more of the improved sales property owners, after having been contacted for an inspection, refuses to allow the Contractor to enter the property for an inspection, the Contractor shall notify the Assessor within five (5) days of the refusal. The Assessor shall then attempt to persuade such owner to allow an inspection. Should the Assessor not succeed within a five (5) day period, the Assessor shall notify the Contractor that it is released from any obligation to secure the inspection.

Cost Approach

The Contractor shall derive a value for real property by estimating the current cost to replace or reproduce the existing structure, deducting for all accrued depreciation in the property, and adding the estimated land value. The Contractor shall develop cost schedules based on current costs of labor and materials prevailing in the Town during the year immediately preceding December 31, 2025.

Income Approach

The Contractor shall determine a value for income-producing property by converting anticipated income into a property value. The Contractor shall capitalize a single year's income expectancies at a market-derived capitalization rate or capitalization rate that reflects a specified income pattern, return on investment, or change in the value of investment.

Land Valuation

Land values will be derived from market sales and/or land residual analysis. The land values will be set by the Contractor and reviewed by the Assessor. In the event of any disagreement between the Contractor and the Assessor, the Assessor shall have the final decision confirming all land values and methods.

Neighborhood Delineation

The Contractor, with the assistance and approval of the Assessor, shall review and update neighborhood delineations. These neighborhoods were determined by an analysis of the market factors needed to select comparable sales for the comparable sales approach to value. Boundaries, such as highways, rivers and streams, economic conditions and zoning shall be considered.

Depreciation Analysis

The Contractor shall develop percent good or depreciation tables to explain the loss in the value of the improvements from physical, functional, and economic causes. A comparison of the physically depreciated replacement cost of sample properties, plus the land value with the value produced via income analysis, or sales comparison, will assist in the development of functional and economic obsolescence guides by type of property and location. The end product will be percent good tables, which consider structure age, condition, desirability and utility. The analysis will be reviewed with the Assessor and a copy will be provided at the completion of the Project.

VALUE OF REAL ESTATE

The Contractor will calculate a value estimate for each parcel that will be comprised of land, building, outbuilding, and total value. The final value shall reflect fair market value as of December 31, 2025.

Residential Properties

The Contractor will utilize the Patriot Assess Pro 5 CAMA System to produce cost and market estimates of value. Any methodology used to adjust current tables will be subject to the approval of the Assessor prior to the field review. The Contractor will provide the Assessor with a manual for guidance to be followed until the next statistical update and revaluation.

Commercial/Residential Properties

The appraisal of income producing properties relies heavily on an analysis of what the prudent investor would pay for a given property based on the income stream that the property could reasonably be expected to produce. In this regard, every effort shall be made to collect actual income/expense statements from each property to arrive at a capitalization rate reflective of the market environment.

The Contractor shall be responsible for the collection of income/expense forms and the analysis of data. Prior to completion of the Project, the Contractor will turn the forms over to the Assessor.

Capitalization rates shall be developed by type of property, and location, when the Assessor has approved capitalization techniques and rates, the Contractor shall perform the income approach, using economic income and expense data, and input the data into the CAMA system.

Field Inspections

The last full inspection of properties in Coventry occurred during the 2016 revaluation project. Since that time, the Tax Assessor continues to maintain a building permit inspection program. The Contractor shall be responsible for the physical inspection of all properties that have been issued a building permit in 2025 and any open 2024 building permits.

The Contractor shall field review all parcels after value generation. The Contractor is responsible for the review of value estimates for all real property parcels to verify that the application of the valuation methodology employed has resulted in a uniform and consistent valuation of comparable properties. The Contractor shall be required to submit final values in a timely manner, to be reviewed by the Assessor. The Contractor will record on the CAMA data file the source of the final appraisal value (cost, market, income, appraiser override, etc.) and the date the final valuation was made.

FINALIZATION

Assessment Notices

At the close of the Revaluation Project, a notice shall be sent by First class mail, at the expense of the Contractor, to each property owner of record, setting forth the valuation that has been placed upon the property identified in the notice.

The notice shall be prepared in duplicate and in conformity with Rhode Island General Laws, as amended. It shall include information specifying the dates, times and place of the informal hearings as well as an explanation of the appeal process. Such notices and letters shall be subject to the approval of the Assessor.

Informal Hearings

At a time mutually agreeable to the Contractor and Assessor, the Contractor shall hold hearings so that property owners may appear at specified times to discuss their new assessment with qualified members of the Contractor's staff.

The Contractor shall schedule a sufficient number of days for the hearings and provide adequate personnel to handle said hearings expeditiously. Any information offered by the taxpayer shall be given consideration, and adjustments shall be made when warranted and subject to final approval of the Assessor.

The Contractor shall provide an adequate number of days and personnel for the informal hearings. Evening and/or weekend sessions must be provided on a limited basis. Every property owner shall have the opportunity to an informal hearing with the Contractor within said period of time agreed upon by the Assessor and the Contractor.

The Contractor shall, at its expense, mail a notice, which reflects the result of the informal hearings. The notice shall be subject to the approval of the Assessor.

Appeals to Town Assessor

Rhode Island General Laws provide taxpayers with an administrative process to file appeals. The first level of appeal is to the local Assessor. In order to assist the Assessor in his deliberations and to provide information related to this Project, the Contractor shall, if determined by the Assessor to be necessary, provide a qualified appraiser who worked on this Project to assist the Assessor with decisions.

Appeals to Assessment Board of Review

This is the second level of the administrative appeals process. Since the Board of Assessment Review may lack the expertise in the Reassessment and Revaluation Program, the Contractor shall provide a sufficient number of hours to familiarize the Board concerning the techniques applied during the course of this Project in order that the Board has a clear understanding of how the values for this Project were developed.

Court Litigation

In the event of appeal to the courts, the Contractor shall furnish a qualified witness, at no additional cost to the Town, to assist the Town in defense of the valuation of the properties appealed. Such expert witness shall appear with the Assessor to outline the steps taken in the appraisal, and to give his or her opinion as to the value of the property involved in the court action, provided such appeal to the court is based on the value placed by the Contractor, regardless of the elapsed time.

If an action arises to revoke the revaluation of the December 31, 2025 Tax Roll. The Contractor shall provide competent witness(s) to assist the Town at no additional cost to the Town.

Staff Training

The Contractor shall be responsible for training the Assessor and his/her staff in such manner that, by the end of the Project, or earlier, the Assessor's office will have a clear understanding of how the values were developed for this Project.

Transmittal of Records to the Town Assessor

Regular periodic delivery of appraisals, as completed, shall be turned over to the Assessor for review. All appraisals of buildings, either completed or under construction, and all completed and corrected records shall be turned over to the Assessor by the dates specified in the schedule agreed upon by the Assessor. All documentation employed in conjunction with this Project, including software programs, shall become the property of the Town. The final inspection and review shall take into consideration any known or apparent changes in the individual property since it was first inspected in order that the final appraisal of property shall be made as of December 31, 2025.

RESPONSIBILITIES OF THE TOWN

Nature of Service

It is clearly understood and agreed that the services rendered by the Contractor are in the nature of assistance to the Assessor and all decisions as to proper valuations shall rest with the Assessor.

Cooperation

The Assessor, the Town, and its employees will cooperate with and render reasonable assistance to, the Contractor and its employees.

Items Furnished by the Town

The Town shall furnish the following to the Contractor:

- Current digitized tax maps
- Current digitized zoning maps
- Current database inventory
- Property transfers
- New subdivisions of property
- New building permits

Award

The Town reserves the right to reject any, or any part of, or all Proposals; to waive informalities and technicalities, or accept the Proposal which the Town and the Assessor deem to be in the best interest of the Town, whether or not it is the apparent lowest dollar Proposal.

Arbitration

Except as set forth in this Article, any controversy or claim arising out of or relating to this Agreement shall be settled in binding arbitration before a single arbitrator in a location of the Jurisdiction's choosing in accordance with the rules of the American Arbitration Association and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction over the parties and the subject matter hereof.

Force Majeure

Neither party shall be liable to the other for any loss, damage, failure, delay, or breach in rendering any services or performing any obligations hereunder to the extent that such failure, delay, or breach results from any cause or event beyond the control of the party being released hereby ("Force Majeure"), including but not limited to acts of God, acts or omissions of civil or military authorities.

PARCEL COUNT

TAXABLE REAL PROPERTY

The project shall include valuing all real property accounts.
The breakdown of each as of December 31, 2023 is as follows:

STATE PROPERTY CODE	PARCEL COUNT
01	10,320
02	493
03	46
04	77
05	13
06	247
07	53
10	20
11	43
12	64
13	628
14	117
15	25
21	29
23	801
24	50
25	19
33	372
73	77
74	3
78	130
80	43
97	1,095
TOTAL PARCEL COUNT:	14,765

PROPOSAL FORM

TOWN OF COVENTRY, RHODE ISLAND COMPLETE REASSESSMENT AND REVALUATION PROJECT

We the Bidder, undersigned, propose to conduct a Complete/Full Revaluation and Reappraisal Project of all taxable real property within the corporate limits of the Town of Coventry, State of Rhode Island, and agree to furnish labor, materials, and supplies to be utilized in complete compliance with the specifications within this document and final Contract of agreement between the Town of Coventry, Rhode Island and the undersigned Bidder.

And further certify that all items, documents, and information accompany this bid proposal as required by the specifications are enclosed herewith and have been completed in accordance with the bid proposal.

We the Bidder propose to complete the entire Project in accordance with an aforesaid specification and contract for the total amount of:

LUMP SUM COST \$ _____

_____ Dollars

WRITTEN AMOUNT

The Bidder agrees that this Proposal shall be good and not be withdrawn for a period of forty-five (45) calendar days after the scheduled time for receiving Proposals.

Upon receipt of written notice of the acceptance of this proposal, the Bidder will execute an agreement of the form specified within thirty (30) days and deliver a Bond and Certificate of Insurance as required.

NAME AND ADDRESS OF COMPANY:

AUTHORIZED SIGNATURE

DATE

TITLE

TELEPHONE