

Select Board  
Town of Wallingford  
75 School St  
Wallingford, VT 05773

August 16, 2016

Request for Proposal for Reappraisal Services for the 2018 Grand List Town of Wallingford

Dear Appraisal Contractor:

The town of Wallingford is seeking proposals for a full town-wide reappraisal of our approximately 1150 parcels. Attached is our current year Form 411 which provides an outline of our grand list and the parcel categories which make up our grand list. The last reappraisal was in 2007. The current COD is 15.85 and the CLA is 111.85%.

Our requirements for the appraisal firm include data collection and data input into Microsolve, sketches, photos, notes as may be appropriate. The proposal to our town is somewhat unique in that we expect our contract assessor to complete the work on sales analysis, create the model, develop the land schedule, and approve cost and depreciation schedules. We would expect some assistance with this from the appraisal contractor so that we all work as a consistent team. In addition, the contract assessor would complete approximately 20% of the property inspections.

We are looking for proposals for the reappraisal project to be completed for the 2018 Grand List. We are a bit flexible on start time for the project and the project could be started anytime from the end of 2016 to the summer of 2017, with all inspections to be completed by April 1, 2018.

We would like proposals to be submitted by October 31, 2016, with bids to be opened and reviewed at the Select Board Meeting on November 7, 2016. Bid packages should be submitted in hard copy and should be sealed. Note, enclosed you will insurance requirements for contractors. The Select Board reserves the right to reject any or all bids submitted. Please send bid packages to the address below.

Thank you for your time and consideration. If you should have additional questions about this RFP or the town of Wallingford Listing Department, please contact Lisa Wright Garcia, Contract Assessor for the town at (802) 446-2974 or [wallisters@wallingfordvt.com](mailto:wallisters@wallingfordvt.com).

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Attn: Reappraisal Bid  
Town of Wallingford  
75 School Street  
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