

**REQUEST FOR PROPOSAL
CITY OF MIDDLETOWN, CONNECTICUT**

Proposal Documents, addressed to the Supervisor of Purchases, City of Middletown, Room 112, Municipal Building, Middletown, Connecticut 06457, will be accepted until **Wednesday, November 16, 2016 at 3:00 pm** for the following:

**RFP #2016-025
REAPPRAISAL AND REVALUATION OF REAL PROPERTY
FOR THE CITY OF MIDDLETOWN**

The City of Middletown is seeking to engage the services of a qualified Appraisal firm experienced in completing municipal revaluation(s) utilizing the Computer Assisted Mass Appraisal Software System (CAMA) or equivalent program. The effective date of this revaluation shall be for the Grand List of October 1, 2017.

Services required pursuant to this contract shall consist generally of providing all equipment, materials, forms, supplies, and to provide all work and incidental services as specified herein as required to complete a reappraisal of all taxable and exempt real property located within the corporate limits of the City of Middletown.

The successful firm shall be required to possess and maintain from the date of receipt of proposals through the completion of all work specified herein a valid Connecticut Revaluation Company Certification pursuant to section 12-2c of the Connecticut General Statutes.

A bid bond in the amount of ten percent (10%) of the total bid amount shall be required with all proposals submitted. A Performance Bond in the amount of 100% of the contract sum shall be required from the selected firm following award.

Proposal Packages may be obtained at the Purchasing Department, Room 112, Municipal Building, 245 DeKoven Drive, Middletown, CT, Monday - Friday, between the hours of 8:30 a.m. and 4:30 p.m. for a fee of \$.50 per page. **It is preferred that they are downloaded free of charge on the City of Middletown web site: www.MiddletownCT.gov.** All questions concerning this RFP should be directed in writing to the Purchasing Department via fax at 860-638-1995 or email at purchase@MiddletownCT.gov.

All proposals shall be submitted in the order stipulated on the RFP on the designated forms and in a clearly marked and sealed envelope as designated in the Information for Bidders. All proposals must be received by Supervisor of Purchases, Room 112, City of Middletown, 245 DeKoven Dr., Middletown CT 06457 **no later than the date and time specified**. Responses received after this date will not be considered.

Proposals must be executed in accordance with and are subject to the instructions contained within the Information for Bidders. Within thirty (30) days after opening the proposals, the three (3) apparent lowest responsible Respondents' bond documents will be retained and all others returned. The three (3) lowest responsible Respondents' bond documents may be held for a period of up to ninety (90) calendar days or until a contract is signed and then all bond documents, other than those of the successful responsible Respondent shall be returned.

The Appraisal firm will be evaluated and selected based on their technical competence, their capacity and capability to perform the work within the time allotted, and past record of performance which will be appropriately weighted in descending order of importance. **Preference will be given to those firms with specific experience in the use of Computer Assisted Mass Appraisal Software System (CAMA).**

Firms responding to this request should be of adequate size and sufficiently staffed to perform the assignment

described above in a timely manner. The selected firm must meet all City, State and Federal affirmative action and equal employment opportunity practices.

The City of Middletown reserves the right to waive any defect or any irregularity in any RFP and reserves the right to reject any or all proposals or any part thereof. Proposals, amendments to proposals or withdrawals of proposals received after the time set for receipt of the proposals **shall not be considered**.

All firms submitting a proposal with questionnaire are subject to and must comply with the equal opportunity and nondiscriminatory provisions set forth in the Affirmative Action Plan of the City of Middletown. The selected firm must meet all City, State and Federal affirmative action and equal employment opportunity practices.

Dated: 10/18/2016

Middletown, Connecticut

Donna L. Imme, CPPB
Supervisor of Purchases