



**Request for Proposals
2027 Full Statistical
Revaluation of the Town of
Hudson NH**

Jim Michaud, Chief Assessor

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REQUEST FOR PROPOSAL FULL STATISTICAL REVALUATION

The Town of Hudson, NH Assessing Department is seeking proposals in accordance with the attached specifications, terms, and conditions listed in RFP - Full Statistical Revaluation, which can be obtained at <https://www.hudsonnh.gov>. The Town is seeking proposals for a full statistical revaluation of all taxable and exempt properties situated within the Town of Hudson, NH in accordance with State of New Hampshire Statutes, Department of Revenue Administration (DRA) Rules, Assessing Standards Board (ASB) standards, the Office of Professional Licensure and Certification/Assessing Certification Advisory Board (OPLC/ACAB) rules, utilizing the Town's current CAMA system (Vision Version 8). The effective date of value for the project shall be April 1, 2027.

All proposals must be received by December 17, 2025, by 10:00 AM EST. Late proposals will not be considered. Bid opening will take place on December 17, 2025 at 10:30 AM at the Town of Hudson Town Hall, 12 School Street, Hudson, NH in the Buxton Meeting Room. Three (3) copies of the proposal package must be submitted in a sealed envelope, plainly marked:

**Town of Hudson NH
ATTN: Town Clerk
Full Statistical Revaluation
12 School Street
Hudson, NH 03051**

The Town of Hudson covers approximately 29.3 square miles with 10,172 parcels/accounts

The following Utility/Telcom/Other Properties are not included:

- Tennessee Gas Pipeline Co.
- New England Power Co.
- Liberty Utilities (EnergyNorth Natural Gas) Corp.
- New England Hydro-Transmission
- Eversource Energy
- Comcast Corporation (Public Rights-of-Way only)
- Consolidated Communications-Poles, Conduit and Rights-of-Way
- Electric and/or Gas Transmission and Distribution Easements/Rights-of-Way
- Cell Towers – including AT & T, segTel Inc., Verizon Wireless, Crown Atlantic LLC, Crown Castle, Sprint, Sprint Spectrum, SBA Towers, US Cellular, Omnipoint/T-Mobile, Dish Wireless, NH #1 Rural Cellular Inc., Vertical Bridge, Eco-Site, American Tower, et al
- Use of Public Rights-of-Way
- Target Corporation property

Questions about the RFP may be directed to the Chief Assessor, Jim Michaud at jmichaud@hudsonnh.gov, **BY December 5, 2025**. Addenda to this proposal, if any, including written answers to questions, will be posted on the Town's website no later than December 10, 2025.

The Town of Hudson reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in its best interest.

I. INTRODUCTION

The Town of Hudson, New Hampshire seeks proposals from qualified Companies to conduct a full statistical revaluation of the Town of Hudson, NH in accordance with State of New Hampshire Statutes and the DRA, ASB and OPLC/ACAB Rules. By way of background, as of April 1, 2025, the Town has 10,172 parcels/accounts. The Assessing staff consists of three (3) full time assessing positions and one (1) part-time assessing position (vacant).

For the purposes of this project, residential real estate is comprised of single-family homes, condominiums, manufactured homes, accessory buildings, and multi-family buildings up to 4 units. Commercial real estate is comprised of but not limited to retail, restaurants, apartment buildings with 5 or more units including apartment complexes, mixed use buildings, shopping plazas, office space and buildings including but not limited to corporate headquarter buildings, gas stations, hotels and hospitality properties, storage facilities, medical offices and banks. Industrial properties include but are not limited to manufacturing and warehouse properties. Additionally, vacant land zoned for residential, commercial, and industrial uses is also included.

The Scope of Services to be performed are set forth in Section VII below.

Changes/updates to this proposal, if any, including written answers to questions, will be posted via Addendum on the Town of Hudson website, <https://www.hudsonnh.gov/Assessing>. They will NOT be sent directly to Companies. Companies submitting a proposal should check the web site for changes and updates after the release date. Companies should print out, sign, and return with the proposal any changes and addendums along with their responses, if any. Failure to do so may result in disqualification. If a company proposes something that does not meet all our specifications, be sure to specifically enumerate the differences in accordance with the Specifications Exception Form at the end of this request.

The effective date of this project shall be as of April 1, 2027. The project, in its entirety, must be completed by September 1, 2027.

II. SUBMITTAL REQUIREMENTS

Company submission shall consist of two parts: a proposal outlining the Company's qualifications and, in a separate sealed envelope, a price proposal. **All proposals will be accepted until December 17, 2025 at 10:00 am.** Proposals received after the opening time will be returned to the Company, unopened. **Faxed/emailed proposals are not acceptable.**

The company shall submit three (3) copies of its proposal outlining its qualifications. Each proposal shall consist of the following:

- a) Cover letter with contact information: A cover letter identifying the Consultant, their place of business, and the name and telephone number of the person to contact about the proposal. The Cover Letter shall be signed by a representative of the Consultant that is authorized to enter into contracts committing the Company's resources to complete the project on time and within the fee.

- b) Provide a Statement of Understanding. Each company should provide a statement of full understanding and ability to complete the project no later than August 20, 2027, with current workload; cite any conflicts of interest; and provide a 90-day guarantee on terms.
- c) Proof of Certification. Each Company, corporation, partnership, or individual must hold from the time of submission of the proposal through the completion of all work hereinafter required, written certification of approval by the Department of Revenue Administration pursuant to Part 600, Administrative Rules, and/or OPLC/ASAB Rules.
- d) Description of the Company's Qualifications. The Proposal shall include a statement describing the Company's qualifications and experience and identifying the number of years engaged as a company, corporation, partnership, or individual specializing in governmental tax revaluation services.
- e) References. The Company shall submit a complete client list of municipalities in New Hampshire to which it has rendered services during the last (5) years. At least (3) such projects shall have been performed for a municipality whose parcel/account list is comparable to or larger than the Town of Hudson.
- f) Assigned Personnel. The Company shall submit the written qualifications of all personnel assigned and identifying the project lead to this project in the form of a resume.
- g) Proposed timeline/schedule in sufficient detail.
- h) Conflict of Interest: The Consultant shall include a Conflict-of-Interest statement. Describe all current or potential conflicts of interest related to the performance of work for the Town of Hudson, NH. If there is a potential or present conflict of interest the Consultant must identify the methods they will employ to address said conflicts.
- i) Executed Statement of Non-Collusion
- j) Executed Indemnification Agreement

The company shall submit in a separate sealed envelope a price required to complete the services described in the proposal. The price proposal should include:

- A fee schedule broken down by task.
- Identification of reimbursable expenses, if any.
- Fees and costs that would be charged in the event of an appeal to the Board of Tax and Land Appeals or Superior Court.
- Any sub-consultant fee schedule for work being done in association with this proposal.

III. SELECTION CRITERIA AND CONTRACT PROCESS

All responsive submittals shall be reviewed. The Town may conduct interviews with short-listed Companies. Each Company shall be evaluated initially based on the following criteria:

- Company's qualifications including experience of personnel, competence, ability to interact positively with the public, reputation for timeliness, sufficient equipment and other resources for the work, and licensing status
- Company's proposed personnel assigned to this project
- Company's relevant experience and past history with similar projects of comparable scope and size to the type contemplated in this RFP
- Proposed Schedule
- Cost
- Responsiveness and completeness of the proposal
- References

Upon review of the non-price proposals, and after conducting interviews, if so used, the Town shall rate the Companies in order of preference. The Town will then open the price proposals of the three top Companies which may result in re-ranking based on price. The top-rated Company shall be notified of its standing and invited to enter into contract negotiations. If the Town is unsuccessful in reaching a satisfactory contract with the top-rated Company, it may terminate the negotiations without prejudice and commence negotiations with the second-rated Company. If no agreement can be reached with the second-rated Company, the Town shall move to the third, and so forth. Once negotiations are terminated with a Company, they may not be reopened.

IV. AWARD OF CONTRACT

Any contract entered into by the Town shall be in response to the proposal and subsequent discussions. It is the policy of the Town that contracts be awarded, among other considerations, only to responsive and responsible Proposers. In order to qualify as responsive and responsible, a prospective firm must meet the following standards as they relate to this request:

- Have the necessary experience, organization, technical and professional qualifications, and skills;
- Be able to comply with the proposed or required time of completion or performance schedule;
- Have a demonstrated satisfactory record of performance.
- Adhere to the specifications of this proposal and provide all documentation required of this proposal

The contract will be awarded to a responsive and responsible Proposer based on the evaluation criteria not necessarily the lowest price.

The Town reserves the right to reject any or all proposals or any part thereof, to waive any formality, informality, information and/or errors in the proposal, to accept any proposal in part or in whole as may be in the best interest of the Town, or any other option if it is considered in the best interest of the Town to do so.

This solicitation requires proposing on all items, failure to do so will disqualify the proposal.

The evaluation criteria will be weighted as follows:

- Cost / Fee = 50%
- Scope of work and approach = 40 %
- Similar contracts with other municipalities = 10%

V. RESERVATION OF RIGHTS

The Town of Hudson reserves the right to reject any, or any part of, or all proposals; to waive informalities and technicalities; and to accept that proposal which the Town deems to be in its best interest.

The Town reserves the right to undertake such investigation of the Company as it deems necessary to evaluate qualifications. The Company may be asked to execute releases to facilitate reference checks. Failure to execute a release if requested may result in disqualification.

VI. DISQUALIFICATION OF PROPOSERS

Any of the following reason may be considered as being sufficient for the disqualification of a proposer and the rejection of the proposal:

- (a) More than one proposal for the same work from an individual, company, or corporation under the same or different name.
- (b) Evidence of collusion among proposers.
- (c) Failure to submit all required information as requested.

VII. SCOPE OF SERVICES

1. Good Faith:

The Company shall, in good faith, use their best efforts to assist the Town of Hudson in determining accurate and proper market valuations for the complete statistical revaluation of all taxable and exempt properties, and will work closely with the Town's Chief Assessor or designee to ensure a successful project.

2. Confidentiality:

The Company agrees to not disclose to anyone except the Chief Assessor or designee, any preliminary values or new values discovered, for any purpose, or to permit anyone to use or examine any of the data on file in connection with the revaluation.

3. Public Relations:

The Company will assist the Town in taking measures at all stages of the operation to foster and maintain good relations with the taxpayers of the Town, Town Officials, Agents, and Town Employees. The Company will further present a plan for the dissemination of information to the taxpayers via appropriate local media that will serve to inform and educate the public at large of the following points:

- a) necessity of a Full Statistical Revaluation program
- b) progress and status of the project

- c) goals of the project
- d) roles of the Town and Company
- e) necessity of data collection and verification
- f) qualifications of the Company and Town Assessing Department
- g) necessity of property owner cooperation
- h) disclosure aspects throughout the project
- i) on-going nature of completed assessment system

The Company shall make available a supervisor of the Company, skilled at public speaking endeavors, to meet with and address citizens groups, service clubs, and other interested groups as a means of establishing and promoting understanding and support for the Revaluation program and sound assessing procedures and administration.

Additionally, it is expected that the contractor be available to present before the Hudson Board of Selectmen at least twice. Once to outline the project giving a sense of what is going to take place and to begin to build public trust. The second presentation will be to globally present the results of the revaluation. It is also expected that the contractor provides an informative program (interview) on the local government cable access channel, coordinated by the Town Assessing Department.

1. Personnel:

The Company's employees shall always treat the taxpayers, residents, and Town employees with respect and courtesy. The Company shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision.

The Town, at its sole discretion, shall have the right to request that any employee involved in the project be removed for any reason it deems appropriate or in the best interests of the Town.

The Company shall comply with this provision upon request in writing by the Chief Assessor or designee.

The Company shall not employ or compensate, in any way, a Town Officer, agent, or employee or any member of the family of such officer or employee in the performance of any work under the Contract.

For the grading, classifying, appraising and data collection of all property covered by this contract, the Company shall only employ personnel who are:

- i. Certified by the NH OPLC, ACAB, NH Code of Administrative Rules, Plc 1800 rules, for the work they will be performing; and,
- ii. Approved by the Municipality.

Upon approval of the contract and before the revaluation begins, the Company shall forward to the DRA a list of the approved employees assigned to the revaluation project.

The Company shall ensure that the assigned OPLC certified assessor supervisor will be on site at least weekly and as required by the Chief

Assessor.

All employees, while working on the Hudson project will, at all times, wear an identification card, in a format acceptable to the Chief Assessor or designee, on a conspicuous location upon their person. All employees will be required to allow close inspection of the identification by any interested Town taxpayer or resident upon request.

2. Supplies, Office Space and Hours of Operation:

If required, the Town of Hudson may furnish the appraisal firm with sufficient office space/furniture and allow access to telephones and other equipment, as necessary, to carry out the terms of this contract. The Company shall specify the space, furniture, etc. that it will require. The Assessing Department will be open during the regular hours maintained by the Town of Hudson.

3. Forms:

All forms utilized throughout the project shall first be approved by the Town, as to format, design, content, shape, size, color and quality. Such forms are to include, but are not limited to data collections forms, assessment record cards, income and expense forms, file control forms, quality control forms, telephone log forms, incident forms, inventory content forms, and the like.

All documents, records, data, and other material, in manual, mechanized or electronic form, procured or produced in the performance of the project will be the sole property of the Town at the conclusion of the project, as determined by the Town's Chief Assessor.

4. Assessor's Records:

The Company shall use a system of parcel accounting that is acceptable to the Town. Existing information will be provided to the Company by the Town electronically on the Vision CAMA system. Existing manual assessing records may be reviewed upon request to the Town; however, records are not to be removed from the assessor's office without the express permission of the Chief Assessor or designee.

5. Data Collection:

The Company shall measure, list, and verify/validate all Hudson, NH sales, above \$0 in transfer, which have or will have occurred between June, 1, 2026 and May 15, 2027. Further, specific for commercial/industrial sales, verify/validate all Hudson, NH sales, above \$0 in transfer, which have or will have occurred between April 1, 2025 and May 15, 2027

- i. Unmapped real estate, including poles, pipes, conduits, transmission lines, distribution facilities and cell towers will be the responsibility of another Contractor.
- ii.

6.CAMA System:

The Company will use the Vision CAMA system provided to the Town by Vision Appraisal under a separate agreement.

7.Maintenance Procedures:

The Town and the Company, throughout the course of the project, shall take all measures to ensure accurate maintenance of all records, manual or mechanized.

- i. the Town, on a weekly basis, shall deliver to the Company all parcel splits, subdivisions, transfers, or changes of ownership throughout the course of the project.
- ii. The Company will provide the Town staff the necessary format and instruction to transfer from the Town's live file to the Company's working file the data referenced in subparagraphs a) above.
- iii. The Company shall put into place field and record edits, including range and table edits and cross-edits to ensure the consistency and completeness of data entered into the CAMA system.
- iv. The Company shall put into place procedures which ensure that changes in data or values as a result of appraisal reviews, informal hearings, and any other activities are duly reflected in the CAMA system and supported with adequate notes.

8.Sales Review:

The Company shall provide a Certified Property Assessor pursuant to Plc 1800 rules or Certified Property Assessor Supervisor pursuant to Plc 1800 rules to validate sales data.

To ensure that appraisals will reflect full and true value, the Town shall, if requested, provide to the Company a copy of all property transfers (above \$ 0 in transfer value) located within the Town for a minimum of two (2) years immediately preceding the effective date of the Full Statistical Revaluation through May 15, 2027.

All property sales (above \$ 0 in transfer value), as enumerated upon in Section 8, shall be field reviewed and included in the sales book by printout of the property assessment record card with notes from the inspection and a photograph of the principal building(s) shall be attached to the electronic file.

The sales price and terms of the sale shall be verified by the Company and a notation to that effect including the source of the information shall be made on the property assessment record card along with the sale price, date of the sale, and date of inspection.

9.Sales, Income & Cost Analyses:

A sales analysis shall be conducted to include sales from within the Town of Hudson, and

external to Hudson as needed for commercial/industrial properties, using accepted appraisal methods in order to determine land, building and total property values. Such analysis shall include documentation of the methods employed and examples of the analyses. Accepted methodology shall include the consideration of all sales given by the municipality to the Company and their inclusion in the sales survey book with appropriate notations for those sales not used in the correlation of values.

Final unit values for all components used in the Statistical Revaluation shall be presented to the Town of Hudson for review and critique before valuation. This review by the Town will involve a complete review of each analysis conducted, and the documentation of the verification and adjustment process.

The development history and all analyses performed throughout the Statistical Revaluation shall be documented and left with the Town at the conclusion of the project as a part of the project deliverables.

1. Land Analysis:

- a) All verified vacant land sales shall be field reviewed and inspected for unusual physical characteristics.
- b) Residual techniques shall be employed as a cross-reference to unit values developed via the analysis of raw land sales.
- c) Existing assessing neighborhoods shall be reviewed, and new assessing neighborhoods shall be developed as necessary.

2. Building Analysis:

- a) Building unit values shall be determined by the analysis of construction costs in the local area.
- b) The ultimate result of the construction cost analysis shall be the establishment of replacement costs new for all types of structures found throughout the Town of Hudson.
- c) Replacement costs new shall be the starting point for all other calculations utilized in the cost approach to value.

3. Depreciation Analysis:

- a) Depreciation analyses shall be performed on all sales of older buildings.
- b) Replacement costs new shall be the starting point for the calculations of all depreciation influences in the market.
- c) High- and low-end points, as well as depreciation curves and final depreciation schedules shall be taken directly from the local market.
- d) Final depreciation schedules of all types will be documented before final reviews and establishment of final values.

4. Economic Rent Analysis:

- a) An analysis of economic rent levels for all commercial, industrial and apartment spaces shall be performed.

- b) Information providing the basis of these analyses shall be taken from websites, interviews with tenants, managers, and brokers, and through income and expense (I&E) questionnaires mailed to owners of leased commercial, industrial, and apartment spaces throughout the Town of Hudson, to be mailed at the Company's expense. The format and wording of the I&E's shall be approved by the Chief Assessor or designee.
- c) Questionnaires sent to wholly owner-occupied properties will request that the expense section be completed.
- d) All information received shall be of a confidential nature and shall not be disclosed to anyone outside the Company or assessing staff.
- e) Data received through this collection process shall be compiled in spreadsheet form and will form the basis of raw data to be analyzed.
- f) Separate income, vacancy, and expense models shall be developed for each classification of commercial, industrial, and apartment property throughout the Town.
- g) Income and expense models shall be sufficiently flexible in order to reflect the varying characteristics of the Town, physical conditions and desirability of the various spaces.
- h) Final models will be indexed and tabulated in schedule form, with instructions for appraiser application.
- i) Final models will be tested against sales or known market values for tests of reasonability and accuracy.
- j) Final models and market tests shall be presented to the Town for review and approval prior to the application in the final review process.

5. Capitalization Rates:

- a) An analysis shall be undertaken to determine proper capitalization rates for the various income producing spaces throughout the Town of Hudson.
- b) Where possible, rates should be determined from the sales of income producing space where the income and expenses are known.
- c) Market surveys will be performed utilizing standard and acceptable sources of economic data publications.
- d) Final capitalization rates shall be indexed and tabulated according to the property types, classes, and locations to be applied.
- e) Final models and market tests shall be presented to the Town for review and approval prior to their application in the final review process.

The completed sales survey showing the sales used and the analysis to indicate property values with documentation of the method employed and any location factors, together with neighborhood delineation maps showing front foot, square foot or front acre, rear acre unit values, or other appropriate units of comparison shall be delivered to the Chief Assessor prior to setting preliminary values for approval. These documents shall become the property of the Town with final copies provided to the Town and DRA at the completion of the Statistical Revaluation.

10. Valuation Process:

The Company shall assign estimates of fair market value as of the effective date of valuation for all taxable and non-taxable properties in the Town of Hudson except those stated in the cover letter under *“the following utility properties are not included” and in Section 8. a)*. The Company shall also make diligent efforts to ensure uniformity in the application of influence factors and schedule assignments, as well as the accuracy of codes, classification and data.

- i. Preliminary Values: After submission and acceptance of the various analyses and final models as described in the previous section, preliminary values shall be generated. A preliminary ratio study will be performed at that time and delivered to the Chief Assessor for discussion and input prior to presentation of preliminary values being provided to the Board of Selectmen and prior to the field review.
- ii. Final Reviews: The Company will conduct a review of all properties in the field. All properties will be reviewed in-field by the Certified Property Assessor (PA) pursuant to Plc 1800 rules or Certified Property Assessor Supervisor (PAS) pursuant to Plc 1800 rules who, unless approved by the Chief Assessor, has been involved with this statistical revaluation. The appraiser will review each property for:
 1. proper classification
 2. data accuracy
 3. accurate assignment of codes and parameters
 4. accurate assignment of percent complete as of 4/1/27 as applicable
 5. Appropriate relationship of values with surrounding properties
- iii. Vacant Land:

The PA or PAS appraiser shall review each valuation of vacant tracts, viewing the tracts in-field.
- iv. Multi-Family, Apartment, Commercial and Industrial Properties:

Properties of these categories will be appraised via the cost approach, income approach, and the market approach to value. Each parcel will be reviewed in-field, by an experienced and qualified PA or PAS, for reasonability of the preliminary estimates of value, and will modify the valuation parameters as required and make notes of all changes on the electronic cards.

11. Town Review:

- i. The Company, after performing preliminary estimates of values, shall, no later than June 25, 2027, turn over the refined preliminary estimates to the Chief Assessor or designee for review of conclusions.
- ii. Upon completion of the review by the Chief Assessor or designee, which shall be completed within 2 weeks of receiving the refined preliminary values, the records

will be returned to the Company, with the results of the review and recommendations for action, if any.

- iii. The Company shall review the recommendations and perform those requests for action or discuss alternate measures.
- iv. Upon completion of the final reviews, maintenance, and final pricing, the Company shall perform a sales ratio analysis and deliver to the Chief Assessor or designee for review.
- v. The company shall make a presentation to the Board of Selectmen not later than August 20, 2027.

12. Notification and Informal Hearings:

- i. The Company shall notify each owner of record via first class mail, in accordance with the project work-plan, and at the Company's expense, setting forth the preliminary estimate of value (ad valorem only) assigned to the property identified in the notice. The notice shall also contain information concerning the scheduling of informal hearings to discuss the preliminary values with the Company.
- ii. Valuation List: three (3) copies of lists each in order by owner, street address and map and lot number will be printed by the Company, showing the preliminary estimates of values for all properties in the Town for the purpose of public perusal at specified public places as well as on the Town and/or Companies website.
- iii. Valuation Documentation: The Company shall provide to the Town revaluation information and documentation as requested by the assessor to be placed on the Town's Website. The Company shall provide a **preliminary USPAP Manual and/or relevant documentation acceptable to the Chief Assessor for taxpayers to be able to review once preliminary values are mailed.**
- iv. Informal Hearings: the Company shall allow taxpayers or their authorized representatives to schedule informal hearings either in person or by phone with either a Certified Property Assessor pursuant to Plc 1800 rules or a Certified Property Assessor Supervisor pursuant to Plc 1800 rules, employees of the Company's appraisal staff. There shall be a minimum of 10 informal hearing dates provided.
- v. Hearing officers will be prepared to explain how the assessment was generated for their property and will review the data on record with the taxpayer to ensure data accuracy.
- vi. Any information presented by the taxpayer will receive consideration by the Company, with adjustments made where warranted.
- vii. Additional field reviews will occur by the Company where information was brought forward at the informal hearing indicating such a need.
- viii. The Company shall consider letters sent by those taxpayers not able to attend the informal hearings. Such occurrences will constitute an informal hearing and review of value, and will be processed in the same manner as other informal hearings.

- ix. Re-notifications: any taxpayer who attended an informal hearing and any taxpayer whose assessment was changed without a hearing shall receive a notice, at the Company's expense, stating either the revised estimate of value or that no change in value is warranted.
- x. Information will also be included in the re-notification letter setting out the abatement procedure should the taxpayer not be satisfied with the result of their reviews.

13. Training:

The Company shall involve the Chief Assessor or designee in every step/process of the statistical revaluation explaining how everything works together as well as provide training to the assessing staff in the methodologies and procedures used in the project sufficient for the staff to maintain the methodology until the next revaluation.

14. Abatement Requests:

The Company agrees, at no extra cost, to review all abatement requests and provide written recommendations for action, no later than June 1, 2028.

15. Formal Appeals:

The Company agrees, at an additional cost, to furnish the services of a qualified representative for the Revaluation tax year upon appeal to the N.H. Board of Tax and Land Appeals (BTLA) or Superior Court, in all cases where the appeal has been entered within the time prescribed by law. The Company shall continue to be responsible for providing a qualified representative even if the Chief Assessor has reduced the value as part of the proceedings defined in RSA 76:16. However, if the Chief Assessor increases any value established by the Company, the Town forfeits their right to Company representation.

16. Turnover:

Upon final valuation of all properties by the Company the Company shall deliver to the Chief Assessor or designee, in completed and final form and in good order, the following deliverable products:

- i. An estimate of fair market value no later than September 1, 2027, for all properties situated within the Town which were appraised by the Company.
- ii. The updated Vision electronic database by September 1, 2027, with data and values current and accurate, for all parcels in the Town which were appraised by the Company.
- iii. **USPAP Compliant Final Appraisal Report for Residential, Commercial and Industrial properties** {RSA 21-J: 14-b, 1, (c)} no later than October 1, 2027, this report shall follow closely the most recent Edition of the Uniform Standards of Professional Appraisal Practice (USPAP). The report shall contain the following sections:

- A Letter of Transmittal
- A Certification Statement.
- A section detailing the Scope of Work.
- A section detailing sales, income, and cost approaches to value including all valuation premises.
- A section including all tables pertinent to the valuation process along with the cost data and schedules developed along with neighborhood delineation maps for the valuation of all properties.
- A section including statistical analysis and testing. The Company shall bind the USPAP Standard 6 Compliant Final Appraisal Report for use as an appraisal manual. The Company shall instruct the Assessors in the use of the manual so that the Assessors shall have an understanding of the appraisal process being utilized. Upon completion of the Statistical Revaluation, the Company shall deliver both a printed and an electronic copy of the manual to the Assessor's Office and one copy to the Department of Revenue Administration.
- All information utilized in the completion of this project shall be turned over to the Town by October 1, 2027. All data shall be accepted by the Chief Assessor before the project can be considered complete.

17. Services to Be Performed By the Municipality:

The Municipality shall notify the Company, by way of codes within the Vision system, which properties within the taxing jurisdiction are exempt from taxation.

The Municipality shall furnish to the Company information pertaining to ownership of all property in the municipality, a set of current tax maps, zoning maps, charts, plans, and sales information, and additional copies if requested by the Company.

The Municipality shall keep the Company informed of all sales of property taking place during the progress of the revaluation of which it has knowledge.

The Municipality shall make corrections to tax maps as of April 1, of the revaluation year where lots have been subdivided, consolidated or apportioned and notify the Company of all ownership, name and address changes of which it has knowledge.

The Municipality shall provide suitable space with desks, tables, and chairs for the use of the agents and employees of the Company in performing their necessary work, of which the company will enumerate its needs in its proposal.

18. Completion of Work:

The Company shall complete all work and deliver the same in final form to the Chief Assessor on or before September 1, 2027, except for the final USPAP report which shall be provided no later than October 1, 2027.

A penalty of \$500 per day shall be paid by the Company for each day required for Completion beyond the above stated completion date for delays caused by the Company.

The Company shall provide to the Municipality a list of all products to be delivered and the dates of delivery thereof. These products include but are not limited to the updated Vision electronic data base, the property record cards or other documents, complete with notes made, for all sale properties which were visited, a hard copy of the final version of the property cards with the notes for those same properties, the USPAP Compliant Final Appraisal Report as described in #16, the CAMA Systems Manual, data collection manuals for both residential and commercial/industrial properties and any other products as deemed necessary by the Municipality.

The revaluation shall be considered complete and in its final form only when:

- The informal review of values has been completed;
- The value adjustments are made;
- The final values are submitted to and accepted by the Chief Assessor;
- The DRA has completed its final monitoring report;
- All products required by the contract are delivered to the municipality and the DRA; and
- All other terms of the contract are fulfilled.

Contract satisfaction shall include values that have been defended through the municipal abatement process as described under RSA 76:16 if requested.

19. Completion Date and Time Schedule

Time Schedule

Statistical Revaluation Project work shall start in the Town no later than 180 days prior to April 1, 2027, after signing of the contract.

All corrected and finalized appraisal cards shall be completed and turned over to the Town no later than September 1, 2027.

All electronic files (including data, word processing, spreadsheets, etc.) created and/or used by the Company in fulfillment of this project shall be turned over to the Town no later than September 1, 2027. New or updated databases and/or files after that date shall be turned over as soon as possible following their creation/update. All such files shall be turned over using media as determined by the Chief Assessor.

The Company shall submit a schedule of the beginning and ending of the various phases of the project. The schedule submitted shall include each phase from start-up and sales data collection and review to the turnover of values by September 1, 2027.

20. Project Size and Scope

The project includes all the parcels/accounts as found in Addendum A, except for utilities and others as defined on Page 1 of this RFP, which have been grouped into several major categories of Residential/Commercial/Industrial/Apartment and Utility property for project responsibility.

21. Revisions, Modifications and Subletting

The COMPANY shall not change, modify, assign, transfer, delegate or sublet the CONTRACT, or any interest or part therein without first receiving written approval from the Town, the Department of Revenue Administration. It shall be mutually agreed and understood that said consent by the Town shall in no way release the COMPANY from any responsibility or liability as covered in these specifications and contract.

GENERAL TERMS AND CONDITIONS

***These are General Terms and Conditions for all Request for Bids, and some items thereof may not be applicable to this bid.**

PREPARATIONS OF BIDS/PROPOSALS: Proposals shall be submitted on the forms provided and must be signed by the Bidder or his authorized representative. The person signing the proposal shall initial any corrections to entries made on the attached forms.

Vendors must provide pricing on all items appearing on the bid forms unless specific directions in the advertisement, on the bid form or in the special provisions allowed for partial bids. Failure to provide pricing on all items may disqualify the bid. Alternative bids will be considered, unless otherwise stated, only if the alternate is described completely, including, but not limited to, sample, if requested and specifications sufficient so that a comparison to the request can be made.

Any questions or inquiries must be submitted in writing and must be received by the Assessing Department's Chief Assessor December 5, 2025. Any changes to the Request for Proposal will be provided to all bidders of record.

SUBMITTED BIDS/PROPOSALS: Proposals must be submitted as directed in the Notice to Qualified Firms, and on the forms provided unless otherwise specified. Proposals must be typewritten or printed in ink. **Proposals must be mailed or delivered in person. Proposals that are faxed or emailed will not be accepted.**

WITHDRAWING BIDS/PROPOSALS: Proposals may be withdrawn prior to the opening date and time upon written request of the Proposer. Negligence on the part of the Proposer in preparing his/her proposal shall not constitute a right to withdraw a proposal subsequent to the proposal opening.

PROPOSAL EVALUATION: The Town reserves the right to reject any and all proposals received for the following reasons including but not limited to:

- Fails to adhere to one or more of the provisions established in the proposal.
- Fails to submit its proposal at the time or in the format specified herein or to supply the minimum information requested herein.
- Fails to meet the minimum evaluation criteria specified in this proposal.
- Fails to submit its proposal to the required address on or before the deadline date established by the Town.
- Misrepresents its services, experience, and personnel by providing demonstrably false information in its proposal or fails to provide material information.
- Fails to submit its cost on the enclosed bid form.
- Refuses a reasonable request for an interview.
- Refuses to provide clarification requested by the Town.

RECEIPT AND OPENING OF PROPOSALS:

Proposals shall be submitted prior to the time fixed in the Request for Sealed Bids/RFP. Proposals received after the time so indicated shall be returned unopened.

PROPOSAL RESULTS:

All sealed RFP's received will be considered confidential and not available for public review until after the bid opening is conducted. Bid and RFP openings will be scheduled and opened accordingly. Results will not be given over the phone. Please send your request in writing or send an email to jmichaud@hudsonnh.gov to receive results after the public opening. All Bids, and RFP's will remain unofficial and, if applicable, confidential until the contract had been awarded.

KNOWLEDGE AND EXPERIENCE: If and as requested per document, provide a description of the firm's knowledge and experience in the industry. Highlight your company's experience in providing the highest quality and effective product and reliable service and support.

REFERENCES: If and as requested per document, projects within the past ten years best illustrating current qualifications for this project.

AWARD OF CONTRACT: It is the policy of the Town of Hudson, NH that contracts are awarded only to responsible bidders. In order to qualify as responsible, a prospective vendor must meet the following standards as they relate to this request:

- Have adequate financial resources for performance or have the ability to obtain such resources as required during performance of the contract.
- Have the necessary experience, organization, technical and professional

qualifications, skills, and facilities.

- Be able to comply with the proposed or required time of completion or performance schedule; and
- Have a demonstrated satisfactory record of performance.
- Adhere to the specifications of this bid and provide all documentation required of this bid.

The contract will be awarded to a responsive & responsible bidder based on best (lowest) cost first understanding the qualifications and experience of the bidder, the quality of the equipment/ product /materials/services to be provided and the support that the bidder offers during the duration of the contract terms.

EXECUTION OF AGREEMENT: The successful proposer shall sign (execute) the necessary agreements for entering into the contract and return such signed agreements to the Town within ten (10) calendar days from the date mailed or otherwise delivered to the successful Proposer.

APPROVAL OF AGREEMENT: Upon receipt of the agreement that has been fully executed by the proposer, the owner will complete the execution of the agreement and return the agreement to the contractor. The Agreement accompanied by a Town issued purchase order will be delivered to the contractor and will constitute a mutual approval and agreement by both parties to abide by the terms and conditions of the agreement.

FAILURE TO EXECUTE AGREEMENT: Failure of the successful proposer to execute the agreement at the date and time agreed upon by the Town and the successful Proposer shall be just cause for cancellation of the award and forfeiture of all deposits.

CONTRACT TERMINATION: If at any time the proposer fails to provide proper services during the contract period, the Town of Hudson, NH will have the option to terminate the contract at any time without notice.

INSURANCE CERTIFICATES:

Prior to award of this contract, the Contractor shall submit insurance certificates indicating coverage for all vehicles, public liability, and property damage in the following amounts:

Comprehensive General Liability	\$ 1,000,000 / \$ 1,000,000
Auto Liability: Property Damage	\$ 1,000,000 / \$ 1,000,000
Personal Injury	\$ 1,000,000 / \$ 2,000,000
Workmen's Compensation	as required by the State of New Hampshire

PRICING: Unless otherwise specified all prices listed are firm for the term of the contract. All prices should include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this contract will only hold up payment if they are added to the submitted invoice.

INVOICING:

Invoices **must be physically mailed** and/or submitted (emailed invoices unacceptable) to the Assessing Department payable at:

Town of Hudson
c/o Assessing Department
12 School Street
Hudson NH 03051

The invoice must include an itemization of all items, supplies, repairs, labor furnished, including unit list pricing, and net pricing, as identified in the bid award. The total amount due should be clear and apparent on the invoice for proper payment. Payment terms are net thirty (30) days from the date of the invoice. General terms as allowable: Invoices received before the twentieth of each month should be processed for said month with payment available through said month's check disbursement.

TAX: The Town is exempt from all sales and federal excise taxes. Our exemption number is 02-6000421. Please Invoice less these taxes.

DELIVERY: Deliveries are to be made only to the department or division indicated on the order and in accordance with accepted commercial practices, without extra charge for packing or containers.

GUARANTEES AND WARRANTIES: All parts and labor related to agreements must be guaranteed and include a warranty. If any work is unable to be guaranteed, the contractor must inform the Town, in writing, prior to the delivery of an item or any work being performed.

FORCE MAJEURE: Neither party shall be liable for any inability to perform its' obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm, or any other act of God.

Specifications Exception Form

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications.

It should not be the responsibility of the Town of Hudson to ferret out information concerning the materials which you intend to provide.

If your bid/proposal does not meet all our specifications, you must state it in the space provided below.

Bids/proposals on equipment, vehicles, computers, supplies, services and materials not meeting specifications may be considered by the Town, however, all deviations must be listed above.

If your bid does not meet our specifications, and your exceptions are not listed above or in space provided, the Town of Hudson may claim forfeiture on your bid, if submitted.

Signed _____
I DO meet specifications.

Signed _____
I DO NOT meet specifications as listed in this bid; exceptions are in space provided.

Failure to submit this form with your Bid/Proposal response may result in your Bid/Proposal being rejected as unresponsive.

ADDENDUM A

5,319	Residential - Improved
263	Residential - Vacant
155	Residential - Mobile Home
2,533	Residential – Condo/Condex
856	Residential – Apartments (2 +)
207	Commercial - Improved
36	Commercial - Vacant
150	Industrial - Improved
6	Industrial - Vacant
147	Mixed Use
89	Utilities (not part of this RFP)
339	Exempt
69	Current Use
10,172	Total

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____ <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.)	Requestor's name and address (optional) Town of Salem, NH 33 Geremonty Drive Salem, NH 03079
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.