

PATRICIA A. PESHKA

PURCHASING AGENT



FRANK J. PICOZZI

MAYOR

CITY OF WARWICK

PURCHASING DIVISION
3275 POST ROAD
WARWICK, RHODE ISLAND 02886
TEL (401)738-2013
FAX (401) 737-2364

The following notice is to appear on the City of Warwick's website Wednesday, June 16, 2021. The website address is <http://www.warwickri.gov/bids>.

CITY OF WARWICK PROPOSALS REQUESTED FOR

RFP2022-060 Statistical Reappraisal of Real Property Located within the Corporate Limits of the City of Warwick Effective December 31, 2021

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Wednesday, June 16, 2021.

Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until **11:00 AM, Tuesday, June 29, 2021**. The proposals will be opened publicly commencing at 11:00 AM on the same day in the Lower Level Conference Room at Warwick City Hall. *Please note due to COVID-19, employees and visitors must adhere to social distance guidelines. All visitors are advised to wear masks if not fully vaccinated.*

Awards will be made on the basis of the lowest evaluated or responsive proposal price. Please note that no proposals can be accepted via email or fax.

The City of Warwick, in addition to soliciting proposals in response to this RFP, may consult, consider, and make an award for any and all open proposal offers for a comparable unit as sought herein at the following websites:

RI State MPA: <http://www.purchasing.ri.gov/MPA/MPASearch.aspx>

NASPO: <https://www.naspo.org/>

NJPA (National Joint Powers Alliance): <https://www.njpacoop.org/cooperative-purchasing>

MHEC (Massachusetts Higher Education Consortium): <https://www.mhec.net/>

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2013 at least 48 hours in advance of the proposal opening date.

Original Signature on File

Patricia A. Peshka

Purchasing Agent

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL

Acknowledgement of Addendum (if applicable)

Addendum Number	Signature of Bidder
_____	_____
_____	_____

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

EMAIL ADDRESS: _____*

*Please include your email address. Future proposals will be emailed, unless otherwise noted.

=====

II. AWARD AND CONTRACT:

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor, accepts the above proposal and hereby enters into a contract with the above party to pay the proposal price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: _____ RFP2022-060 _____ Purchasing Agent

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL

CERTIFICATION & WARRANT FORM*

**This form must be completed and submitted with sealed bid
Failure to do so will result in automatic rejection.**

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statues, laws, ordinances and regulations, in particular, but not limited to Chapter 16- Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

Signature

Date

Company Name

Address

Address

***This form cannot be altered**

**CITY OF WARWICK
NOTICE TO BIDDERS**

**RFP2022-060 Statistical Reappraisal of Real Property Located within the Corporate
Limits of the City of Warwick Effective December 31, 2021**

If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

The opening of proposals will be in the order established by the posted agenda and the agenda will continue uninterrupted until completion.

Once an item has been reached and any proposals on that item has been opened, no other proposals on that item will be accepted and any such proposal will be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of non-compliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a proposal thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the proposal or has participated in contract negotiations on the part of the City, that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for proposals, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All proposals should be submitted with one (1) original and two (2) copies in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "RFP2022-060 Statistical Reappraisal of Real Property Located within the Corporate Limits of the City of Warwick Effective December 31, 2021."

All proposals submitted become the property of the City and will not be returned. If the company intends to submit **confidential or proprietary information** as part of the proposal, **any limits on the use or distribution of that material should be clearly delineated in writing. This information should be submitted in a sealed envelope, clearly labeled confidential** and where it should be submitted in the response. Please be advised of the Freedom of Information Act as it may pertain to your submittal.

Proposals received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified. No proposals will be accepted via facsimile or email.

Should you have any questions, please contact Peder Schaefer, Finance Director, at 401-738-2015 or via e-mail at peder.schaefer@warwickri.com

The Finance Director working with the guidance of other state and municipal officials will review the proposals. Bid price shall count for 60% and the other 8 evaluation criteria shall be weighted 5% in making the final recommendation for award of the contract.

All proposals should be written in ink or typed. If there is a correction with whiteout, the bidder should initial the change.

Negligence on the part of the bidder in preparing the proposal confers no rights for the withdrawal of the proposal after it is open.

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder should indicate the item or part with the deviation and indicate how the proposal will deviate from specifications.

The IRS Form W-9 is available on www.warwickri.gov should be completed and submitted with the proposal if the bidder falls under IRS requirements to file this form.

The successful bidder must comply with all Rhode Island Laws, applicable to public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

The contractor must keep himself informed of and comply with all laws, ordinances and regulations of the federal, state and municipal governments which may apply and be in force during the life of the contract, in any manner which may affect himself/employees or the conduct of the work or the materials used or employed in the work. Before submitting proposals, prospective bidders should examine the terms, covenants and conditions of all codes, permits and laws which may apply. By submitting a proposal, the bidder agrees to comply with all pertinent laws/regulations if awarded a contract.

Bid surety in the form of a bank check, original bid bond or certified check in the amount of **ten percent (10%)** of the total bid price must be submitted with each proposal. If a bid bond is submitted, it shall be duly executed by the bidder as principal and having as surety thereon a surety company licensed to do business in the State of Rhode Island and approved by the owner.

The successful bidder must provide the City of Warwick with an original certificate of insurance (faxes are not acceptable) for General Liability, Automobile Liability, Appraisers Professional Liability Errors & Omissions & Workers' Compensation, in minimum amounts as specified in specifications. The **Certificate of Insurance** must also name the **City of Warwick as the additional insured** and so stated on the certificate with the bid name and bid number. (Professional Liability does not require the City of Warwick named as the additional insured). It is the vendor's responsibility to provide the City of Warwick with an updated Certificate of Insurance upon expiration of the original certificate.

Failure to provide adequate insurance coverage within the specified duration of time as set forth is a material breach of contract and grounds for termination of the contract.

The successful bidder must furnish a **performance bond** in the amount of 100 percent of the total proposal price.

For a bid to be awarded to a corporation, limited liability company or other legal entity, prior to commencing work under the awarded bid, that corporation, company or legal entity may be required to provide to the Purchasing Agent a **Certificate of Good Standing** from **The Rhode Island Secretary of State** dated no more than thirty (30) days prior to the date upon which the bid approval was made. **Please note that no other State's Certificate of Good Standing will be accepted.**

If required, the successful bidder will provide said **Certificate of Insurance, bonds and State of Rhode Island's Certificate of Good Standing** within ten (10) calendar days after notification or the City reserves the right to rescind said award.

Prices to be held firm from date of award through the completion of the roll being certified. Term contracts may be extended for one additional term upon mutual agreement unless otherwise stated.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The contractor must carry sufficient liability insurance and agree to indemnify the City against all claims of any nature, which might arise as a result of his operations or conduct of work.

The Purchasing Agent reserves the right to reject any and all proposals, to waive any minor deviations or informalities in the proposals received, and to accept the proposal deemed most favorable to the interest of the City.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City will incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services has been placed, the contractor will be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit will be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation which may be required or requested by the City of Warwick will be the sole responsibility of and will be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of

Warwick will be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the proposal specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement will cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to proposal specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

**CITY OF WARWICK
TAX ASSESSOR**

**REQUEST FOR PROPOSALS
2021 REVALUATION PROGRAM
THE CITY OF WARWICK**

Warwick, Rhode Island

Proposal Due Date: **11:00 AM, Tuesday, June 29, 2021**

REQUEST FOR PROPOSALS FOR THE 2021 REVALUATION FOR CITY OF WARWICK, RHODE ISLAND

The City of Warwick, Rhode Island is undertaking a Statistical Revaluation of Real Property, effective December 31, 2021.

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 as well as any addendums in order to be considered responsive. Any proposal that does not respond to each issue in the Request for Proposals may be rejected by the City as non-responsive.

The City may elect to award a contract to one firm for the full scope of the comprehensive revaluation of all property or may choose to split the award into more than one contract. Responders may submit a proposal for any (or all) of the items listed on the bid form that they are qualified to perform.

The City reserves the right to amend this Request for Proposal at any time prior to the deadline for submission of proposals and to reject any or all proposals received if they determine it to be in the best interests of the City. The City is currently licensed to utilize the *Appraisal Vision*® (v6.5) CAMA Software of Vision Government Solutions, Inc. of Hudson, Massachusetts. **To avoid any potential licensing issues, the Tax Assessor's Office will provide the revaluation CONTRACTOR with all pricing tables and required printouts, reports and extracts. The vendor will NOT be responsible to (nor allowed to) work directly with the CAMA system (unless they submit an authorization form from the software vendor). The Assessor or his staff will process all of the revaluation vendors pricing table changes, CAMA specific Analysis Reports and required data entry changes. This is explained in more detail below.**

Because of these shared responsibilities the CITY anticipates that the pricing of this project will be substantially lower than the cost of a similar project where the CONTRACTOR complete all of the duties. PLEASE be sure to carefully review the project phases being performed by the Assessor's office and price only the project phases to be completed by the CONTRACTOR. The scope of the Informal Valuation Review Hearings has also been reduced with the Assessor and his staff performing many of the tasks.

Please Bid the project as specified, by the City will entertain recommendations from the CONTRACTOR that further reduce the cost of the project if the Assessor's Office completes additional project phases such as printing cards or notices for use by the CONTRACTOR. We would also be open to reducing the scope of the Informal Valuation Review Hearings if a significant reduction in cost could be obtained from additional involvement from the Assessor or his staff.

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 in good faith for the CONTRACTOR stating that the offer is effective for at least ninety (90) calendar days from the deadline for the submission of proposals.
2. A list of all Rhode Island Municipalities for which the Contractor has completed Revaluation Programs for last five (5) years, including the number of parcels appraised, a contact name and phone number (or e-mail)

3. A list of all Municipalities for which the Contractor has performed revaluation projects utilizing the Vision CAMA (v6.5) software within the last five (5) years, including the number of parcels appraised, a contact name and phone number (or e-mail)
4. A list of Revaluation Contracts for which the Contractor is currently committed with time table for completion, including the approximate number of parcels.
5. A list of current municipal clients that are expected to release project specifications within the next year, for which the Contractor intends to bid. This list shall include revaluations, statistical updates, assessment consulting, building permit processing or any other service you may or intend to offer to another municipality between now and April 30, 2022.
6. A bid bond or certified check in the amount of 10% of this bid must be submitted by the bidder with his bid as a guarantee that, in case the contract is awarded to him, he will, within ten (10) calendar days after appropriation of funds and notice of award, execute such contract and furnish a satisfactory Performance Bond for approval by the City of Warwick.

The City of Warwick reserves the right to reject any and all bids. Bids which are irregular in form, incomplete, conditioned, or qualified may be disregarded and rejected as improper except that the City may waive any defects or irregularities. All bids are subject to appropriation by the City of Warwick.

Proposals will be evaluated using comparative criteria set forth as follows:

The Finance Director working with the guidance of other state and municipal officials will review the proposals. Bid price shall count for 60% and the other 8 evaluation criteria shall be weighted 5% in making the final recommendation for award of the contract.

EVALUATION CRITERIA

1. Lowest responsible bid price from a qualified bidder = 60%
2. Nature and size of Company's organization in relation to Current Commitments = 5%
3. Experience and Quality of revaluation projects completed that were similar size to the City of Warwick = 5%
4. Financial capacity/strength of Company = 5%
5. Qualifications of proposed Project Manager and staff = 5%
6. Experience of Project Manager on projects similar in size and scope to the City of Warwick = 5%
7. Compliance to overall specifications and number and significance of any exceptions to RFP = 5%
8. Quality of presentation/proposal = 5%
9. Project time schedule and project implementation plan = 5%

Method for determination of best price:

The best price shall be the lowest responsible price from a qualified bidder who meets the minimum criteria of the specification and receives the highest score for level of performance in Questions 1 through 9 under Evaluation Criteria.

Project Timetable:

Any proposal which cannot meet the project completion date of April 15, 2022 will be rejected.

CONTRACT SPECIFICATIONS FOR REVALUATION SERVICES

1. DEFINITIONS

1.1. ASSESSOR: The word “Assessor” shall mean the duly appointed Assessor of the City of Warwick, Rhode Island.

1.2. PROJECT: The word “PROJECT” shall mean the statistical revaluation of all taxable real property listed in these specifications and located within the corporate limits of City of Warwick, Rhode Island, except for the properties specifically excluded herein.

1.3. CONTRACTOR: The word “CONTRACTOR” shall mean the certified revaluation company who shall perform this project.

1.4. CITY: The word “CITY” shall mean The City of Warwick, Rhode Island.

1.5. VENDOR: Used interchangeably and intended to be synonymous with “CONTRACTOR”

2. SCOPE OF REVALUATION AND REVALUATION

This Project includes the statistical revaluation of all taxable real property within the corporate limits of City of Warwick, Rhode Island effective as of December 31, 2021, except for the properties specifically excluded herein.

CONTRACTOR shall perform all work for the project in strict accordance with the specifications listed herein and will furnish all required data, labor, materials, and supplies.

All work will be carried out and all forms, materials, and supplies utilized in this project shall conform to and be carried out in accordance with these specifications, applicable Rhode Island General Laws, and shall be subject to the direct supervision and approval of the ASSESSOR of the City of Warwick.

The values to be determined shall be the full and fair cash value of each parcel of real property as that term is used in §44-5-12 of the Rhode Island General Laws. The values shall be based upon recognized methods of appraisal and conform to the Uniform Standards of Professional Appraisal Practices and IAAO standards. The valuations shall also reflect adherence to all Rhode Island General Laws for the licensing and certification of all individuals involved in the appraisal of real estate.

The Project will cover and include all real property in the City of Warwick including the following categories:

All taxable real estate, land, buildings, and improvements (Including mobile homes and buildings on leased land). **Specifically and intentionally being excluded from this project are all parcels in the Assessor’s database designated with a Land Use Code of 113 “Vacant Land-Abutter”.** The Tax Assessor’s Office is in the processes of merging these vacant “abutter” parcels into the parent parcel as a separate project. To the extent that any such parcels remain on December 31, 2021, the Company will not be required to work with these parcels. The City will take responsibility to value any remaining Land Use Code 113 parcels, notify the property owners, and adjudicate any appeals (if needed).

2.1. EFFECTIVE DATE

The effective date of this project shall be for the December 31, 2021 Tax Roll and the pricing and valuation by CONTRACTOR of all land, buildings and property under this CONTRACT shall reflect the present true and actual value as of December 31, 2021

2.2. PARCEL COUNT

CONTRACTOR’s price for the revaluation is to be based upon the following anticipated parcel counts (estimated by City as of December 31, 2020).

See attached Classification of Tax Roll as of December 31, 2020

2.3. CITY DATA

Current Basis of Assessment	100%
Taxable Tax Roll as of December 31, 2019	\$9,815,111,786
Date of Last Revaluation (Statistical Update)	12/31/2019
Estimated Population	80,847 (2018)
Area of the CITY	35.50 sq. miles

3. GENERAL CONDITIONS

3.1. STATE CERTIFICATION

The CONTRACTOR must hold, from the time of submission of the proposal through the completion of all work hereinafter required, a valid Rhode Island Revaluation Company Certification pursuant to §44-5-11.1 of the Rhode Island General Laws.

3.2. PERSONNEL

CONTRACTOR shall provide experienced and qualified personnel in compliance with the requirements of the Equal Employment Opportunity provisions of Federal and State governments. CONTRACTOR shall submit to the CITY, written qualifications of all personnel assigned to this project. The proposal must clearly differentiate between actual employees and paid consultants. Individuals that are not **full time** employees of the proposer may be included on the roster ONLY IF the proposal clearly states the number of hours each employee will be dedicated to this project on an average weekly basis.

All personnel assigned to this project shall be subject to the approval of the ASSESSOR prior to the commencement of the individual's duties in the City. All personnel of the CONTRACTOR shall be caused to be removed from the project by CONTRACTOR upon written notification of the ASSESSOR.

3.2.1. Minimal Qualifications

3.2.1.a. Project Manager or Supervisor:

The administration of this project shall be assigned by the CONTRACTOR to a project manager who shall hold a **Rhode Island General Certified Appraisers license or certification**, and adhere to such other statutes and regulations that the State of Rhode Island may promulgate from time to time. **In the event that the bidder does not have a Certified General Appraiser on their staff**, they may utilize the services of an outside consultant **who holds this certification**. The Project Manager shall have not less than five (5) years of practical appraisal management experience in the appraisal of commercial, industrial, apartment, and residential type properties. The Certified General Appraiser may delegate some of the duties to an on-site Project Supervisor that has a proven track record of managing several successful revaluation projects similar in size to Warwick.

The Certified General Appraiser shall at a minimum:

- Prepare guidelines for use by the Reviewers and Appraisers
- Insure that the valuations are performed in accordance with all IAAO standards
- Confirm compliance with USPAP regulations as they relate to Mass Appraisal projects.
- Approve all Income & Expense tables (rent schedules, vacancy rates, expense percentages and cap rates)
- Sign the final project Narrative Report (must be submitted to Assessor in draft form for approval prior to submitting the final deliverable) It is preferred that both the draft and final report are submitted electronically in .pdf format (no hard copies needed).

The project manager and/or supervisor shall be subject to approval by the ASSESSOR prior to being assigned to this project.

3.2.1.b. Reviewers and Appraisers

Reviewers and appraisers shall not have less than three (3) years of practical appraisal experience in the appraisal of the particular type of properties for which they are responsible. Two (2) years of this experience shall have been in the mass appraisal field and shall have occurred within the past five (5) years. All reviewers and appraisers shall be subject to an interview and approval by the ASSESSOR prior to the commencement of their duties on this project.

3.2.1.c. Background Check

All field personnel must sign an authorization form and will be subject to background checks by the City of Warwick.

3.2.2. Identification

All field personnel shall wear visible identification badges which shall include an up-to-date photograph supplied by CONTRACTOR. All automobiles used by field personnel on this project shall be listed with the

CITY's Police Department and Assessor giving the owner, registration number, make, model, year and color. This list must be kept up-to-date and reflect any new employees assigned to the project. In no event shall any employee of the Contractor ever work in the field without first being approved by the Assessor, placed on the automobile listing, and notifying Warwick Police Department. All field employees shall display magnetic signs indicating the company name and "Revaluation", or similar terminology on their vehicles while working in the field at all times.

3.2.3 Office Hours and Staffing

Due to the statistical nature of the project, the CONTRACTOR will NOT be required to staff an on-site office so long as they are able to adhere to the project schedule. The CITY will provide sufficient pick up, drop off and work space during the analysis and field review stages of the project. The City will also provide a space for the CONTRACTOR to conduct the valuation review hearings. Contractor will remain responsible to schedule and complete phone hearings and through the mail hearings using their own equipment and phone service. The Project Manager or Supervisor will be required to meet with the Assessor at least on a weekly basis unless the Assessor determines that it is not necessary.

3.3. PROTECTION OF THE CITY

3.3.1. Bonding

CONTRACTOR shall, to secure the faithful performance by CONTRACTOR of the terms of this CONTRACT, furnish to the City a Performance Surety Bond in the amount of this contract; which bond shall be issued by a bonding company licensed to do such business in the State of Rhode Island, with a minimum Best Company rating of "A/VII". Said bond shall be delivered to the City prior to the commencement of actual work and shall be in a form satisfactory to and approved by the City's attorney. It is understood and agreed that upon completion and delivery to the City of the revaluation and its approval by the ASSESSOR and after completion of the duties of the Board of Assessment Appeals, the performance bond shall be reduced to 10% of the value of the contract for the purpose of covering the defense of all appeals taken by taxpayers. The reduced amount of the bond shall remain effective until a final resolution in the courts of any timely appeals taken from the doings of the Board of Assessment Appeals on the list of December 31, 2021.

3.3.2. Insurance

CONTRACTOR shall, at its own expense, provide and keep in force:

- 3.3.2.a.** Workers' Compensation insurance in the required amount, and Employers' Liability insurance in the following amounts:

Bodily injury by accident	\$100,000 each accident,
Bodily injury by disease	\$500,000 each accident and,
Bodily injury by disease	\$100,000 each employee

The policy must provide coverage for benefits payable under the Rhode Island Workers Compensation Act, and include the Voluntary Compensation endorsement.

- 3.3.2.b.** Appraiser's Professional Liability insurance providing errors and omissions coverage for professional services rendered as an appraiser. The minimum limit of liability shall be \$1,000,000 per claim, subject to a \$2,000,000 aggregate.

Any deductible applicable to a claim must be noted on the Certificate of Insurance. If the policy is written on a claim made policy form, CONTRACTOR must maintain the insurance for a period of two (2) years from the completion of the contract.

3.3.2.c. During the term of the contract, CONTRACTOR shall provide General Liability insurance for bodily injury and property damage. The Public Liability insurance shall be written on a comprehensive form and include, without limitation, coverage for premises and operations, completed operations, independent contractors, broad form property damage, blanket contractual and personal injury. The required limits of liability are:

- \$2,000,000 - General Aggregate
- \$2,000,000 - Product-Completed Operations Aggregate
- \$1,000,000 - Personal and Adv. Injury
- \$1,000,000 - Each Occurrence
- \$50,000 - Fire Damage/Fire
- \$5,000 - Medical Expense/Person

3.3.2.d. Automobile Liability insurance shall be written with a Comprehensive Form and include coverage for owned, hired, and non-owned vehicles. The limit for any one accident or loss shall be \$1,000,000.

3.3.2.e. Insurance Certification: An Insurance certificate shall be required to be filed with the CITY, certifying coverage and limits of automobile, bodily injury liability, property damage liability and Worker's Compensation prior to commencement of the project.

"The City to be named as Additional Insured on the Insurance coverage named herein for the claims arising out of the COMPANY'S performance of the contract herein".

3.3.2.f. Patent/Copyright Liability: CONTRACTOR shall save the City harmless from any liability of any nature or kind, including costs and expenses for, or on account of, any patented or copyrighted equipment, materials, articles or processes used in the performance of this contract.

The City must be named as an Additional Insured on the policy.

3.3.2.g. Defense of CITY: All insurance companies shall have the duty to defend the City against liability or property damage claims arising from the conduct of CONTRACTOR and/or agents or employees.

3.3.3. Penalties

Failure by CONTRACTOR to complete all work prior to the date specified herein, April 1, 2022, shall be cause for a penalty payment by CONTRACTOR, on request of the ASSESSOR, in the amount of TWO

HUNDRED DOLLARS (\$200.00) per day beyond the specified date of completion. For the purposes of this penalty only, completion of all work no later than April 1, 2022 is defined as follows:

3.3.3.a. Final valuations determined by the Company reflecting all adjustments resulting from the informal valuation review hearing process.

3.3.3.a.i. Decision Notices from the informal valuation review process mailed and duplicate copies provided to the City.

3.3.3.b. Penalties due under this clause shall be deducted from the contract price and will represent a fair and equitable estimate of the damages the City will suffer if CONTRACTOR'S work is not completed by April 1, 2022. The City shall have the right to use the funds withheld from each periodic payment to these CONTRACT SPECIFICATIONS to satisfy in whole or in part, this penalty clause. Delays occasioned by strike, explosion, acts of God or an order of court or other public authority are excluded.

3.3.3.c. Bankruptcy, Receivership, Insolvency: If CONTRACTOR, with the result that it does not pay its debts as they become due, or if a receiver shall be appointed for its business or its assets and not voided within sixty (60) calendar days, or if interest herein shall be sold under execution or if it shall be adjudicated insolvent or bankrupt, then and forthwith thereafter, the City shall have the right, at its option and without prejudice to its rights hereunder, to terminate the contract.

3.3.3.d. Termination: If either party fails to fulfill in a timely and satisfactory manner their obligations under this agreement, or shall violate any of the covenants, conditions or stipulations of this agreement, which failure or violation shall continue for thirty (30) calendar days after written notice of said failure or violation is received by the offending party, unless the correction of such failure inherently requires a longer period of time and provided further that the applicable party is proceeding diligently to correct the failure, then the opposing party shall thereupon have the right to terminate this agreement by giving written notice to the offending party of such termination and specify the effective date thereof, at least seven (7) calendar days before the effective date of such termination.

In the event of termination, all finished work and documentation, complete and incomplete, shall, at the option of the ASSESSOR, be delivered to them. CONTRACTOR shall be entitled to the release of the performance bond and to receive just and equitable compensation for any work performed adequately under this agreement completed prior to the date of termination. Notwithstanding the above, in the event of termination, neither party shall be relieved of liability by virtue of its breach of this agreement.

3.3.3.e. Hold Harmless Agreement: CONTRACTOR shall, at all times, defend, indemnify, protect and save harmless, the City and its officers, agents and employees from any and all claims or demands for damage for bodily injury, including death or property damages sustained by any party, including officers, agents and employees of

CONTRACTOR. Said hold harmless clause shall include, but not limited to investigation, defense and settlement or payment or judgment of any liabilities.

3.3.3.f. Severability: In the event any part of any clause or provision of this contract or contract specifications is judicially determined to be unenforceable, it shall be deemed severable from the remainder of that clause or provision and such remainder shall be binding upon the parties to this contract.

3.3.3.g. Waiver: No action or failure to act by the City shall constitute a waiver of any right or duty afforded it under the contract or contract specifications. All CONTRACTOR claims of the same must be made in writing to the Assessor within 7 days of the claimed action or inaction.

3.3.3.h. Misrepresentation or Default: The City may void this agreement if CONTRACTOR has misrepresented any offering or defaults on any contract with a Rhode Island municipality. CONTRACTOR shall, also, immediately notify the City of any claim or case formally brought against CONTRACTOR.

3.4. CHANGES AND SUBLETTING OF CONTRACT

3.4.1. Changes

Changes in these specifications or to the contract will be permitted only upon written mutual agreement of CONTRACTOR and the CITY.

3.4.2. Subletting

CONTRACTOR shall not assign, transfer or sublet the contract or any interest or part therein, without first receiving written approval from the CITY. It should be mutually agreed and understood that said consent by the City shall in no way release CONTRACTOR from any responsibility or liability as covered in these specifications and contract.

3.5. COMPLETION DATE AND TIME SCHEDULE

Signing of Contract: Within seven (7) calendar days after receipt of notice of acceptance by the City of its bid, as possibly revised by negotiations, CONTRACTOR shall execute with the City a contract in the form agreeable to the City and incorporating these contract specifications.

Contractor shall commence the revaluation work not later than one (1) weeks after contract signing, and shall continue uninterruptedly in a diligent fashion so as to ensure completion within the schedule of completion dates hereinafter set forth below:

3.5.1. Completion Dates and Project Phase Requirements

The following phases of the PROJECT must be completed in accordance with the schedule below. The Assessor will consider an alternate schedule if proposed in your proposal as long as the final April 15th project deadline is reflected. Failure to complete the stated performance by the dates shall constitute a material breach of this Contract.

Task	Done By	Process Specifications	Start	End
-------------	----------------	-------------------------------	--------------	------------

I&E Form Submission	CONTRACTOR	CONTRACTOR presents Income and Expense Form template(s) to Assessor for approval. Return address will be the Tax Assessor's Office with an e-mail option	9/1/2021	9/1/2021
I&E Form Approval	ASSESSOR	Assessor reviews and approves forms.	9/1/2021	9/2/2021
I&E Mail Merge File	ASSESSOR	Assessor produces a spreadsheet with Owner, physical location, mailing address, Parcel ID and State Code of all income producing property	9/1/2021	9/2/2021
I&E Mail Merge	CONTRACTOR	CONTRACTOR performs mail merge onto approved I&E Forms using Excel file provided by Assessor and their own equipment & software	9/2/2021	9/8/2021
I&E Mailing	CONTRACTOR	CONTRACTOR mails I&E forms using their own equipment, material (paper, toner, envelopes etc..). Company pays all postage and processing fees. The return address will be the Tax Assessor's Office.	9/2/2021	9/15/2021
Duplicate Notices	CONTRACTOR	Contractor will provide .pdf copies of all I&E forms	9/2/2021	9/15/2021
Sales Data Collection	ASSESSOR	Assessor's Staff will perform all interior inspections and exterior measurements of calendar year 2021 sales to the extent necessary to conform with the requirements of the Department of Revenue.	Already in progress	12/31/2021
Sales Data Verification	ASSESSOR	Assessor's Staff will verify the data of the property at the time of sale and update the CAMA system as needed.	Already in progress	12/31/2021
Sales Database	ASSESSOR	ASSESSOR will create initial 2021 Sales Analysis File.	9/2/2021	9/2/2021

Task	Done By	Process Specifications	Start	End
Initial Sales Qualification	ASSESSOR	ASSESSOR'S Staff will perform initial sales qualification of all sales transactions recorded in calendar year 2021. Assessor will provide Sales Ratio and PRD reports (using existing pricing tables), along with the property record cards for the sales.	Already in progress	9/2/2021
Print Existing Tables	ASSESSOR	ASSESSOR will provide all existing pricing tables	9/2/2021	9/2/2021

Sales Review	CONTRACTOR	CONTRACTOR will perform a Sales Review of the apparent 2021 Arms-Length transactions.	9/2/2021	10/1/2021
Sales Analysis	CONTRACTOR	CONTRACTOR will analyze these sales, the provided reports and make recommended pricing and methodology (land, building, and outbuilding) changes to the Assessor.	9/2/2021	10/1/2021
Sales Qualification Discussion	CONTRACTOR	CONTRACTOR will notify Assessor of any sales that they feel should be excluded from the list of arms-length transactions along with their reasoning	9/2/2021	10/1/2021
I&E Forms collection	ASSESSOR	Assessor's Staff will date stamp the returned forms and collect them for the CONTRACTOR	9/3/2021	10/15/2021
Pricing Table Rates	CONTRACTOR	CONTRACTOR will provide initial recommended changes to the pricing tables, land curves, cost model variables and any required methodology changes to the Assessor, reflecting the 2021 market.	9/13/2021	10/1/2021
Table Changes	ASSESSOR	Assessor will process the table changes provided by the CONTRACTOR and Recalculate the Sales Database.	9/14/2021	10/3/2021
Continuing Process	CONTRACTOR & ASSESSOR	CONTRACTOR & ASSESSOR will repeat this process until the Sales Ratio, PRD, and COD reports are acceptable.	9/14/2021	10/5/2021
Sales Qualification -Refined List	ASSESSOR	Assessor will review & authorize the additional sales to be excluded if warranted.	10/1/2021	10/8/2021

Task	Done By	Process Specifications	Start	End
I&E Form Analysis	CONTRACTOR	CONTRACTOR reviews and Analyzes all forms submitted. Forms to be delivered to Assessor filed by Use, then parcel ID with two segments (utilized / non utilized)	10/1/2021	11/1/2021

Income Analysis	CONTRACTOR	CONTRACTOR shall complete and deliver a study of market rents, vacancy and credit percentages, expenses and capitalization rates to the Assessor. This deliverable shall include all recommended table changes as well as supporting documentation. Additional market data from the region must be supplied if sufficient data is not obtained from the I&E forms submitted.	10/1/2021	11/1/2021
Income / Expense supplemental data	CONTRACTOR	CONTRACTOR will also provide supplemental lease data. This effort must be done using Loopnet, Costar or similar reliable source for any use where sufficient data was not obtained for this project through I&E mailing or Regional Data from the Company's own files. Supplemental data will be delivered to Assessor filed by Use, then property address (or in spreadsheet form by use)	10/1/2021	11/1/2021
Income Tables - Cap Rates	CONTRACTOR	CONTRACTOR will provide support for all cap rates recommended. Support shall be in the form of rates extracted from the market or from reliable sources for the type of property being appraised (such as CBRE, PWC, Korpaz etc..)	10/1/2021	11/1/2021
Income Tables - Changes	CONTRACTOR	CONTRACTOR will submit recommended Income Table Changes needed to reflect the 2021 Real Estate Market	10/1/2021	11/1/2021
Income Table Support for changes	CONTRACTOR	CONTRACTOR shall utilize the services of a Certified General Appraiser to review and sign off on recommended changes. Assessor may request to communicate with appraiser directly if any rate information requires clarification of appraiser's opinion.	10/1/2021	11/1/2021

Task	Done By	Process Specifications	Start	End
Property Record Cards in .PDF format	ASSESSOR	Once the Assessor and the CONTRACTOR are satisfied with the results of the sales analysis, the City will provide the CONTRACTOR with Property record cards in .PDF format (or Vision.dmp file if CONTRACTOR provides a signed waiver from the software vendor).	10/5/2021	10/15/2021
Print Property Record Cards	CONTRACTOR	CONTRACTOR will print these cards for use in the field review process and return all changes to the Assessor.	10/15/2021	10/22/2021
Field Review	CONTRACTOR	CONTRACTOR'S appraiser's will perform a full field review of all taxable properties (excluding the land use code 113 parcels as previously explained). It is paramount that the appraiser insure that they implement the same factors that were used on the sold properties. If the appraiser has any question about grading or other factors used on the sales parcels, they need to bring it to the attention of the Project Supervisor, Project Manager, or Assessor before proceeding to review the plat. Special attention to Grade, Condition, Style and Sketch section classifications needs to be made as part of the review process. However, the reviewer should review and confirm all exterior data, and insure that the interior data is logical.	10/15/2021	12/31/2021
Field Review - Changes	CONTRACTOR	CONTRACTOR shall provide all changes that result from the field review process on an ongoing (weekly or sooner) basis. The first card of each stack of cards delivered shall denote the reviewer and the date reviewed. All changes shall be clearly noted within the proper section of the card in ink (preferably red).	10/18/2021	1/7/2022

Field Review - Data Entry	ASSESSOR	Assessor's Staff intends to perform the data entry changes that result from the field review process. However, please provide a cost per parcel should the Assessor's Office be unable to complete this task in a timely manner.	10/18/2021	1/14/2022
---------------------------	----------	--	------------	-----------

Task	Done By	Process Specifications	Start	End
Income Tables - Approval	ASSESSOR	ASSESSOR reviews and approves all submitted rates and Income Table changes	10/29/2021	11/3/2021
Updated Analysis Reports	ASSESSOR	ASSESSOR will provide CONTRACTOR with updated analysis reports on at least a monthly basis as new sales transactions are recorded.	11/1/2021	1/7/2022
Updated Analysis Reports	CONTRACTOR	CONTRACTOR will provide updated table and methodology changes if the monthly analysis reports indicate a shift in the market.	11/1/2021	1/14/2022
Income Tables - CAMA Changes	ASSESSOR	ASSESSOR will make all recommended changes and reprint the tables.	11/3/2021	11/5/2021
Income Tables - Recalculation	ASSESSOR	ASSESSOR will recalculate the Income Accounts	11/3/2021	11/5/2021
Income Forms - PDF File	ASSESSOR	ASSESSOR will print all existing income forms to a .pdf file and provide them to the Company for review, updating and reconciliation.	11/3/2021	11/5/2021
Income Analysis	CONTRACTOR	CONTRACTOR will review and update the income forms as necessary to reflect the 2021 market	11/5/2021	12/31/2021
Income Tables - Recommended Changes - Final	CONTRACTOR	CONTRACTOR will provide documentation supporting any suggested changes to the Income Rate Tables since initial submission.	11/5/2021	12/31/2021

Income Tables - Approval - Final	ASSESSOR	ASSESSOR reviews and approves all submitted rates and Income Table changes	12/31/2021	1/7/2022
Income Tables - Table Changes	ASSESSOR	ASSESSOR will make all recommended changes to the Income tables, reprint the modified tables and provide to the Company	12/31/2021	1/7/2022
Income Tables - Recalculation	ASSESSOR	ASSESSOR will recalculate the Income Accounts	12/31/2021	1/7/2022

Task	Done By	Process Specifications	Start	End
Income Forms - PDF File	ASSESSOR	ASSESSOR will print all existing income forms to a .pdf file and provide them to the Company for review, updating and reconciliation.	12/31/2021	1/7/2022
Income Forms - Final Updates	CONTRACTOR	Should the CONTRACTOR need to change the income analysis of any individual property, they will submit the form to the Assessor's Office for data entry.	1/7/2022	1/31/2022
Income Forms - Final Data Entry	ASSESSOR	ASSESSOR will oversee the data entry changes which will be made by Assessor's Office Staff.	1/7/2022	1/31/2022
Proposed Values	CONTRACTOR	CONTRACTOR will deliver final suggested values to the ASSESSOR no later than the date shown	1/14/2022	1/31/2022
Notice Template	CONTRACTOR	CONTRACTOR will present valuation notice mailer for approval	1/14/2022	2/1/2022
Notice Approval	ASSESSOR	Assessor will review and approve the mailing of the notices, or make recommend final adjustments if needed	2/1/2022	2/11/2022
Mail Merge File	ASSESSOR	Assessor will provide a mail merge file containing the information required in the approved template	2/11/2022	2/11/2022

Mail Merge	CONTRACTOR	CONTRACTOR performs mail merge onto valuation template using Excel file provided by Assessor and their own equipment & software	2/11/2022	2/18/2022
Mailing	CONTRACTOR	CONTRACTOR will mail valuation notices using their own equipment, material (paper, toner, envelopes etc..). Company pays all postage and processing fees. The return address will be the Tax Assessor's Office.	2/11/2022	2/18/2022
Duplicate Notices	CONTRACTOR	CONTRACTOR will provide .PDF copies of all valuation notices that were mailed.	2/11/2022	2/18/2022
Valuation Review Meeting Form Template	CONTRACTOR	CONTRACTOR will submit a sample form to the Assessor for approval. It is preferred that the form have a section for the property owner to fill out (if they are willing) and must contain the initials of the company representative, date, and recommended action.	2/11/2022	2/11/2022

Task	Done By	Process Specifications	Start	End
Valuation Review Meeting Form Approval	ASSESSOR	The Assessor will approve the form before it is used.	2/11/2022	2/18/2022
Scheduling	CONTRACTOR	CONTRACTOR will schedule hearings via phone or through an on-line portal.	2/14/2022	3/25/2022
Informal Valuation Review Meetings	CONTRACTOR	CONTRACTOR will conduct informal valuation review meetings upon the request of the property owner. Meetings to begin and end no later than the dates shown.	3/1/2022	3/25/2022
Form Required for each parcel	CONTRACTOR	CONTRACTOR will be required to insure that a separate form is filled out and submitted for each parcel unless the parcels must be sold together as a package.	3/1/2022	3/25/2022

Valuation Review Meeting Options	CONTRACTOR	CONTRACTOR may offer meetings in person, via phone, through mail, and / or via Remote Access (Zoom or other platform)	3/1/2022	3/25/2022
Form Organization	CONTRACTOR	CONTRACTOR will organize documentation into categories including Recommended Change / No Change / Needs Inspection / Needs Field Review at a minimum.	3/1/2022	3/25/2022
Value recommendations	CONTRACTOR	Market value will be the only item of consideration by the Company. No consideration will be given for any analysis based on rates per square foot, % increases, published changes in the real estate market, or any analysis based on medians or averages. Claims of disproportionality will be left up to the Assessor after Company has made a recommendation on the market value. Assessor will have the final say on all recommended value changes. All data issues will be referred to the Assessor's Office for inspection and/or resolution.	3/1/2022	3/30/2021
Inspections	ASSESSOR	Assessor's Staff will schedule and perform inspections where property owner disputes any of the property characteristics as needed	3/1/2022	3/30/2021

Task	Done By	Process Specifications	Start	End
Drive-By Field Visits	CONTRACTOR	Contractor will consider all information submitted and conduct Drive-By Visits if the CONTRACTOR deems it necessary to properly consider the issues raised	3/1/2022	3/30/2021
Valuation Review Meeting Documentation	CONTRACTOR	CONTRACTOR will deliver all documentation relating to each hearing including but not limited to schedules, hearing forms, taxpayer documentation, property record cards showing all recommended changes and appraisals on a daily basis.	3/1/2022	3/30/2021

Data Entry	ASSESSOR	Assessor's Staff will process all data entry changes resulting from the informal valuation review meetings.	3/1/2022	4/1/2021
Decision Mail Merge File	ASSESSOR	Assessor will provide a spreadsheet for the CONTRACTOR to process the change / no change notices through a mail merge within a few days after the hearings are completed.	4/1/2022	4/4/2022
Decision Notices	CONTRACTOR	Contractor performs mail merge onto approved Decision Notice template using Excel file provided by Assessor and their own equipment & software	4/1/2022	4/15/2022
Decision Notice Mailing	CONTRACTOR	Contractor will mail the Decision Notices using their own equipment, material (paper, toner, envelopes etc..). Company pays all postage and processing fees. The return address will be the Tax Assessor's Office.	4/1/2022	4/15/2022
Decision Notice Mailing	CONTRACTOR	Duplicate copies of the notices must be delivered to the Assessor in .pdf format	4/1/2022	4/15/2022
Project Completion	CONTRACTOR	Project to be completed except for potential responsibilities related to appeals as outlined above	4/1/2022	4/15/2022

3.6. PAYMENT SCHEDULE

3.6.1. Periodic Payments

Payments shall be made in the following manner:

Thirty (30) calendar days after the execution date of this contract, and at the end of each thirty (30) day period thereafter for the term of this contract, CONTRACTOR will certify in writing to the ASSESSOR the percentage of the total work completed under the contract which CONTRACTOR has performed during the said thirty (30) calendar day period. Such notification will itemize and accurately indicate the extent and nature of work performed by volume, street, and category or in any manner as required by the ASSESSOR. The itemization shall be categorized by each of the "Stages of Completion".

The City, upon determination by the ASSESSOR that the certification of CONTRACTOR concerning work during said period is accurate, will pay to CONTRACTOR a percentage of the total compensation due under the contract equal to the percentage of work certified as having been completed during said period, less ten percent (10%), which is to be retained by the City for payment to CONTRACTOR at such time that he or she has performed fully and satisfactorily all its obligations, requirements, and litigation under the contract. The retained ten percent (10%) of the contract price is to be paid upon the completion of work of the Board of Assessment Appeals on the December 31, 2021 Tax Roll in accordance with provisions of Section 3.3.3b of this contract.

This contract makes provisions for a reduction of the performance bond to 10% of the contract price so as to ensure the defense of any appeals resulting from the revaluation work.

3.7. APPRAISAL OF REAL ESTATE BUILDINGS AND STRUCTURES

3.7.1. Physical Details

CONTRACTOR shall review all listing of physical construction details of all structures and all structural improvements as required by the field review phase outlined above.

3.7.2. Digital Images – Not Required

3.7.3. Sales Inspections – None

Assessor's Staff will conduct all required sales inspections as outlined above.

3.7.4. Sales Review

CONTRACTOR will conduct a sales review of all apparent arms-length transactions as outlined above.

3.7.5. Field Review

CONTRACTOR will conduct a full field review of all taxable property located within the City as outlined above. Land Use Code properties are excluded from this requirement

4. RESPONSIBILITIES OF CONTRACTOR

4.1. GOOD FAITH

CONTRACTOR shall, in good faith, use its best efforts to assist the ASSESSOR in determining the present true fair market value of all real property situated in the CITY, and shall not undervalue or any land, building or other property to avoid or minimize its responsibilities specified herein.

4.2. PUBLIC RELATIONS

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, service clubs and property owner groups as a means of establishing understanding and support for the revaluation program and sound assessment administration. CONTRACTOR shall supply visual aids and other media at its disposal to this end. All public releases shall be approved by the ASSESSOR prior to release.

4.3. CONDUCT OF COMPANY EMPLOYEES

As a condition of this contract, CONTRACTOR'S employees shall, at all times, treat the residents, employees and taxpayers of the City with respect and courtesy; CONTRACTOR shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision. A suitable dress code for all employees will also be implemented.

4.4. RECORDS

4.4.1. General Provisions

CONTRACTOR shall provide all property record cards, supplies, forms, literature, notices, postage and papers to be used in this project at no additional cost to the CITY.

4.4.2. Records are City Property

The original or any copies of all records and computations, research and analysis, including machine readable databases and other computer files, made by CONTRACTOR in connection with any phase of this project shall, at all times, be the property of the City and, upon completion of the project or termination of this contract by the CITY, shall be left in good order in the custody of the ASSESSOR. Such records and computations shall include, but not be limited to:

- 4.4.2.a.** Assessor's Maps;
- 4.4.2.b.** Land Value Maps;
- 4.4.2.c.** Materials and Wages, Cost Investigations and Schedules;
- 4.4.2.d.** Data Collection Forms, Listing Cards, Property Record Cards with property valuations and sketches;
- 4.4.2.e.** Operating statement of income properties;
- 4.4.2.f.** Capitalization Rate data;
- 4.4.2.g.** Market Rent studies;
- 4.4.2.h.** Vacancy Rate studies,
- 4.4.2.i.** Sales Data and associated analysis;
- 4.4.2.j.** Depreciation Tables and associated analysis;
- 4.4.2.k.** Computations of land and/or building values;
- 4.4.2.l.** All letters of memoranda to individuals or groups explaining methods used for appraisals;
- 4.4.2.m.** Duplicated notices in .pdf format;
- 4.4.2.n.** Files provided by the CITY to the CONTRACTOR for mail merges or other use.

4.4.2.o. Valuation Cost, Market & Income valuation tables and schedules for the valuation of real property.

4.4.2.p. Cost Model Tables and variables

4.4.2.q. Excluded from this definition are “work papers” or “draft” documents prepared by the CONTRACTOR and not yet certified by the Tax Assessor. Such documents will remain the work product of the CONTRACTOR throughout the project and will only become property of the City after the Assessor has accepted the project using such documentation. Certification of the December 31, 2021 Tax Roll using the valuations and methodology proposed by the CONTRACTOR will constitute acceptance of the project in absence of any written approval.

4.4.2.r. Unless under Court Order, CONTRACTOR may not release any information, documentation, files or communications to any person or entity without the written permission of the Tax Assessor.

4.4.3. Assessor’s Records

CONTRACTOR shall use a system approved by the ASSESSOR for the accurate accounting of all records and maps, which may be taken from the ASSESSOR’S office in conjunction with this project. All such records and maps shall be returned immediately following their use. None of the ASSESSOR’S records shall be taken outside the corporate limits of the City without prior written permission of the ASSESSOR.

4.4.4. Property Record Cards

CONTRACTOR shall complete and file by Map and Lot order, Property Record Cards, commonly referred to as “Street Cards” or “Field Cards”.

4.5. ASSESSMENT NOTICES

At the close of the PROJECT, a notice shall be sent, at CONTRACTOR’S expense by first class mail, to each property owner of record, setting forth the valuation that has been placed upon the property identified in the notice and outlining the informal valuation review process. Such notices shall be subject to approval by the ASSESSOR and duplicate copies in .pdf format delivered to the Assessor.

4.6. INFORMAL PUBLIC HEARINGS

At a time mutually agreeable to the ASSESSOR and CONTRACTOR and following completion of all review work by the ASSESSOR and CONTRACTOR, CONTRACTOR shall hold public hearings so that owners of property or their legal representative may appear at specified times to discuss, with qualified members of CONTRACTOR’S staff, the valuations of their property. CONTRACTOR’S personnel shall explain the manner and methods of arriving at value. Informal public hearings, at the ASSESSOR’S discretion, may be held on weeknights and Saturdays.

CONTRACTOR, in conjunction with recommendations of the ASSESSOR, shall schedule a sufficient number of hearings and provide sufficient personnel to handle said hearings expeditiously and fairly. Any information offered by the taxpayer or their legal representative shall be given consideration, and an adjustment shall be made where warranted. The public hearings shall be completed by March 25, 2021.

CONTRACTOR shall keep a record, on a form approved by the ASSESSOR, of all owners that requested a hearing and the result of that hearing. A copy of those records shall be given to the ASSESSOR.

CONTRACTOR shall notify the ASSESSOR of any property that they feel should receive an interior inspection after meeting with the property owner. IN NO EVENT shall the CONTRACTOR inform the property owner that an inspection will occur. Due to the statistical nature of the project, inspections will generally only be performed when significant data elements appear to be incorrect. Normal wear & tear and lack of modernization are to be expected and are generally already reflected in the proposed assessment. The ASSESSOR will have the SOLE discretion to determine which properties are to be inspected based on the facts presented by the property owner or their representative. The ASSESSOR'S Staff will conduct all interior inspections. However, the CONTRACTOR will remain responsible to make a recommendation regarding the proposed assessment for all property owners that attended a valuation review meeting. If unable to make a valid decision on the proposed assessment from the office, CONTRACTOR shall review the assessment in the field, but shall not be required to perform any interior inspections. The Assessor will approve the hearing form template before the hearings are scheduled.

IN NO EVENT shall the CONTRACTOR consider reducing a portion of an assessment for an individual component of a property that can't be sold apart from the property as a whole. As an example, no reductions are to be made based on an opinion of value for the land on an improved property since the land can't be sold separately. Only the market value of the entire property can be considered.

Likewise, no consideration of percentage increase, rate per sqft. analysis, median assessments, average assessment, Rate per Acre analysis or other claim for an adjustment for disproportionate assessment is to be made without the WRITTEN approval of the Assessor. In most cases, such forms of analysis are invalid because the individual differences in the properties are not properly accounted for in those methods. In the cases where disproportionality is proven, the answer is to correct the model to remove the inequity, NOT to adjust individual assessments as that would only exacerbate the problem.

CONTRACTOR must take care not to introduce inequities into the tax base by making reductions that are not supported by market evidence or may cause the assessment to fall below the assessments of similar properties. If neighborhood issues are identified, they should be brought to the attention of the ASSESSOR rather than adjusted on an individual bases for only the people that appeal.

CONTRACTOR shall be responsible for sending notice, by First Class mail at CONTRACTOR'S expense, to each taxpayer or his or her legal representative who appears at these hearings seeking review of valuation. Such notice shall include the original valuation determined by CONTRACTOR and any adjusted valuation as deemed appropriate based on any information received at such hearing, or a statement that no change is warranted. Such notice shall be subject to approval by the ASSESSOR and shall contain information describing the property owner's rights to appeal the valuation, including the manner in which an appeal may be filed with the Tax Assessor and subsequently to the Board of Assessment Appeals.

4.7. BOARD OF ASSESSMENT APPEALS

The Assessor will handle all Board of Assessment Review Appeals. The CONTRACTOR shall not have any responsibilities for appeals filed to the Board. However, as discussed above, the final 10% retainage payment for the project will not be due or payable until the Board has concluded its duties for the December 31, 2021 assessment date.

4.8. LITIGATION

Please DO NOT include any litigation costs or offer any “free” litigation days. Rather, we ask that you simply provide a daily rate in the event that the City requests your involvement with litigation support or testimony.

4.9. INFORMATION

4.9.1. Information to City

CONTRACTOR shall give to the ASSESSOR any and all information requested pertaining to the project for a period of one (1) year after completion of the duties of the Board of Assessment Appeals on the December 31, 2021 Tax Roll, without any additional cost to the City.

5. BUILDING COST SCHEDULES (General)

CONTRACTOR shall prepare for usage in the project as hereinafter specified, building cost schedules and the methodology used to produce them. These schedules will reflect the unit-in-place method based upon the square foot or cubic foot area of buildings as applicable. These schedules shall be used in computing the market adjusted replacement cost in the City for all residential, commercial, industrial, and farm construction. They shall reflect the wage scale for the various trades, labor efficiencies, overhead, profit, engineer and architect fees and all other direct and indirect costs of construction. Before final acceptance, they shall be proven by testing against known sales. All finalized schedules shall be approved by the ASSESSOR before adoption and usage by CONTRACTOR.

5.1. TYPES OF COST SCHEDULES

5.1.1. Residential

Market Adjusted Residential cost schedules shall include schedules for various classifications, types, models, and story heights on a per square foot basis, normally associated with residential buildings. The schedule shall be flexible with special sections reflecting the various additions and deductions for construction components from the base specifications, along with prices for different types of heating systems, bathrooms, porches, breezeways, attached, detached, and basement garages, and finished basements and schedules for other building improvements usually found on residential property including, but not limited to, in-ground swimming pools, barns, sheds, tennis courts, gazebos, and hot tubs.

5.1.2. Commercial

Market Adjusted Commercial building cost schedules shall be prepared in unit costs of material in place and charted on a per square foot basis, and shall be prepared for various story heights and contain all the additions and deductions for construction components from base specifications. Different units of measure or comparison may be used if approved by ASSESSOR.

5.1.3. Industrial and Special Structures

Market Adjusted Cost schedules for industrial and special purpose structures shall be prepared in unit costs of material in place and charted on a per square foot basis, and shall contain all the additions and deductions for construction components from base specifications. Different units of measure or comparison may be used if approved by ASSESSOR.

5.1.4. Farm

Market Adjusted Cost schedules for farm structures shall be prepared for square foot and cubic foot costs for various types of farm buildings including, but not limited to, barns, sheds, silos, milk houses, coops, etc.

5.2. DEPRECIATION SCHEDULES

Depreciation schedules or methods to be used in determining the amount of depreciation shall reflect the normal and accepted depreciation rates of buildings according to classification. These schedules or methods shall cover residential, commercial, industrial, and farm buildings and shall be approved by the ASSESSOR.

5.3. SCHEDULE FOR CITY

No hard copy of the final Cost schedules are required. All schedules will be maintained in the CAMA system by the Assessor, with the rates and factors supplied by the CONTRACTOR as outlined above.

6. APPRAISAL SPECIFICATIONS

6.1. APPRAISAL OF LAND

CONTRACTOR shall appraise all land within the CITY: including residential, vacant, commercial, industrial, agricultural, special use, and public utility. As outlined above, land use code 113 parcels are excluded from this project.

6.1.1. Land Value Study

Land shall be valued on the basis of an analysis of all sales (and income when applicable) data occurring during the two-year period prior to December 31, 2021. The analysis and application of sales data shall be governed by procedures and techniques expressly approved by the ASSESSOR. CONTRACTOR shall make a careful investigation of this data and shall consult owners, realtors, banks and other sources for information relative to sales of properties within the CITY. All factors affecting the final values of land shall be considered, such as location, zoning, inland wetlands, topography, soil condition, utilities, size, vacancy, form of ownership, non-conforming uses, and zoning variances.

6.1.2. Land Value Inspection

CONTRACTOR will make necessary adjustments in value to compensate for topographical irregularities such as high banks, steep slopes, swamps, irregular shapes or anything else which may detract from the usefulness of the land. Non-conforming uses and zoning variances shall be considered in establishing values.

6.1.3. Land Value Unit

CONTRACTOR shall prepare land unit values by front foot, square foot, acreage or fractional acreage; whichever in the judgment of CONTRACTOR and ASSESSOR most accurately reflects the market for the appraised land.

6.1.4. Land Value Map

CONTRACTOR shall delineate the land value units on all streets and acreage in the City on a suitable map to be provided by the CITY. The land value map shall be returned to the City prior to the completion of the PROJECT.

6.1.5. Neighborhood Delineation

CONTRACTOR shall, with the cooperation and approval of the ASSESSOR, review all existing "neighborhood" ratings within the CITY. CONTRACTOR shall recommend changes to the NHD factors and boundaries as needed. ASSESSOR will review and process recommended changes unless he feels that the market data indicates a different conclusion. Final approved neighborhood codes shall be recorded and maintained on all property record cards during the field review process.

6.2. APPRAISAL OF RESIDENTIAL BUILDINGS AND STRUCTURES

6.2.1. Exterior Field Review

6.2.1.a. All taxable properties (excluding LUC 113 parcels) shall be reviewed in the field by CONTRACTOR's personnel qualified as reviewers as previously prescribed in these specifications.

The properties shall be reviewed for classification, final value, and to assure that they are correlated to comparable sale properties. The ASSESSOR shall be notified of the dates of review and the Assessor or a member of the Assessor's staff shall be entitled to accompany the reviewers during this phase of the revaluation.

6.2.1.b. Field Recording: All Physical data and characteristics visible from the exterior of all main buildings, as well as of each land parcel, shall be observed in the field. The reviewer is expected to verify or modify all information to reflect the current status and approve the resulting indication of value. A Visit History record shall be entered on the card to reflect the date each property was reviewed in the field.

6.2.2. Pricing and Valuations

The final proposed valuations shall be presented in the Cost Approach Format solely in order to separately list the estimated contributory market impact of each valuation component. Such components shall include but not be limited to land, building, outbuildings, extra features, construction details, depreciation, and all forms of obsolescence. The individual component values generated are only expected to be valid for use with the rest of the valuation model being employed. No separate reliance on any individual component is to be made, for any purpose or reason since the sum of the parts may not equal the whole.

The proposed valuations of all land, buildings and site improvements must reflect the full and fair cash value of the property as a whole, as of December 31, 2021, and shall be done from and in accordance with the previously approved manuals and schedules. The individual components that comprise the final value may be offset by uniformly applied market or income based factors or adjustments built into the overall pricing model.

6.3. APPRAISAL OF COMMERCIAL, INDUSTRIAL, PUBLIC UTILITY, AND SPECIAL PURPOSE PROPERTIES

6.3.1. General

All commercial, industrial, public utility and special purpose buildings shall be classified, priced and reviewed in the same manner as residential properties, as set forth previously in these specifications. The Project Manager or Appraiser must discuss any ambiguities relating to the classification of any improvement as Real Estate versus Tangible Personal Property within the City. Please also see additional clarifications and requirements in timeframe and project phase grid contained in section 3.5 of these specifications. **In the event of any discrepancy or ambiguity between the grid and other sections of these specifications, the grid requirements will control.**

6.3.2. Income Approach

Income and expense data gathered by the CONTRACTOR, shall be utilized by CONTRACTOR for income producing and, where appropriate, owner-occupied properties. Any income and expense data, with accompanying summary reports and rent schedules, shall become property of the CITY. All information filed and furnished with Income and Expense report shall not be a public record and is not subject to the provisions of Section 38-2 (Access to Public Records) of the Rhode Island General Laws. From these returns and other data sources, such as field investigations and interviews, CONTRACTOR will establish market or economic rent, vacancy percentages and expenses for income producing properties. CONTRACTOR shall also develop separate capitalization rates for all types of income producing property types within the City by investigating sales and income data. Rates shall be established for the various classes of property and checked by bankers, investors and appraisers by the Contractor to ensure their accuracy. When the rates and methods have been approved by the ASSESSOR, CONTRACTOR shall perform the income approach using both actual and economic income and expenses. CONTRACTOR shall be responsible for preparing and mailing out the Income & Expense Forms (Including all processing and postage), entering all income data into the CAMA system, and analysis. Final indications of value via the income approach shall be based on the economic income analysis.

6.3.3. Review

All final reviews and inspections shall be made in the same manner and for the same purpose as prescribed for residential properties. The reviewer shall be completely trained and fully experienced in the appraisal of the particular type and kind of commercial, industrial, public utility or special purpose building; the final value of which he or she is responsible. All Field Review shall be done using the guidelines prepared by the Certified General Appraiser as stated above.

6.4. CONTROL AND QUALITY CHECKS

6.4.1. Field Checks

The ASSESSOR shall spot check in the field, properties picked at random by him/her with or without the appropriate CONTRACTOR'S supervisor.

6.4.2. Building Permits

CONTRACTOR will NOT be responsible for data collecting and data entry services for the 2021 building permits issued and for parcels with outstanding permits still open as of December 31, 2020. The Assessor's Staff shall be responsible for all field work and data entry related to open building permits.

6.4.3. Incomplete Construction

The Assessor's Staff shall be responsible for all field work and data entry related to open building permits.

6.4.4. Sales Analysis

Sales analyses of properties shall be performed as a means of sustaining the values derived. These analyses shall be done on the aggregate of all residential properties and on each of the neighborhoods previously delineated. The sales analyses shall include, at a minimum, sales/assessment ratios and coefficients of dispersion. The Contractor shall also support the pricing schedules implemented for the project through the use of the Sales Analysis Reports.

6.4.5. Performance Based Revaluation Standards

All fair market values that are developed by the CONTRACTOR must meet the performance based Testing Standards developed by the IAAO and the Rhode Island State Department of Revenue in accordance with §44-5-11.1 of the Rhode Island General Laws.

7. RESPONSIBILITIES OF THE CITY

7.1. NATURE OF SERVICE

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

7.2. COOPERATION

The ASSESSOR, CITY, and its employees will cooperate with and render all reasonable assistance to CONTRACTOR and its employees.

7.3. ITEMS FURNISHED BY THE CITY

The City shall furnish the following:

7.3.1. Maps

The City shall furnish one (1) set of the most up-to-date City Tax Maps that are currently available showing streets, and property lines and boundaries.

7.3.2. Land Dimensions

The City will make available lot sizes in square feet or acreage to CONTRACTOR of all pieces of property where the map or present records fail to disclose measurement or acreage.

7.3.3. Zoning

The City will provide current City zoning regulations and zoning maps.

7.3.4. Existing Property Record Cards

The City will make available the present street cards.

7.3.5. Property Transfers

The City shall notify CONTRACTOR, on a regular basis, of property splits and transfers occurring after the initial creation of the revaluation database by CONTRACTOR. CONTRACTOR shall modify the revaluation database as necessary.

7.3.6. Building Permits

The City will perform all tasks related to 2021 building permits issued and permits that were open from previous years.

Please do not include any costs associated with this task in your proposal.

7.3.7. Signing of Communications

The City shall sign, by the ASSESSOR or Assessor's designee, communications to be mailed at CONTRACTOR'S expense, for the purpose of contacting a property owner for inspection of the property.

7.3.8. Mailing Address

The City shall make available through the ASSESSOR'S Office the current mailing address and other relative data that exists for all property owners.

7.3.9. Office Space

The CITY shall furnish to CONTRACTOR sufficient office space to carry out the terms of this contract.

7.3.10. Media

The CITY shall have information above available on computer disk for the purposes of creating a legal file on CONTRACTOR's computers during the initial stages of revaluation.

7.3.11. Obligation to Keep Current

The CITY shall continuously keep current the information specified above.

7.3.12. Sales Information

The CITY shall continuously and currently provide copies of all sales information available to it with respect to transfer of parcels.

7.3.13. Conflicts with residential v. commercial

Should the City opt for two or more contractors, the assessor will make all decisions regarding whether a property is residential or commercial. At a minimum, all properties that have any active or legal commercial use will be the responsibility of the vendor that is awarded the commercial portion of this project.

8. TRAINING AND DOCUMENTATION

8.1. APPRAISAL TRAINING

No Training shall be required due to the statistical nature of this project

8.2. TRAINING LOCATION

Not applicable

8.3. DOCUMENTATION

CONTRACTOR will provide a manual explaining the final pricing and methodology utilized. This manual shall comply with USPAP requirements and include both Residential and Commercial components.

9. TRANSMITTAL OF DELIVERABLES TO THE ASSESSOR

10.1 RECORDS

Regular periodic delivery of appraisals and other information required under this agreement, as completed and in accordance to a schedule hereinabove set forth or agreeable to the ASSESSOR, shall be made to the ASSESSOR for his review. All appraisals of buildings, either complete or under construction, shall be completed as of December 31, 2021. All completed and/or corrected records shall be turned over to the ASSESSOR effective as of December 31, 2021. The final valuation shall take into consideration any known or apparent changes in the individual property since they were first inspected in order that the final appraisal of property shall be appraised as of December 31, 2021.

This information and/or appraisals and records shall not be made public at any time by the contractor, except to the extent approved by the Assessor in writing. This requirement will remain in effect from the commencement of the project through the informal valuation review hearing process.

It is understood and agreed that the Revaluation of properties covered by this contract shall meet or exceed the standards as outlined in the Rhode Island Performance Based Revaluation Standards and Certification of Revaluation Guidelines, and shall be acceptable to the ASSESSOR. The CONTRACTOR shall conform to the procedures and technical requirements of the ASSESSOR and, at least weekly, meet with said ASSESSOR to discuss the progress and various other details of the project. A monthly written status report shall be delivered to the Assessor prior to the first meeting of each month, detailing the work completed for each project phase and noting any issues arising during the previous month.

CLASSIFICATION OF TAX ROLL AS OF 12/31/19			
Class	Description	# Parcels	Total Value
1	One Family Residence	25,578	\$6,407,803,000
2	Two-Five Family Residence	1,198	\$325,497,600
3	Apartments (6+ units)	84	\$347,534,100
4	Combination (Res & Comm)	180	\$61,040,100
5	Commercial I	8	\$773,300
6	Commercial II	1,171	\$1,451,588,000
7	Industrial	145	\$148,388,900
10	Utilities, Rail Roads	122	\$16,848,600
11	Seasonal Beach	9	\$2,286,500
12	Other Imp Res Land	444	\$19,335,700
13	Residential Vacant Land	2,646	\$47,583,200
14	Comm-Ind Vacant Land	595	\$27,857,700
15	Other Vacant Land	226	\$26,035,500
21	Residential Bldg-Leased Land	487	\$55,967,500

23	Residential Condominium	2,308	\$417,719,000
24	Commercial Condominium	503	\$287,048,500
25	Industrial Condominium	44	\$17,546,600
33	Farm-Forest-Open Space	29	\$17,328,000
98	Mobile Home	96	\$1,865,600

Please note: The City has intentionally removed the following parcels from this project

- **All** Tax Exempt parcels.
- Parcels with Frozen Tax Assessments
- So called “abutter lots” (LUC 113 parcels) from this project. The Assessor’s Office is in the process of researching the legal status of these parcels. The City intends to merge the land area and assessed value of these parcels into the associated (primary) parcel. The vendor will not be required to review the value of these parcels nor conduct informal valuation review hearings regarding them.
- Vacant Parcels enrolled in the Farm, Forest & Open Space program. The vendor will not be required to review the land value of these parcels nor conduct informal valuation review hearings regarding them.
- Affordable housing properties that meet the requirements for 8 percent tax treatment. The vendor will not be required to review the value of these parcels nor conduct informal valuation review hearings regarding them.

CITY OF WARWICK

PROPOSAL AND CONTRACT FORM

**TITLE OF SPECIFICATION: RFP2022-060 Statistical Reappraisal of Real Property
Located within the Corporate Limits of the City of Warwick Effective December 31, 2021**

I. PROPOSAL:

WHEREAS, the CITY OF WARWICK has duly asked for proposals for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the proposal price.

This offer will remain open and irrevocable until the CITY OF WARWICK has accepted this proposal or another proposal on the specifications or abandoned the project.

The bidder agrees that acceptance by the CITY OF WARWICK will transform the proposal into a contract. This proposal and contract will be secured by Bonds, if required by the specifications.

Pricing as Submitted

Continued next page

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL

(PRICING SHEET MAY NOT BE CONFIDENTIAL)

PROPOSAL FORM FOR 2021 REVALUATION

THE COMPLETE STATISTICAL REAPPRAISAL OF TAXABLE REAL PROPERTY LOCATED WITHIN
THE CORPORATE LIMITS OF THE CITY OF WARWICK, RHODE ISLAND,
EFFECTIVE DECEMBER 31, 2021.

The undersigned Proposer affirms and declares:

1. That this PROPOSAL is executed by said Proposer with full knowledge and acceptance of the CONTRACT (including the Reappraisal and Revaluation Specifications) enclosed with the REQUEST FOR PROPOSALS on the subject project.
2. That should this PROPOSAL be accepted in writing by the Purchasing Agent/Finance Director/Mayor of the City of Warwick, Rhode Island, said Proposer will furnish the services for which this PROPOSAL is submitted at the price bid and in compliance with the provisions of said CONTRACT.
3. That this PROPOSAL is accompanied by surety in the form and amount indicated below:

_____ 10% Bid Bond Amount \$ _____

_____ Certified/Cashier's Check Amount \$ _____

4. That the Proposer or his or her representative has visited the City of Warwick; is familiar with its geography, general character of houses and its commercial and industrial areas; has examined the quality and condition of the ASSESSOR'S records, verified the parcel counts, and has met (or spoken with) with the ASSESSOR to the extent necessary to make himself or herself knowledgeable of those matters and conditions in the City which would influence this bid proposal.
5. That all items, documents and information required to accompany this PROPOSAL of the aforesaid CONTRACT are enclosed herewith.

Continued next page

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR PROPOSAL

(PRICING SHEET MAY NOT BE CONFIDENTIAL)

6. That the Proposer proposes to furnish the services and materials required to complete the subject project in accordance with the aforesaid CONTRACT for the following amount:

(Please do NOT include any data entry services in item "a" on this form. The proposed price for those items should be based on the Assessor's Office performing all data entry and CAMA Table Maintenance)

Also, please make sure that you carefully review the "Task" Grid since many of the project duties will be assigned to the Assessor or his staff. Please only price the items that are to be done by "Contractor".

a. Statistical Revaluation (Residential, Comm. / Ind.) \$ _____

The City fully intends to perform all CAMA data entry and table maintenance related to this project in-house. However, in the event that the CITY is not able to adhere to the project schedule, we will invoke this option. Any vendor proposing to bid for item (b) must provide written authorization from the existing software vendor.

b. **Optional Data** Entry Services (per parcel) \$ _____

Proposals are valid for ninety (90) calendar days. The City reserves the right to award any of these four items to separate vendors.

7. That the Proposer understands and accepts that, although the proposed price is a major factor for consideration, the City reserves the right to award the contract to other than the low cost Proposer after an analysis of the additional factors outlined in the aforesaid CONTRACT.

FIRM NAME OF _____

PROPOSER: _____

BY:
SIGNATURE: _____

TYPE NAME: _____

TITLE: _____