

**REQUEST FOR PROPOSALS  
FOR REVALUATION SERVICES  
TOWN OF MADISON, MAINE**

The Town of Madison, Maine seeks proposals from qualified Contractors to revalue all real and personal property in the Town, effective April 1, 2027. Contractors interested in providing the revaluation services are invited to submit a copy of their proposal to the Town Manager, Town of Madison no later than 4pm, July 1, 2025. Proposals will be presented to the Madison Select Board / Board of Assessors at their meeting on July 14, 2025. For specifications and a proposal form, visit the website at [www.madisonmaine.com](http://www.madisonmaine.com) or contact the Madison Town Office at 207-696-3971, or email the Town Manager at [townmanager@madisonmaine.com](mailto:townmanager@madisonmaine.com).

**PROPOSAL  
FOR REVALUATION SERVICES  
TOWN OF MADISON, MAINE**

All proposals shall be addressed to: Town Manager, Town of Madison, PO Box 190, Madison, ME 04950. All bids shall be in writing and placed within a sealed envelope marked “Town of Madison, Proposal for Revaluation Services Bid” and mailed to or delivered to the Town Office.

With the exception of certain industrial properties listed on page 3, the Revaluation Project requires the complete revaluation of all taxable real & personal property, and all tax-exempt real property located within the corporate limits of the Town of Madison, Maine.

All information pertaining to the Contractor’s technical and managerial approach to completing this project, as well as the proposed price and timetable, shall be presented in the proposal. The proposal must address, at a minimum, each of the issues set forth in the Request for Proposal in order to be considered responsive.

The Town of Madison reserves the right to amend this request for proposals for revaluation services, and the other services described at any time prior to the deadline for submission for proposals and to reject any or all proposals received if it determines it to be in the Town’s best interest to do so.

The Town currently utilizes the TRIO Real Estate & Personal Property software system but will be converting to a new financial software system in the near future. The system in existence at the time will be loaded with all assessment data before the revaluation is completed. All data entry into the assessing system will be the responsibility of the Contractor. The Contractor shall propose a solution to complete the project without unduly impacting the day-to-day operations of the Town Office or the Assessor’s Office.

In addition to addressing each item in the specifications, the Contractor must submit, as part of its proposal, the following information:

1. A letter of Transmittal signed by the individual authorized to negotiate for and contractually bind the Contractor. (The offer and acceptance is subject to the required funding being approved by the Town.)
2. Reference Lists.
3. Resume(s), of key personnel responsible for the project
4. A list of revaluation contracts for which the Contractor is currently committed.
5. Description of the Contractor's public relations program that would be used during the revaluation process.

**SUMMARY**

Service	Total Price
Revaluation of all real & personal property	\$ _____

The above price is to be considered separate, unbundled amounts. The Town of Madison reserves the right to select or reject any price, whichever arrangement is believed to best serve its interest. The revaluation of real and personal property is to include data, loaded and operational in the Assessor's computer. Bids shall include the following information:

1. Name and telephone number of the person(s) to be contacted for further information or clarification.
2. Reference list.
3. Name of project supervisor to be assigned to this project, along with his/her resume.
4. Time schedule filled out according to Contract Specification.
5. Staged fee payments filled out according to the Contract Specification.
6. Rate per parcel for each property in excess of the current number identified in Contract Specifications.

**CONTRACT SPECIFICATIONS**

**SCOPE OF THE REVALUATION PROJECT**

- A. Contractor shall furnish all labor, materials, supplies and equipment, and shall perform all work for the project in strict conformity with these contract specifications.
- B. The scope of the PROJECT shall be subject to the approval of the Select Board / Board of Assessors who shall have final approval of personnel, forms, records, and materials utilized in this PROJECT. The PROJECT shall conform to the Standards and Qualifications defined in Rules of the Maine Revenue Service.
- C. Establish "Just Value" appraisals of all tangible taxable real estate and personal property within Madison. See Appendix A for Data Collection and Appraisal Procedure.

D. The PROJECT shall include the valuation of the following categories of property within the Town:

1. All taxable real property, including land, buildings and all other types and classes of land improvements.
2. All tax-exempt property. Decisions regarding the exempt status of such property shall be made by the Board of Assessors.
3. All business personal property.

E. The effective date of this revaluation PROJECT shall be April 1, 2027.

F. The approximate number of land parcels as of April 1, 2024 is as follows:  
Taxable and Tax-Exempt parcels: 2923 Taxable and 132 Tax Exempt  
The approximate number of personal property accounts: 225

G. Pertinent Town Data: Madison contains a developed village area including a small downtown, a large rural area, and a lake that is primarily developed with seasonal homes. The housing in the community is very diverse and includes homes in a wide variety of price ranges and conditions.

*The following industrial properties are NOT included in this proposal:*

- *Eagle Creek*
- *Timber HP (Go Labs)*
- *Backyard Farms*
- *Central Maine Power*
- *Summit Natural Gas*

Most of the remaining commercial properties are relatively small, including a Hannaford's supermarket, several multi-family housing projects, two building material suppliers, an 18-hole golf course, a new car dealership, a cable TV system and two nursing homes.

Other pertinent data includes:

1. Last Completed Land and Building revaluation was in 1998.
2. Estimated Population as of the most recent census is 4725.
3. The total area within the Town's corporate boundaries is 54.82 miles more or less.
4. Estimated number of building permits per year: 65, including 13 new dwellings, more or less. (Note: permit numbers are the average of the four prior years, 2021-2024.)

## GENERAL CONDITIONS

### A. PROJECT AWARD

The Town of Madison, Maine reserves the right to reject any part of, or all of each bid proposal; to waive informalities and technicalities; and, to accept that proposal or portion of a proposal which the Town in its sole, exclusive judgement deems to be in its best interest. Proposal price shall be a consideration, but lowest price shall not be the sole criterion on which the award shall be based. Consideration shall also be given to the background and experience of the Contractor, the training and experience of its personnel, and its record of achievement. Final acceptance will be subject to contract negotiation.

### B. COMPANY

#### 1. CERTIFICATION

Each prospective Contractor must hold, a written certification by the Maine Department of Revenue Services from the time of submission of the proposal issued through the satisfactory completion of all work required herein.

#### 2. PROPOSAL

Each Proposal submitted shall itemize the perspective Contractor's qualifications and experience. The contractor shall submit a list of references.

C. PERSONNEL: Contractor shall provide experienced and qualified personnel employed by it in accordance with the Equal Employment Opportunity provisions of federal and state governments. Contractor shall submit to the Town written qualifications of all personnel assigned to this project in the form of a detailed, written resume. All personnel assigned to this project shall be subject to the approval of the Town and shall be removed from this project by the Contractor upon written request of the Town.

1. Office Space, Hours, and Staffing. The Town shall furnish to the Contractor with sufficient office space, necessary office furniture, access to telephones and copier equipment to carry out the terms of this contract. Contractor shall be responsible for all associate telephone and copier charges and expenses. Contractor shall notify the Town of the names of Contractor's representatives, supervisor, and staff that will be working on the project.
2. Minimum Qualifications. The Contractor shall employ qualified personnel to perform the work required in this project. With the exception of data entry and other entry level tasks, personnel shall, at a minimum, possess the minimum qualifications and professional designations established by the Maine Revenue Service, i.e., Certified Maine Assessor (CMA).
3. Identification. All Contractor Personnel shall carry suitable ID cards, which will include an up-to-date photograph.

4. Conflict of Interest. No resident or Town employee shall be employed by the Contractor on this project without express written consent of the Town of Madison Select Board.

#### D. PROTECTION OF THE TOWN

##### 1. Indemnification and insurance

- I. The Contractor agrees to defend and indemnify the Town against claims for bodily injury, accidental death, and property damage, which may arise in the course of the Contractor's performance of the contract, and, all other respects, to hold the Town harmless from both inadvertent and negligent acts of the Contractor, its employees, and agents.
- II. The Contractor shall not be responsible for consequential or compensatory damages arising from the late performance or non-performance of the contract caused by special or unusual circumstances beyond its reasonable control, such as acts of God or force majeure.
- III. The Contractor shall maintain automobile liability insurance and workmen's compensation insurance for personnel.
- IV. The Town may require the Contractor to submit a Performance Bond in the amount of 100% of the contract through an "A" rated bonding company licensed to do business in the State of Maine.

2. Failure of the Contractor to complete all work prior to June 1, 2027 shall be cause for a payment by the Contractor to the Town of One Hundred Dollars (\$100.00) per calendar day from that date until satisfactory completion of all work. For the purpose of identifying such payments as liquidated damages only, completion of all work is defined to include:

- I. Completed data collection cards with all measurements and listings.
- II. Completed review documents.
- III. Completed hearings and hearing corrections.
- IV. Completed sales ratio analyses.
- V. Completed final valuations and total work product tested, reviewed, and delivered.
- VI. Real Estate and Personal Property data loaded and fully operational for real estate and personal property using TRIO or the current assessing software in place at the time..

VII. Personal Property shall be set up and compatible with the MRS – BETR & BETE functions.

VIII. Cards printed and delivered to the Town Office.

Liquidated damages, if applied, shall be deducted from the contract price to the extent there is sufficient undisbursed funds remaining in the contract, exclusive of the retainage, otherwise they will be paid by the Contractor from other courses. Delays occasioned by acts of God, order of court of competent jurisdiction, or force majeure are exempted.

#### E. COMPLETION DATE AND TIME SCHEDULE

##### 1. Changes and subletting of contract:

- i. Revisions, Modifications, and Subletting: The contractor shall not change, modify, assign, transfer, delegate or sublet the Contract or any interest or part thereof without first receiving written approval from the Town. It shall be mutually agreed and understood that consent by the Town shall not release the Contractor from any contractual responsibility or liability.

##### 2. Time Schedule

- i. Revaluation work shall begin with a start date negotiated by the town but no later than May 1, 2026.
- ii. All corrected and finalized appraisal cards shall be completed and turned over to the Town no later than June 1, 2027 at which time Real Estate & Personal Property data shall be fully loaded, tested, and operational on the Assessor's computer system using TRIO or the current assessing software in place at the time.
- iii. Assessment Date: The completed appraisals, upon approval of the Selectmen and Assessor, will be the basis for the municipal property Assessment effective April 1, 2027. All data contained on the appraisal cards, and in the Real Estate & Personal Property system shall reflect an assessment date of April 1, 2027.

#### F. PAYMENT SCHEDULE

Payment schedules will be delineated within Bid Proposal and contract. Ten percent (10%) of the total contract price will be withheld until such time as the Select Board and Assessor determines that the Contractor has fully and satisfactorily completed all of its obligations and requirements under the contract.