TOWN OF BELMONT, NH
REQUEST FOR PROPOSALS (RFP)

Three-Year Cyclical Revaluation with Field Inspections
Date Issued: 11/24/2026

Submission Deadline: 12/23/2026, 8 am

Contract Term: January 1, 2027 through September 30, 2029 for the April 1, 2029 Revaluation
(Any necessary abatement defense may extend beyond September 30, 2029).

The Town of Belmont is accepting proposals for a three-year cyclical revaluation with a full measure and list of all properties and associated assessing services for 2027 through 2029.

All proposals must be submitted by mail or in hand to the Belmont Town Hall by December 23, 2026 at 8 am. Bids must be mailed in a sealed envelope marked "3 Year Cyclical Revaluation RFP 2027-2029" to Town Administrator, Alicia Jipson, PO Box 310, Belmont, NH 03220 OR hand delivered to 143 Main Street, Belmont, NH 03220. Faxed or emailed proposals will not be accepted.

Questions about this proposal shall be directed to Town Administrator Alicia Jipson at (603) 267-8300 x124 or administration@belmontnh.gov

1. PURPOSE & PROJECT OVERVIEW
The Town of Belmont seeks sealed proposals from qualified, NHDRA-certified mass appraisal firms to perform a three-year cyclical revaluation with a full measure and list of all properties within the municipality.

The project shall establish equitable, market-value assessments as of April 1, 2029, in strict compliance with New Hampshire Revised Statutes Annotated (RSA 75:1, RSA 75:8-a), NHDRA Administrative Rules (Rev 600), and the Uniform Standards of Professional Appraisal Practice (USPAP).

- Current CAMA Software: Vision Government Solutions (Town maintains annual software licensing)
- Total Parcel Count: Approximately 4,372 parcels within the following categories*:
    - Residential (Improved & Vacant): 3,534
        - Residential Waterfront: 241
        - Manufactured Housing 1,020
        - Condos 246
    - Current Use Parcels: 551
    - Commercial / Industrial: 218
    - Tax-Exempt / Municipal: 205

  **All parcel counts are approximate.*

- Utilities are NOT included in scope of this revaluation

- The Town of Belmont has a population of 7,400 residents and covers 32 square miles in area.
- MS-1 available on request.

2. SCOPE OF SERVICES

A. Three-Year Data Collection and Measure and List Inspections (Years 1–3)

The Contractor shall conduct data collection through complete exterior measurements and interior inspections of 100% of all parcels, including taxable, tax-exempt and current use properties over the three-year term per the Town's Data Collection Manual, and complete all data entry for such data collection in the Town's Vision CAMA software to produce tax cards.

Field Inspection & Callback Standards:

1. Exterior Measurement/Photos: Measure all primary structures, additions, decks, porches, outbuildings, and site improvements to verify or update building sketches in the Town's Vision CAMA system. Capture new digital front photographs of all primary structures.
2. Interior Inspection & Callbacks: Attempt an interior inspection at every improved property. If no adult is home, leave a dated doorhanger requesting an appointment. Make a minimum of two (2) additional revisit/callback attempts (including at least one evening or Saturday option) before estimating interior features.
3. Refusals & Estimates: Document all inspection refusals with date, time, and inspector initials on the property record card. Send a follow-up letter (approved by the Town) to uninspected property owners prior to finalizing Year 3 values.
4. Data Entry: Enter all verified field data, sketches, and photos into the Town's CAMA database.

B. Valuation Analysis & Revaluation Update (Year 3)

Upon completing physical data collection in Year 3, the Contractor shall execute a full town-wide revaluation for the April 1, 2029 tax year:

1. Sales Verification & Market Analysis: Verify all qualified sales occurring within the 24-month period prior to April 1, 2029, using the sales qualification criteria in Rev 601.40.
2. Model Calibration: Develop and calibrate land schedules, neighborhood delineations, building cost tables, depreciation schedules, and income/expense models (for commercial/industrial properties) to achieve NHDRA statistical standards (Rev 606).
3. Field Review: Conduct a parcel-by-parcel street-level final field review of all preliminary values to ensure neighborhood uniformity and consistency.

C. Taxpayer Notices, Informal Hearings & USPAP Reporting (Year 3)

1. Preliminary Value Notices: Prepare and mail (at Contractor's expense) preliminary assessment notices to all property owners.
2. Informal Hearings: Schedule and conduct in-person and telephone informal review hearings, including at least 2 evening or Saturday sessions. Notify every appellant in writing of the hearing outcome.
3. Final Deliverables & USPAP Manual: Deliver finalized CAMA database values and electronic tax card data, submit a complete USPAP-compliant Revaluation Manual

(printed and digital PDF) to both the Town and NHDRA and return all hard copy tax cards marked up during field inspections.

4. Abatement Defense (First-Year Support): Provide support to review first-year abatement applications resulting from the revaluation.

3. CONTRACTOR RESPONSIBILITIES, QUALIFICATIONS, AND NHDRA COMPLIANCE

- DRA Certification: All personnel assigned to this contract must hold active NHDRA certification appropriate for their duties under Plc 1800, Certification of Assessing Professionals (Measurer & Lister, Property Assessor Assistant, Property Assessor or Property Assessor Supervisor).
- DRA Contract Approval: Pursuant to RSA 21-J:11, the selected vendor must submit the proposed contract to the NHDRA Property Appraisal Division for review and written approval *before* commencing any work.
- Security & Public Relations: All field staff must provide verification of a recent clean background check, register vehicle plates/models with the Town Hall prior to fieldwork, and wear a visible photo ID badges at all times.
- Progress Reporting & Retainage: The Contractor shall submit monthly progress reports showing parcels inspected, interior inspection success rates, and data entry completion. The Town will withhold a 10% retainage from each invoice until final NHDRA approval of the USPAP Manual and MS-1 values.
- Insurance: Provide proof of Public Liability Insurance: Commercial General Liability ($1M each person/ $1M each bodily injury/ $1M property damage), Automobile Liability ($1M each person/ $1M bodily injury), Professional Liability ($1M occurrence/ $2M aggregate) and Workers' Compensation (NH statutory limits).

4. TOWN RESPONSIBILITIES

The Town of Belmont will provide remote access to a computer with a licensed copy of Vision CAMA software for review and data entry, and one set of printed property tax cards to be marked up during field inspections (to be returned to the Town once completed). Office space may be provided on request.

Town Assessing Staff includes one part-time Assessing Administrator who fields resident requests, processes applications for exemptions and credits, and maintains Current Use files. This employee does not complete any valuations or data entry except ownership updates and building permits.

The Town of Belmont contracts with an assessor for general assessing services and annual building permit pickups.

The Town will provide tax and zoning maps, plans for approved subdivisions/lot mergers/ boundary line adjustments, current use changes, tax card corrections, address changes, ownership updates and other information as requested.

5. PROPOSAL SUBMISSION REQUIREMENTS

Proposals must be submitted in a sealed envelope clearly marked "3-Year Cyclical Revaluation RFP 2027-2029" by 8 am, Wednesday, December 23, 2026 to:
Town Administrator, Alicia Jipson, Town of Belmont, 143 Main Street (mail: PO Box 310), Belmont, NH, 03220

Submissions must include:

1. Name and contact information for a Primary Contact.
2. Company qualifications, including information specific to this type of project.
3. Three recent references for cyclical revaluation work in New Hampshire, preferably within a municipality of a similar size.
4. Work Plan & Schedule: Month-by-month timeline showing how the inspections and Year 3 valuation milestones will be met.
5. Fees broken down by contract year, based on the work plan and schedule provided.
6. List of any additional fees that may be charged on a per unit or per hour rate.

6. EVALUATION & SELECTION CRITERIA

The Town reserves the right to reject any or all proposals, to award proposals in whole or in part, deemed to be in the best interest of the Town, regardless of the lowest bid amount. Financial obligation is a strong consideration of the Board in the current economic climate. The Town of Belmont reserves the right to request additional data or information or a presentation in support of written proposals received.

However, the Town may award a contract based on the offers received, without additional submissions. The proposal should be submitted on the most favorable terms, from all aspects, which the proposer can submit. After the bid opening the bidder may not amend, correct, modify, or change in any fashion a bid, which would be contradictory to the interests of the Town of Belmont or fair competition. The Board of Selectmen may waive minor informalities, or allow the bidder to make corrections, if the intent of the bid is not disturbed. All bids shall detail the specific work to be completed, cost of services, payment schedule, and any extra services not deemed part of the contract and their specific/itemized cost.

7. TERMINATION/RESIGNATION

The Town of Belmont reserves the right to terminate the contract with the selected Professional Assessing Service at any time, by giving written notice to the Professional Assessing Service of such termination and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination. In that event, all finished and unfinished work products shall become the property of the Town of Belmont. If the contract is terminated by the Town, as provided herein, the Professional Assessing Service will be paid an amount which reflects the same ratio to the total compensation as the services performed reflects to the total services covered by the contract, less payment of compensation previously made.

The Town reserves the right to have any contracted assessor assigned to the Town of Belmont removed from the assignment and require a new person be assigned, should the Town have concerns with the person’s performance, demeanor, or working relationship with any Town

employee, official, or member of the public. Prior to any removal of the contracted assessor the Town will attempt to work with the contractor to resolve concerns.

If any assessor assigned to the Town of Belmont is convicted of a crime that would create mistrust in the assessor or their ability to perform their duties for the Town, the Town of Belmont may, without prior notice, immediately terminate the assessing service contract.