

## Request for Proposal—Tax Assessor’s Agent

The Town of St. Albans is seeking proposals from qualified individuals to provide real estate and personal property assessment services and will perform office type duties on behalf of the Board of Selectmen. The qualified individual will work independently under the supervision of the Town Manager and will coordinate meetings with the Board during important times throughout the year, such as ratio/valuation adjustments, tax commitments, and abatement requests. Other services include, but not limited to preparation and filing assessment documents, processing abatement requests, supplemental tax assessments, yearly appraisals, market analysis, data entry, and consulting, as necessary.

Sealed proposals should be clearly labeled “St. Albans Tax Assessor Services Proposal” and addressed to:

Hayley Lancaster, Town Manager  
7 Water Street  
St. Albans, ME 04971

Proposals must be submitted to the Town Office before the close of business by Friday, December 6, 2024. Bids will be opened and reviewed by the Town Manager prior to the Board of Selectmen’s scheduled meeting on Monday, December 9, 2024 at 6 pm.

The Town of St. Albans reserves the right to reject any or all proposals as deemed in the best interest of the town.

### Section 1 – General Information

#### A. Point of Contact

Town of St. Albans  
Hayley Lancaster, Town Manager  
7 Water Street  
St. Albans, ME 04971  
Email Address: [manager@townofstalbans.net](mailto:manager@townofstalbans.net)  
Town Office Phone: (207) 938-4568  
Manager’s Phone: (207) 938-3740

#### B. Town Information

The Town of St. Albans is located in Somerset County with approximately 2,100 residents. Located within the town is approximately 1,852 parcels, which includes 26,828 taxable acres and a total taxable value of \$263,992,110.

### **C. Limits of Liability**

The Town of St. Albans assumes no liability for any costs incurred by the respondents, or in responding to further request for interviews, additional information, etc., prior to issuance of a contract.

### **D. Contract Duration**

The qualified individual will be presented a three (3) year contract beginning January 1, 2025 and ending December 31, 2027.

### **E. Conditions of Award**

The Board of Selectmen have sole discretion to reject any and all the bids, to request re-bids for the work, waive any defects, time limits or deficiencies in any bid, and to terminate consideration with or without cause if they so determine it for the best interest of the Town to do so.

### **F. Amendments to RFP**

The Town may revise this RFP by addendum. Any and all amendments will be posted as an addendum to this RFP and will be posted on the Town's website; as well as emailed to all known bidders.

### **G. Insurance Certificates**

Please provide the following Insurance Coverage Certificate with your enclosed bid:

General Liability Insurance –

\$1,000,000 Bodily Injury Per Occurrence

\$ 400,000 Property Damage Per Occurrence

\$1,000,000 Aggregate of all Claims Per Occurrence

Comprehensive Automobile Coverage –

\$1,000,000 Bodily Injury Per Occurrence

\$ 500,000 Property Damage Per Occurrence

### **H. Responsibilities**

The chosen person will be working as an independent contractor and will be receiving 1099 at the end of each year. It is their responsibility to carry, renew, and supply the town with updated insurances. The qualified individual will also be required to remain up to date on all training courses and licensed with the State of Maine to perform all assessing

duties. The Town of St. Albans will not be responsible for mileage, class, or certification fees.

## **Section 2 – Essential Duties and Responsibilities**

- Update ownership of parcels based on the deed recorded at the Somerset Registry of Deeds.
- Update property tax cards and photos of properties to reflect the most up-to-date information.
- Working closely with the Code Enforcement Officer regarding any building or demolition permits.
- Measure, grade, assess, and take photos of any new construction.
- Assigning new valuations that deem fit to current buildings.
- Drafting to scale changes on the tax map due to any new deeds, surveys, or subdivisions.
- Assisting with any tax commitment procedures.
  - Providing the Board of Selectmen with options regarding mill rate and Overlay.
  - Printing valuation book
  - Completing legal papers
  - Tax billing if necessary
- Complete and file with the Maine Revenue Services in a timely manner any documents required during the contract period.
  - Sales ratio
  - Municipal Valuation Return
- Assisting the Maine Revenue Services representative for annual audit of the Town's assessment records.
- Processing all revenue reimbursement programs with the State.
  - Homestead Exemption
  - Veteran Exemption
  - BETE Program
- Meeting with property owners within the town—both in office or at personal locations—to discuss any concerns regarding valuations in a prompt and courteous manner.
- Annual inspection of different quadrants of the Town to ensure all valuations are true and up to date.

The qualified candidate must also:

- Have thorough knowledge of the principles, methods, and techniques of real and personal property assessment and valuation.
- Considerable knowledge on the provisions, ordinances, and General Law governing real and personal property assessment and statutory exemptions.

- Ability to utilize statistical methods to analyze factors which may influence the value of property and to exercise judgment in determining property value, changes in Town structures and physical properties.
- Ability to plan and organize the maintenance of assessment and property records to facilitate the preparation of varied assessment roles and reports.
- Knowledge of municipal planning and real estate laws, Shoreland Zoning, tax policy, and the mechanics of real estate sale and finance.
- Inspection and inventory per Title 36, Section 328§7 and 328§8.

### **Section 3 – Proposal Specifications**

#### **A. Bid Response Elements**

Proposals must include detailed information addressing each of the following areas:

- Work History
- Professional References (3)
- Qualifications and Experience
- Information regarding any legal action relevant to the requested services that are currently pending or recently resolved
- Yearly cost for a three (3) year period (broken down by year)
- Provide proof of being a Certified Maine Assessor (CMA)

**The Town of St. Albans utilizes TRIO financial, Real Estate, and Personal Property. Consultant must be familiar with this software.**