

## TOWN OF RYE

### REVAL RFP EXECUTIVE SUMMARY

The *Reassessment / Revaluation (Reval) RFP* will be an extensive document that describes all phases and aspects of the proposed reassessment project. The RFP must solicit in detail the proposed reassessment process for systematically evaluating all ~11,200 parcels within the Town, both residential and commercial. The document must outline proposed procedures and a timeline that fits within the time constraints set by the Town. It will also request bids for conducting the reval with both on-site physical inspections and no interior inspections.

To make certain all like properties are assessed in the same manner, the information/data must be systematically quantified, verified, and organized. The RFP must specify, among other factors, the level of expertise, education and experience of the vendor's personnel. It must specify how many supervisors are required, the training necessary for data collectors, how often work will be quality controlled, and the milestones to completion. A project timetable is required. It also must specify what assessment, sketching, and CAMA (Computer Assisted Mass Appraisal) software programs will be utilized. It must explain the statistical procedures that will generate new assessed values.

The essential elements of the vendor's contract are required in the RFP. Issues of conflict of interest, NYS Real Property Tax Law (RPTL), confidentiality, and ownership of the work products must be covered.

In its entirety, the RFP will map out the multi-faceted project of reassessment, step-by-step, including (but not limited to):

- Selection of the Vendor
- Community Outreach and Public Relations
- Training of Staff
- Data Acquisition
- Data Validation
- Valuation Process
- Notification Process
- Process to Challenge New Assessed Values

In summary, the RFP must ensure that Town has a document to hold the contractor accountable for producing accurate and defensible values, in a timely manner.