



**BOARD OF ASSESSORS
307 MAIN STREET
PO BOX 575
GILBERTVILLE, MA 01031**

**413-477-6709 TELEPHONE
413-477-6703 FAX
assessor@townofhardwick.com**

**REQUEST FOR QUOTES
FISCAL YEAR 2024 REAL PROPERTY REVALUATION**

January 2, 2023

The Town of Hardwick Board of Assessors is requesting quotes for valuation updating services for Fiscal Year 2024 pursuant to the General Laws of the Commonwealth of Massachusetts.

Please visit <https://www.townofhardwick.com/> to obtain the Scope of Services or see below. Quotes may be faxed or mailed or e-mailed and will be accepted until 2:00 P.M., March 9, 2023.

The Board of Assessors reserves the right to accept or reject any and all proposals and to take any action deemed by them in the best interest in the Town of Hardwick.

Lucinda Childs, Chair
Kathryn Hosley
Jennifer S. Kolenda, M.A.A.
Board of Assessors
Town of Hardwick

Scope of Services

Real Estate:

The contractor shall perform an inspection of approximately ten per cent of real property parcels per DOR guidelines, to verify and update existing field cards to identify errors, incorporating the following:

- a) Measure and list each property
- b) Conduct exterior inspections and interior information to be provided by homeowners, if available, to meet DOR COVID protocols established in 2021 and to take a digital photograph of exterior if one is missing from current field card.

Personal Property:

- a) Review Form of Lists and inspect new personal property accounts.

Submission Procedures

1. Provide a detailed description how each of the required scope of services (a) and (b) will be achieved. This description should include the contractor's technical and management approach to completing the project and the date of completion, as well as the proposed cost, timetable and staffing plan.
2. A sealed envelope should clearly identify the party submitting the proposal and indicate that it contains the Town of Hardwick Cyclical Inspections Proposal. To:

Board of Assessors
Municipal Office Building
307 Main street
PO Box 575
Gilbertville, MA 01031

Proposals must be submitted 2:00 P.M., March 9, 2023.

Proposals may be changed or withdrawn prior to but not after this date by submission of such change in writing in a sealed envelope, identifying the submitting party and indicating that it contains a correction of the proposal for the Town of Hardwick Cyclical Inspections Proposal.

A list of the Massachusetts municipalities for which professional services have been provided.

Written assurances that the contractor has a complete knowledge and understanding of Department of Revenue cyclical requirements. All work performed shall reflect those requirements.

Other

For clarification on content or submission requirements, contact Jennifer S. Kolenda at (413) 477-6709. The Town of Hardwick reserves the right to reject any proposal which, in its judgement, fails to meet the requirements of the RFP or which is incomplete, conditional, or obscure; or if determined to be in the best interests of the Town of Hardwick to do so.

Minimum Criteria

The criteria upon which the proposals will be evaluated includes, but is not limited to, the following:

Directness of response to the Scope of Services

Experience of the contractor with other similar cyclical programs and the experience and qualifications of the staff assigned to this project.

Cost of the project will be considered, but will not be the sole basis for evaluation. Contractors must demonstrate that they are qualified and responsible as well.

Project timetable.

Willingness to assist the assessors in undertaking the project as it progresses.

The Town of Hardwick does not discriminate on the basis of race, color, national origin, sex, religion and disability in employment or the provision of services.

PROFILE OF HARDWICK MASSACHUSETTS

The Town of Hardwick is located in Worcester County and contains 38.40 square miles. The population of Hardwick is under 3000.

The Town of Hardwick contains the following number of improved real properties as of January 1, 2022.

Residential	842
Commercial	32
Industrial	13
Vacant Land	384
Chapter Land	164
Exempt	147
Personal Property	43

The Town of Hardwick's most recent valuation:	Fiscal Year 2019
Assessors' staff:	One full time and two part time assessors
Office procedures:	Property cards updated annually, sales verified, maps updated annually.
Computer system:	Patriot Assess Pro