

REQUEST FOR PROPOSAL
Proposal for GENERAL ASSESSING SERVICES

Invitation to Bid

Acceptance Date: 4:00PM Monday May 11th 2026

Sealed bid proposals, marked, “General Assessing Services on the outside of the mailing envelope as well as the sealed bid envelope, addressed to the Town of Lyme PO Box 126 Lyme NH 03768 will be accepted until **Monday May 11th, 2026 @ 4:00 p.m.** All bids will be publicly opened on Tuesday May 12th, 2026 at 10:15AM.

Bid packages may be obtained from the Town’s web site: www.lymenh.gov, or by contacting Dina Cutting dina@lymenh.gov, or by calling at 603-795-4639.

The Town of Lyme Select Board reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Town.

CONTRACT ASSESSING SERVICES

The Town of Lyme NH is seeking competitive proposals for professional assessing services for a minimum one (1) year period with the potential for up to a five-year contract. To coincide with the tax assessment year in New Hampshire. Future years (if approved) would be the full tax year annually, beginning on April 1, 2027.

The Town has 1,089 parcels; the majority of which are residential. Property classification consists of:

Property Type	Parcel Count
Residential Improved	710
Residential Vacant	48
Residential Condominium	55
Residential Apartment	4
Residential Mobile Home	24
Commercial Improved	20
Commercial Vacant	3
Industrial Vacant	2
Exempt	78
Current Use	145

The Town is in the process of switching to Avitar software. Lyme is having a full revaluation in the year 2026. Lyme performs a review of 20% of the town properties, utilizing a systematic measure and listing of all properties each year.

The Town is 53.8 square miles in area and has a current population of approximately 1,757 residents.

Lyme is changing to a twice a year tax billing cycle as of the 2027 tax year. Preparation of MS-1 materials (and associated values and information) to be completed by the first Select Board meeting in the month of August in order to submit the MS-1 prior to or on September 1st of each year.

The Town endeavors to find a contract assessor who will work closely with the Town and perform assessing services as needed.

*Interested assessment companies are invited to submit proposals
that shall include, at a minimum, the following services:*

Scope of Services:

1. Measuring, listing and valuation of new or newly modified properties as a result of building permits, filing of inventories or any other applicable source. Field inspections on all properties that have transferred during the contract period, and investigate and verify the circumstances surrounding all sales.
2. Perform field inspections and other studies to review all residential abatement requests. Consider all properly filed abatement requests by any taxpayer and after review and research, make recommendations, in writing, to the Select Board. Represent the Town of Lyme and its best interest in all residential abatements or appeals. Assist the Town in preparation work, and act as agent as necessary, in all appeals for abatement to the NH Board of Tax and Land Appeals.
3. Review 20% of the town properties, utilizing a systematic measure and listing of all properties each year. Review to include the exterior measurement of all principal buildings, and a minimum of two attempts for an interior inspection or refusal. When the taxpayer is not at the residence, the Contractor shall estimate the features of the building using the best available evidence. In all cases of entry, the property owner or occupant shall be at least 18 years of age or the appraiser shall not enter the premises to perform the inspection.
4. Review and process applications for parcel entry in the Current Use program. Make recommendations to the Select Board regarding their completeness and eligibility for approval. Work with the Town staff to manage and maintain the data for current use properties and LUCT assessments. Services including, but not limited to, adequate management and maintenance of exemptions, credits, current use, land use change tax (LUCT), timber and gravel yield taxes, and all other statutory assessing obligations; assist the Select Board Office staff in this endeavor.
5. Meet with taxpayers wishing to discuss their valuations and local level tax appeals.
6. Meet with the Town staff and Select Board upon request.
7. Meet and work with the State Monitor to ensure that the Town of Lyme is meeting all assessment review standards of the DRA and maintain a good working relationship.
8. Submit data through the Municipal Services and DRA web portals; as well as report to the Town of the condition of its assessments, with recommendations for the following tax year.
9. Perform annual assessment-to-sales ratio studies for the purpose of informing the Select Board of the need for a full revaluation, partial revaluation or statistical update in order to be compliant with RSA 75:8, and balance values to assure equity and fairness in the overall assessments.
10. Perform all work in order to meet the state DRA deadline for requested forms. (MS-1) Form submission date is September 1 of the tax year. Ratio study etc.)
11. Data entering will be agreed upon by the Assessor and the Town Administrator prior to finalizing the contract. The intent is for the assessing company to do value changes and sketches.

Qualifications

Please include in your proposal, name and qualifications of all individuals that would be assigned to do assessing work within the Town of Lyme. The Town expects that all pertinent sections of the NH DRA 600 rules will be followed. It is the Town's desire that one or two assessors be assigned to Lyme, to provide continuity and a regular schedule.

Please include a list of references (name, address and telephone number) for municipalities for whom similar work is currently being performed. Please include at least three towns similar in size to the Town of Lyme.

The Town of Lyme will provide the following support services for the benefit of assessor(s): office space, telephone, tax maps, and tax cards. All Town computer use policies are to be observed by any person working within the Town Offices.

The Town of Lyme reserves the right to reject any or all proposals 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 Lyme 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 Bidder can submit.

The successful Bidder will be required to submit professional liability and worker's compensation insurance certificates, naming the Town of Lyme as an additional insured, in amounts satisfactory to the Select Board, prior to work beginning.

All bids shall detail out the specific cost of services, payment schedule, and any extra services not deemed part of the contract and their specific / itemized cost.

Vendor must be a CNHA and an Assessing Supervisor by NH Department of Revenue Services. Vendor must also be current with continuing education requirements for certifications.

Submission Requirements

The proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects and questions must be addressed:

- (a) Name, address, telephone number, fax number, and e-mail address of the company.
- (b) Name of contact person and telephone number for follow-up purposes.
- (c) Narrative including the profession qualifications for assigned personal and list municipal experience during the last five (5) years.
- (d) Provide the name, title and telephone number for a contact or reference person for each of the above agencies. By submission of these items, the vendor is thereby agreeing to fully release the Town to speak to each of these references about the performance of the vendor.
- (e) Proposed pricing and length of contract.

(f) Has the company been disqualified or terminated by any public agency or Town? If so, please explain under what circumstances this disqualification or termination occurred.

Firm Pricing

Proposed fees must be firm for Town acceptance for 365 days from acceptance date of proposals. Pricing must be inclusive, clear, and concise, including such other information as requested or required.

The following non-collusion clause shall be part of every bid specification package. A bidder must sign this statement in order for the bid to be valid.

“The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section the word “person” means any natural person, joint venture, partnership, corporation or other business or legal entity.”

(Name of person signing bid)

(Date)

(Company)