

CITY OF NORTH TONAWANDA, NEW YORK
REQUEST FOR PROPOSALS
EQUITY IMPROVEMENT PROJECT

Request for Proposals (RFP) issued by the City of North Tonawanda, Niagara County, New York, for The Equity Improvement Project. We seek qualified firms to conduct two comprehensive real property reassessments: a full review reassessment as of July 1, 2028 and an administrative review reassessment as of July 1, 2028. The scope encompasses approximately 12,787 parcels with multiple zoning districts and land use categories. On-site visits and photos might be required, Sales will be reviewed by July 1, 2028. Proposals must be submitted by June 24, 2026 to the North Tonawanda City Clerk's Office by 11:00 a.m., in a sealed envelope format with one (1) original and (3) copies, plus 1 flash drive. The contract will be awarded to the appraisal firm chosen by the Selection Committee using sealed bid procedures. Pricing shall be submitted on a per-parcel basis with an estimated grand total: inclusive of all labor, equipment, materials, insurance and related costs. The Selected Contractor must maintain professional liability insurance of \$2,000,000 minimum occurrence. Bid Packet will be available on the "northtonawanda.gov" Website.

CITY OF NORTH TONAWANDA, NEW YORK
NOTICE OF REQUEST FOR PROPOSALS
CITY-WIDE EQUITY IMPROVEMENT PROJECT
DUE JUNE 24,2026 11:00 a.m.
EQUITY IMPROVEMENT PROJECT
FOR JULY 1,2028 FINAL ASSESSMENT ROLL

1. Purpose:

The City of North Tonawanda is soliciting sealed proposals from qualified Contractors to provide professional assessment support and valuation services as part of a City-wide reassessment project for the City of North Tonawanda and as outlined in the SCOPE OF SERVICES section of this request to be completed for the 2028 Assessment Roll.

2. Background:

The City of North Tonawanda has approximately 12,765 parcels, including 12,321 residential parcels, vacant land parcels, no farms, no mobile homes. The balance consists of Commercial parcels, Industrial properties and wholly exempt parcels.

The City is interested in hiring a professional appraisal and consulting firm to conduct a reassessment project including, valuation, field review, public relations and management of the project. Also some data verification that has not been completed by the Assessor and some pictures.

3. Scope of Services

The Contractor will agree to perform the following services as directed by the City.

- a) Public Relations-design and implement a comprehensive public relation plan.
- b) Some Data verification that was not completed by the Assessor.
- c) Some photographs are needed for some parcels.
- d) Sales verification
- e) Sales Brochures for Commercial Type Parcels with detailed description of property, complete sale write-up and verification of all sales listed.
- f) Neighborhood Delineation and Updating
- g) Valuation (within RPSV4)
 - i. Residential Models and PIDS
 - ii. Commercial Valuation Factor File
 - iii. Land Tables
 - iv. Time Trending
- h) Valuation documents for all parcels
- i) Field Review-all parcels
- j) All data entry
- k) Impact Analysis
- l) Informal Hearings/schedule and conduct

- m) Mailings:
 - i. Residential Property Inventory Mailer
 - ii. Commercial Property I & E surveys
 - iii. Assessment Disclosure Mailing
 - iv. Change of Assessment Notices (after informal reviews)
- n) BAR: Training class and update BAR members on Project Outcomes
- o) BAR: Support for Assessment Office
- p) Small Claims and Article 7 support should be listed as an option with Corresponding pricing.

4. Summary of Assessment Timeline

- Start date no later than August 21, 2026
- Mailing of New Assessments, no later than March 1, 2028
- Informal assessment reviews: March-April 2028
- Completion of the assessment roll for filing of the Tentative Assessment Roll on May1, 2028
- Board of Assessment Review meeting on or about the Wednesday after the fourth Tuesday of May, or adjourned hearing date(s) yet to be determined.
- Completion of the final assessment roll for filing on July 1, 2028

5. Responsibility of the City Assessor

Assessment Functions: all normal assessment functions including, but not limited to, timely updating of Splits or merges, posting of sales, any additional data entry not mentioned in this contract, clerical updating of RPS files.

Hardware/Software: The City of North Tonawanda's Assessment Department will allow the use of its computer and access to the files on its network necessary to complete the updates and analysis or provide remote access to the City's RPS file.

6. Term:

It is intended that this agreement will be for the period of August 21, 2026- July 1, 2028 or prior to August 21, 2026.

7. a. Option: Updating of ALL VALUES for the Post-Reassessment Year Roll

To maintain the level of assessment equity reached because of project activities, for the subsequent assessment roll, the Contractor shall specify an optional annual addition to the contract. This shall detail the valuation and data collection procedures that would be employed should the Municipality seek to use the Contractor's services to maintain the post-reassessment years' values. The Contractor shall further specify the latest date by which the Municipality may notify the Contractor of its desire and intention to exercise this option.

The Contractor should plan to submit optional pricing for each of the following years: 2029 and 2030 non-reappraisal reassessments to maintain a level of 100%, and a reappraisal reassessment for 2031, which also would be at 100%. Data collection services by the Contractor would not be anticipated as necessary for any of these roll years.

The Contractor shall itemize and specify the cost of this option at the time of this RFP

7.b Professional Liability Insurance.

The Contractor shall, at its sole expense, acquire, continuously maintain during the period in which the Contractor is performing services and provide the City with acceptable proof with acceptable proof of professional liability insurance coverage with an annual aggregate not less than \$2,000,000 per occurrence, covering acts, error, or omissions of a professional nature committed by the Contractor or any of its subcontractors as a part of its performance of professional services. The Contractor shall agree to maintain in full force and effect during the term of the contract Workers Compensation Insurance.

In addition, the Contractor agrees to indemnify and hold harmless the City against all liabilities, claims and demands for personal injury or property damages or other expenses suffered or arising out of or caused by any acts or omissions of the Contractor, its subcontractors, agents, or employees incurred in the performance of its services.

8. Compensation:

The City desires to enter into a professional service agreement. Unless otherwise agreed for a specific item, compensation for services rendered will be based on a fixed fee schedule. Proposals must include hourly rates for optional services. If any additional service request arises and is not included in the agreement, an addendum to the agreement will be required. All compensation payments will be made directly to the Contractor.

If the Contractor should subcontract any portion of the project, any additional cost or expenses incurred for said subcontractor(s) will be the responsibility of the Contractor or their subsidiaries. The Contractor will be reimbursed by the City in accordance with the terms for payment as they will appear in the service agreement contract. All requests of payment are to be submitted on the appropriate voucher to be provided by the City.

9. Qualifications:

Expertise of the firm shall be demonstrated by proof of past project successes providing similar services as described in Section 3. The proposals will be evaluated on knowledge, experience, and successes of these similar services. The selected firm shall follow ORPTS rules, procedures and guidelines and be capable of completing the Reassessment Project.

Proposals must include the following qualification details:

- a. The size of the Firm:
- b. The names and qualifications of the professional staff that will be managing the project, including, but not limited to, educational background, and detailed work experience:
- c. Three references from municipalities of similar population. The references must include contact name, municipality name, address, telephone number, and email address:
- d. Description of capabilities in working with RPS and statistical programs.
- e. As indicated in the scope of services, if the selected firm subcontract(s) with any other individual(s) or firm(s) to complete any item(s) identified in the "Scope of Services," the qualifications of this individual(s) or firm(s) must be included in the proposal.

10. Conflict of Interest:

As part of your submission, please list any potential conflicts your firm might have due to work being done for outside parties. This should include, but not limited to, other work being done by your firm with others doing business in the City of North Tonawanda.

11. Selection Process:

All submitted proposals will be reviewed by the City and will be evaluated with regard to qualifications and municipal experience. The City may elect to interview select candidates in order to determine the firm which will provide the best services for the City of North Tonawanda. The City reserves the right to negotiate terms with the selected respondent prior to entering into a formal agreement. All firms who respond to the RFP will be notified of the results.

12. Rejection of Proposals:

The City reserves the right to reject any or all proposals, or to reject any proposal if the evidence submitted by, or investigation of such respondent fails to satisfy the City that such respondent is properly qualified to carry out the obligations of the RFP and to complete the work contemplated therein. The City reserves the right to waive any minor informality in the RFP. The City reserves the right to request additional data or information regarding written proposals.

13. Questions:

Inquiries may be directed to Barbara W. Klenke, City Assessor, via email at bklenke@northtonawanda.gov. All questions must be submitted in writing no later than June 24, 2026.

14. Proposal Requirements:

- a. Name, email and telephone number of person(s) to be contacted for further information.
- b. Qualifications Details as outlined in Section 9: Qualifications.
- c. A list of all personnel who will be involved with the reassessment project, including the years of experience, qualifications, and proof of certification.
- d. Listing of all projects completed during the past 3 years and those scheduled for the current year, including client names, telephone numbers and sizes indicated by number of parcels and scope of services rendered.
- e. If selected, the contractor will be required to provide proof of liability professional insurance, as stated above and per the City's Standard Insurance Requirements included.
- f. Non-Collusive Bidding Certification Form.
- g. Authorization to Bid Form, if applicable.
- h. Bid Proposal Form.

15. Proposal Submission Information

Submission Date and Time: By June 24,2026 by 11:00 am.

4 Proposals: which includes: (1) original and three (3) copies, as well as (1) copy on a flash drive to:

Donna Braun
City Clerk Treasurer
City Hall
216 Payne Ave.
North Tonawanda, NY 14120

Clearly mark the submittal with the title “City of North Tonawanda Reassessment Project” and the name of the responding firm. Only those RFP responses received prior to or on the submission date and time will be considered.

The City will not accept proposals submitted electronically.

16. Proposal Process Schedule

This schedule is only an estimated timeline and may be changed without written notice.

- Issuance of RFP: June 24, 2026
- Receipt of Inquiries from Contractors: by June 24,2026
- Receipt of Sealed Proposals: June 24, 2026, by 11:00 am.
- Conduct company interview week of, if the City determines interviews are needed.
- Announcement of the most qualified Bidder:

Insurance Requirements for Contractors, Vendors and Suppliers of the City of North Tonawanda

Minimum required insurance limits (coverage on an occurrence basis form)

Commercial General Liability

- \$2,000,000 Products/Completed Operation Aggregate
- \$2,000,000 General Aggregate
- \$1,000,000 Any One Occurrence
- \$1,000,000 Personal & Advertising Injury
- \$10,000 Medical Payments

Cyber Liability

- \$2,000,000 per occurrence/\$2,000,000 aggregate

Automobile Liability (Comprehensive Coverage)

- \$1,000,000 Combined Single Limit

Commercial Excess Liability (Umbrella)*

- \$3,000,000 Any One Occurrence
- \$3,000,000 Annual Aggregate

Employers Liability (coverage "8" on the Workers' Compensation Policy)

- \$100,000 Each Accident
- \$100,000 Each Employee for Injury by Disease
- \$500,000 Aggregate for injury by Disease

Excess-Umbrella Liability

- On a "Follow-Form" basis, with limits of \$2,000,000 each occurrence and aggregate.

Insurance:

Contractor/vendor shall not commence work under this contract until he/she has obtained all insurance required under the following paragraphs and such insurance has been approved by the City of North Tonawanda.

WORKER'S COMPENSATION INSURANCE:

The contractor(s)/vendor(s) shall take out and maintain during the life of this contract, worker's compensation insurance and employer's liability insurance for all of his/her employees employed at the site of the project.

GENERAL LIABILITY INSURANCE:

Contractor/vendor shall take out and maintain during the life of the contract, such bodily injury liability insurance as shall protect him and the City from claims for damages for bodily injury including accidental death, as well as from claims for property damage which may arise from operations under this contract, whether such operations by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. It shall be the responsibility of the contractor/vendor to maintain such insurance in amounts sufficient to fully protect himself and the City, but in no instance shall amounts be less than those set forth below. These amounts are specified only to establish the minimum coverage acceptable. Bodily injury liability insurance in amount not less than \$1,000,000 (one million dollars) for injuries, including wrongful death, to any one-person(s); \$3,000,000 (three million dollars) aggregate.

Property damage liability insurance in an amount of not less than \$1,000,000 (one million dollars) for damages on account of any one occurrence. Or combined single limit of liability in amounts of \$1,000,000 (one million dollars) per occurrence and \$3,000,000 (three million dollars) aggregate.

OTHER CONDITIONS GENERAL LIABILITY INSURANCE:

1. Coverage shall be written on a comprehensive general liability form.
2. Coverage shall include:
 - a. Contractual liability.
 - b. Independent contractors/Products and completed operations.
3. "City of North Tonawanda" 216 Payne Ave., North Tonawanda, New York 14120 shall be added to the Comprehensive General Liability policy as "Additional Insured Primary and Non-Contributory Basis".

AUTOMOBILE LIABILITY INSURANCE:

Automobile bodily injury liability and property damage liability insurance shall be provided by the contractor/vendor with a minimum combined single limit (CLS) of \$1,000,000 (one million dollars).

OTHER CONDITIONS OF AUTOMOBILE LIABILITY INSURANCE:

1. Coverage shall include:

- a. All owned vehicles.
- b. Hired car and non-ownership liability coverage.
- c. Statutory no-fault coverage.

2. If any of the contractor's /vendor's policies of insurance are canceled or not renewed during the life of the contract, immediate notice of cancellation or non-renewal shall be delivered to the City no less than thirty (30) days prior to the date and time of cancellation or non-renewal.

CERTIFICATE OF INSURANCE:

The contractor/vendor shall file with the City of North Tonawanda prior to commencing work under this contract, a certificate of insurance to be delivered to the Finance Department.

1) Certificate of Insurance shall include:

- a) Name and address of insured
- b) Issue date of Certificate
- c) Insurance company name
- d) Type of coverage in effect
- e) Policy number
- f) Inception and expiration dates of policies included on certificate.
- g) Limits of liability for all policies included on certificate.
- h) Certificate holder shall be:

City of North Tonawanda
216 Payne Ave.
North Tonawanda, N.Y. 14120

NAMED AS "ADDITIONAL INSURED PRIMARY AND NON-CONTRIBUTORY BASIS".

2. The policy naming the Municipality as an additional insured shall:

- a) Be an insurance policy from an A.M. Best rated "secured" insurer, authorized to conduct business in New York State.
- b) State that the consultant's coverage shall be primary coverage for the Municipality, its Board, employees and volunteers.

If the contractor's /vendor's insurance policies should be non-renewed, canceled or expire during the life of the contract, the City shall be provided with a new certificate indicating the replacement policy information as requested above,

INDEMNIFICATION CLAUSE:

The contractor/vendor agrees to protect, indemnify and save harmless the City of North Tonawanda against any and all claims, suits and demands which the contractor/vendor may suffer because of the operation or actions of the contractor/vendor, its agents or employees, including but not limited to its failure to properly perform the work under the contract and/or purchase order, its failure to maintain any policy of insurance required by this contract and / or purchase order, its failure or refusal to provide any forms, certificates or documentation required by this agreement or law.

The contractor/vendor acknowledges that failure to obtain such insurance on behalf of the City of North Tonawanda constitutes a material breach of contract. The contractor/vendor is to provide the City of North Tonawanda with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work. The failure of the City of North Tonawanda to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the City of North Tonawanda.

The City of North Tonawanda is SELF INSURED.

The contractor/vendor further acknowledges that the procurement of such insurance as required herein is intended to benefit only the City of North Tonawanda.

CITY OF NORTH TONAWANDA, NEW YORK

NON-COLLUSIVE BIDDING CERTIFICATION

(Required by Section 103-d of the New York State General Municipal Law)

By submission of this Bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1.The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder, with any competitor or with any potential competitor.
- 2.Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the opening of bids or proposals for this project, directly or indirectly, to any other bidder or to any competitor or to any potential competitor.
- 3.No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- 4.The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing on its behalf; and
5. That attached hereto (if corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signatory of this bid, or proposal, on behalf of the corporate bidder.

Name of bid/date of bid opening

By: _____
Authorized Signature

Individual's name and title

Company Name and address and phone number

Date Signed

AUTHORIZATION TO BID

RESOLVED, that _____
Name of Individual

Be authorized to sign and submit the bid or proposal of

Name of Corporation

For the City-wide reassessment project and to include in such bid proposal the certificate or non-collusion required by Section 103-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by

Name of Corporation

At a meeting of this board of directors held on the _____ day of _____, 2026.

Secretary

(Corporate Seal)

FORM OF PROPOSAL
City of North Tonawanda
RFP City Wide Equity Improvement Project
FINAL JULY 1, 2028

The Undersigned _____
Contractor

Address

Zip Code

Hereby certifies that he/she has examined and fully comprehends the requirements prepared by the City of North Tonawanda for the RFP City Wide Reassessment Project July 1,2028. To furnish all services as listed below:

Fixed Fee for Scope of Services §3 (a-0):

\$ _____

If the proposer does not choose to provide rates for all categories, insert "No Bid."

Name of Proposer

Signature

Federal Employer ID #

Printed Name of Signer

Title _____

Street _____

Phone _____

City/State _____

Fax _____

Email _____