

**Request for Proposals
2P26-074**

The City of Bristol, Connecticut is accepting proposals for the following:

Revaluation Services for October 1, 2027 Grand List

All submissions shall be made in accordance with the materials supplied by

The City of Bristol
Purchasing Department
111 North Main Street
Bristol, CT 06010



Submissions will be received until **2:00 PM July 9, 2026.**

Nancy Haynes
Purchasing Agent

<https://www.bidnetdirect.com/connecticut/cityofbristol>

RFP 2P26-074
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**Request for Proposals
City of Bristol, Connecticut**

**RFP 2P26-074
Revaluation Services of October 1, 2027 Grand List**

I. PROJECT SPECIFICATIONS

1. INTRODUCTION

The City of Bristol is soliciting a Request for Proposal for the revaluation of all real estate in the city in accordance with §12-62 of the Connecticut General Statutes. This is NOT a full inspection revaluation.

2. BACKGROUND INFORMATION AND CURRENT PROGRAM

The City's last revaluation was completed for the October 1, 2022 grand list. The appraisals were performed using Vision Government Solutions software. The City will engage a certified revaluation company to assist with updating assessments to reflect 70% of October 1, 2027 market value, to ensure the accuracy of the property data used in determining these assessments.

The October 1, 2027 revaluation will be initiated using Bristol's existing CAMA system, Vision Government Solutions, Inc. (VGSI), formerly known as Vision Appraisal Technology, version 8.2.14. The City will provide access, either remotely or on site to the CAMA system by using a dedicated licensed seated provided for in the City's contract with VGSI.

The City's current assessment data base was originally established for the October 1, 2022 revaluation, and is maintained using the Vision Government Solutions version 8.2. A breakdown of parcel information related to the current assessment system is included in Attachments A.

The Assessor's maps are updated annually and the city of Bristol is currently using a GIS mapping program using ESRI software. The city's website has available all the property record information, as well as, comprehensive maps that include wetlands, flood plain, Ortho and zoning. The City currently uses Quality Data Service for its Administration and Tax package.

3. SCOPE OF SERVICES

The selected firms or individual for revaluation services is expected to provide the general professional services and dedicated personnel to perform the following:

- a. Assist the City Assessor in making the complete reappraisal and revaluation of all real property within the corporate limits of Bristol CT effective as of October 1, 2027 (see Attachment A for a breakdown of accounts).
- b. The Revaluation Project will cover and include all real property in Bristol including the following categories:
 - All taxable real estate, land, buildings, and improvements.
 - All tax-exempt real estate, land, buildings, and improvements.
- c. The Contractor shall use the city of Bristol's existing CAMA system, Vision Government Solutions, Inc. (VGSI), formerly known as Vision Appraisal Technology, version 8.2.14. The

- city will provide access, either remotely or on site, to the CAMA system by using two dedicated licensed seats provided for in the city's contract with VGSI.
- d. Beginning February 1st 2027 implement a hybrid in-house revaluation system creating a static data base within Vision 8 version software under independent licensing procurement through VGSI whereby engaged firm analyzes City personnel data entered income and expense reports, sales and permits (2022 through 2027). Evaluate subjective criteria such as grade, effective year built, building condition and parcel site issues. Evaluation shall include review of items such as outlier sales, building styles, set new neighborhood valuation delineations and any other need as it arises. City assessment staff will handle all property revaluation hearing appointments as noted under "Hearing notice mailings shall follow the following schedule" section.
 - e. Develop a calendar of critical events and milestones.
 - f. Develop a series of data edit reports for resolution. Excel PIVOT tables preferred.

Included with the aforementioned as follows:

- g. Remove "override" adjustments like court stipulation or any other valuation adjustment provision including Board of Assessment Appeal actions within the new 2027 revaluation database Vision 8 version software.
- h. Analyze and properly adjust to current market standards neighborhood definitions.
- i. Develop cost models for all property types and develop Vision 8 "Comparable Sales Details" and "Comparable Sales Photos" software attributes for all residential properties for Assessment staff access.
- j. Calibrate all components of the City's Vision 8 version software CAMA cost approach engine including, but not limited to, base rates, adjustment factors and depreciation schedules for residential properties.
- k. Complete preliminary residential land study, with continuous adjustment to values as needed.
- l. Develop market models and generate market approach to value for all condominium properties. Including Vision 8 "Comparable Sales Details" and "Comparable Sales Photos" software attributes for all condominium and mobile home properties and assessment staff access.
- m. Develop commercial/industrial land rates using market analysis and/or abstraction methodology.
- n. Calibrate all components of the City's Vision 8 version software CAMA cost approach engine including, but not limited to, base rates, adjustment factors and depreciation schedules for commercial/industrial properties with any adjustments made as needed throughout the process.
- o. Complete commercial/industrial land study, study of market rents, expenses and capitalization factors, with values and rates adjusted continually as needed throughout the process. Annual Income and Expense data has been entered in Vision software by assessment staff for the previous 4 years and will be maintained by assessment staff in 2027.
- p. **Develop low and moderate apartment income analysis narrative and valuation in compliance with §8-216a. Analysis must detail capitalization rate development, cite resource information and document source data for each property income and expense calculations. (Ex. HUD and CHFA form reports preferred)**

- q. Complete all preliminary building cost values providing the City a complete copy of the Marshall and Swift Cost Estimator 2027 guide in electronic or bound printed format.
- r. Generate an income approach to value for all applicable commercial, industrial and multi-family properties.
- s. Complete all proposed values and submit to the Assessor no later than August 9, 2027.
- t. Create the preliminary Performance Testing Standards no later than August 9, 2027. This process continues throughout the entire project finalization January 10, 2028.
- u. Complete the valuation review and neighborhood adjustments made for property valuation no later than August 9, 2027 in anticipation of phased taxpayer assessment hearing notification.
 - Hearing notice mailing is the responsibility of the revaluation company and shall have final approval by the Assessor and/or his/her designee prior to mailing. Mailings shall follow the following schedule;
 - Calibrate sales analysis to physical field review.
 - Assessment notice mailing correspondence will be the responsibility of the engaged firm subject to the Assessor's final approval by August 9, 2027.
 - Commercial/Industrial property occupancy hearing notices mailed by August 9, 2027 for hearing appointment scheduling in September 2027.
 - Apartment and condominium hearings mailed by September 6, 2027 for appointment hearings in October 2027.
 - All remaining property type hearing notices mailed by October 6, 2027 for appointment hearings in November and December 2027.
 - All hearings will be conducted by the City Assessor and/or his/her designee.
 - Engaged firm will provide technical assistance to the Assessor and/or his/her designee as hearings and Board of Assessment Appeals are deliberated and advise appropriate market analysis and/or Vision software calibration as necessary.
- v. Complete the final City Performance Testing Standards no later than January 10, 2028 for compliance submission by the Assessor to the Office of Policy and Management.
- w. Create a City final report narrative analysis for submission to the Assessor by March 1, 2028 (one printed bound copy and one electronic word software format copy) indicating procedural valuation methods employed within the revaluation process, research resources utilized within the revaluation development noting statistics such as property specific capitalization rate development, land curve analysis, value distribution burden shift statistics displayed in narrative and Excel PIVOT chart or table format indicating property classifications and residential neighborhood delineations supplemented by a town wide GIS color code map revealing residential value neighborhood boundaries with numeric codes and any other supportive documentation effectuating City revaluation implementation.

It is the intent of this Request for Proposals to provide complete, detailed, timely, professional services for the compliance evaluation. Incidental items necessary to complete this work shall be considered included in the respondent's proposal whether or not such items are specifically listed. The selected firm and the City shall, if

necessary, execute a final, mutually agreed Scope of Services Agreement prior to contract execution. Fees for substantial additional work items not listed in the final Scope of Services shall be negotiated.

- x. Sales Analysis: Prior to the commencement of the valuation phase, the Contractor is to perform an assessment sales study by class of property. The purpose is to establish the average ratio of current assessments to current sales prices.
- y. All work will be carried out and all forms, materials, and supplies utilized in this project shall conform to and be carried out in accordance with the requirements of the Secretary, Office of Policy and Management, the Connecticut General Statutes, and Regulations of Connecticut State Agencies pertaining hereto, and shall be subject to the direct supervision and approval of the Assessor of the City of Bristol.
- z. The values to be determined shall be the full fair market value as defined in Section 12- 63 of the Connecticut General Statutes and shall be based upon recognized methods of appraisal and conform to Uniform Standards of Professional Appraisal Practices, as required by Connecticut General Statutes for the licensing and certification of all individuals involved in the appraisal of real estate.
- aa. Sales verification forms for the 2 years preceding the revaluation. The successful revaluation firm will mail out their own sales verification questionnaire. These forms will be saved within the Vision 8 “Associated Documents” software determining usability of sale.
- bb. Income & Expense Statements to all commercial parcels. The City will mail out at their own expense the Income and Expense statements. City personnel have data entered all income and expense reports for the previous 4 years. The 2026 income and expense reports will be data entered by City personnel as they are received in 2027.
- cc. Drive by field review of all real estate parcels to determine accuracy of assessment data. The revaluation company will be responsible for ensuring accurate property data through all means available to them including using aerial maps, NearMap software access provided by the assessor, Google Earth etc., as well as, conducting a drive by inspection of the property.
- dd. The Contractor will work with the Assessor to develop and institute a quality assurance program with respect to responses received to all Sales Questionnaires. If satisfied with the results of said program concerning such questionnaires, the Assessor/Contractor (depending option selected) may fully inspect only those parcels of improved real property for which satisfactory verification of data listed on the Assessor's property record has not been obtained and is otherwise unavailable.
- ee. The successful Contractor will have a qualified staff member available for attendance at any deliberations of the Board of Assessment Appeals and if needed conduct an educational session for the Board prior to the commencement of appeals.
- ff. The successful Contractor shall provide a competent witness or witnesses in the event of an appeal to the courts or appeal boards.
- gg. The successful Contractor must utilize the City's GIS data in all aspects of the revaluation. This includes plotting assessed sales ratios on the maps both before and after the revaluation, delineating neighborhoods using the mapping data and using the GIS information to route the field review effort. The GIS data must be utilized for in-depth quality control of the final data and should be used to depict an old to new value change representation once final values have been established. It should also be used as a public relations tool to produce maps that help the taxpayers better understand the revaluation process.

- hh. To assist the Assessor in the completion of any and all reports to the State of Connecticut Office of Policy and Management.

4. MINIMUM QUALIFICATIONS

The following qualifications, without limitation, are required of respondents:

To be considered, interest firms and individuals must be a certified revaluation company in accordance with CGS §12-2b-2, and must have held this certification of a minimum of five (5) years.

All personnel to be assigned to this project shall be subject to the approval of the Assessor and shall be certified in accordance with CGS §12-2b-6. No residents of the City or City employees or anyone with a conflict of interest may be assigned to this project. In addition, the positions identified below must meet the following additional requirements:

The Project Manager assigned to this project must have not less than five (5) years of practical appraisal experience in the appraisal of commercial, industrial, apartment, farm and residential properties. Reviewers and appraisers shall have not less than three (3) years of practical appraisal experience in the appraisal of the particular type of properties for which they are responsible. Two years of this experience shall have been in the mass appraisal field and shall have occurred within the past five years.

Data Collectors Shall have not less than six (6) months of experience and training in this phase of the revaluation project. Any field person who does not meet the above qualifications must work under the direct supervision of an appraiser or project supervisor.

Firms shall have no conflict of interest in representing the City.

II. SUBMISSION REQUIREMENTS

1. SUBMISSION DUE DATE

Submissions will be accepted by the City of Bristol Purchasing Department, until **2:00 PM, July 9, 2026**.

Submissions received after that time will not be considered; submissions may be withdrawn 120 days after opening if no award has been made.

2. DIRECTIONS FOR WRITTEN SUBMISSION

Interested firms are required to submit their proposals to Nancy Haynes, Purchasing Agent, no later than the date and time noted above. Submissions must be made through the City's bidding portal at <https://www.bidnetdirect.com/connecticut/cityofbristol>. The City does not assume responsibility for failure of submissions to be received by the City by the date and time noted above. Submissions shall consist of the following:

The City will not be liable for costs incurred in the preparation of the response to this RFP or in connection with any presentation before the City. Proposals submitted must be bound, paginated, indexed and numbered consecutively. The original proposal must be clearly marked as such. Consultants shall submit as their proposal the following:

- a. **Letter of Transmittal:** A letter of transmittal addressed to **Nancy P. Hayne, Purchasing Agent**, which includes a statement by the respondent accepting all terms and conditions and requirements contained in this RFP. The letter should also include a brief discussion of

the Consultant's background, experience, and ability to perform this contract in accordance with the Scope of Services. Also to be included, is a listing of clients for whom similar services are being performed.

b. Detailed Proposal, which includes the following sections:

- i. Table of Contents to include clear identification of the material provided by section and number.
- ii. Name and telephone number of person(s) to be contacted for further information or clarification.
- iii. A background and qualifications statement, including description and history of the firm and servicing office, number of professional employees, years in business and technical qualifications. Respondents shall specifically address minimum requirements identified in Section 6. Firms must meet all of these requirements to be given consideration.
- iv. Copy of respondent's Connecticut Revaluation Company Certificates covering the previous five year period.
- v. Listing of all Connecticut municipal revaluations completed during the past five (5) years including client contact, telephone number, and number of properties appraised within the municipality, CAMA software and version utilized, scope of services provided and date completed. The City reserves the right to contact these municipalities regarding the services performed by the firm.
- vi. List of all Connecticut municipality for which the respondent is currently under contract for performing revaluation services. Include size of municipality, scope of services, and a time table for completion of these contracts.
- vii. List of all company personnel certified to perform revaluations services in Connecticut and list their level of certification.
- viii. List of personnel to be assigned to this project, including years of experience in their current position, municipalities served and their roles in those revaluations. Please provide their resumes, revaluation certificates and document the chain of command for these individuals. A listing of the concurrent projects that the employees will be assigned to must be identified.
- ix. A statement including the amount the company will bill the city for a "competent" witness per person day and per one-half person day for pre-trial meetings with an attorney representing the City or for court/appeal board appearances.
- x. Description and examples of the respondent's public relations program to be used during the revaluations.
- xi. Copy of sample appraisal manual which includes definitions of data items, grades, etc.
- xii. A concluding statement as to why the respondent is best qualified to meet the needs of the City.
- xiii. Services Expected of the City: Define the nature and scope of all services to be provided by the City.
- xiv. Signed non-collusion Statement (Attachment B)

c. Fee Proposal and deliverables: Consultants are required to submit a signed fee proposal (Attachment C) to complete the work plan as detailed in the Scope of Services. Provide a detailed budget, description of the specific deliverables that will be produced and estimated delivery dates.

All Proposals must be signed by the firm's authorized official. The proposal must also provide name, title, address, and telephone numbers for 1) the individual with authority to negotiate and contractually bind the firm, and 2) for those who may be contacted for the purpose of clarifying any information provided therein.

The City will not be liable for costs incurred in the preparation of the response to this RFP or in connection with any presentation before the City.

3. ADDENDA

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided solely on the following website:

<https://www.bidnetdirect.com/connecticut/cityofbristol>

The City of Bristol does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Questions regarding this document must be submitted through the above referenced platform and the deadline for questions is **4:00 pm July 1, 2026**. Consultants are required to limit their contact with the City regarding this RFP and only communicate through the above referenced portal.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

4. EVALUATION CRITERIA

Evaluation will be based upon the written submittals, and presentations and interviews where applicable. The factors which will be evaluated include the following without limitation:

- a. The Consultant's technical understanding of the scope of services and proposed professional services as evidenced by the proposal submitted.
- b. The background and experience of the Consultant in providing similar services (especially to other municipalities) as well as the specific background, education, qualifications and relevant experience of key personnel to be assigned to this contract.
- c. The qualifications and municipal experience of the firm and the designated account executive and other key personnel to be assigned to the account.
- d. Demonstrated successful performance on other municipal accounts.
- e. Familiarity and experience with the Connecticut and Hartford County real estate markets.
- f. Familiarity and experience using the City's CAMA software.
- g. Ability to meet the City's deadlines
- h. Proposed fees and costs, although the City is not bound to select the Consultant who proposes the lowest fees. The City reserves the right to negotiate fees with the selected Consultant.

Proposals in response to this RFP will be reviewed against the criteria listed above, and recommendation for award will be made in accordance with standard purchasing procedures.

5. SELECTION PROCEDURE

The City intends to enter into a contract with the most responsible Consulting Firm whose proposal is determined to be in the best interest of the City.

- a. The City reserves the right to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms, to waive minor inconsistencies with the RFP, and to negotiate a contract with the successful Consultant.
- b. It is anticipated that several of the Consultants whom the City determines to have submitted the most responsive proposals will be invited to interview and make a detailed presentation before the City.
- c. The City shall, after a thorough review of the proposals received, and after conclusion of the interview process if needed, will award the contract to the Consultant whom the City deems best qualified to perform the services required under this contract.

6. PROJECT SCHEDULE

The following is the proposed schedule for the selection process and work program:

Date issued	June 18, 2026
Submissions due	July 9, 2026
Proposal Review Completed	July 16, 2026
Interview Respondents*	July 23, 2026
Recommendation of contract award	August 11, 2026

**The City reserves the right to make a selection on the basis of the proposal alone; however, it may invite selected respondents for interview at its discretion. Interviews, if needed, may be conducted electronically via zoom or similar.*

The successful Consultant will be expected to commence services upon contract execution.

The Consultant will work under the direction of the City Assessor.

The selected Consultant will assign one qualified individual, who will be the firm's day-to-day contact person who will be responsible for directing and coordinating the activities of the firm's personnel in all aspects of the project. The Project Manager will be the same individual for the duration of the contract, and may not be changed unless approved by the City in writing.

III. CONTRACT CONSIDERATIONS

1. EQUAL OPPORTUNITY – AFFIRMATIVE ACTION

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, gender, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, gender, national origin or age.

Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

2. INDEMNIFICATION

The awarded firm agrees to indemnify, defend, and save harmless, the City of Bristol, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the City of Bristol or its officers, agents or employees. Be advised that contract clauses limiting liability of the awarded firm to the value of this contract will not be considered.

The City, as a sovereign government, cannot indemnify businesses or individuals.

3. INSURANCE

Prior to the execution of any contract, the City of Bristol requires that any awarded contractor providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Acord or other approved format) naming the City of Bristol and the State of Connecticut as additional insured, for the following:

- **General liability** (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- **Automobile Liability** in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.

In addition to the above, the awarded contractor shall provide a certificate of insurance in the minimum amounts as specified herein. Said insurance shall be provided at the sole expense of the Contractor with an insurance company which is licensed to do business in the State of Connecticut.

- **Professional Liability**, in an amount not less than \$500,000.00 per claim and \$2,000,000.00 aggregate.
- **Worker's Compensation** as defined in the Connecticut General Statutes.

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the City before starting work.

The awarded firm shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is no statute of limitations specifically applicable to this project, the awarded firm shall maintain coverage for a reasonable period after the date of substantial completion of the project as agreed to by the City and the awarded firm.

4. INVOICING AND PAYMENT

Invoices shall be paid promptly by the City unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard payment terms are Net 30 Days from receipt of properly executed invoice(s). If your firm submits a proposal that includes payment schedules based on the completion of designated phases, those stages must be clearly outlined in your proposal. The City cannot make payments for "execution of contract" (payments due upon contract signing).

5. AWARD CONSIDERATIONS

The City may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the City will be guided by consideration of the interests of the City. The City also

reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the best interests of the City.

The City intends to use its standard contract form for the purposes of engaging a firm to perform the services requested, attached for reference. Consultants responding to this RFP will be expected to adhere to the following conditions in an agreement with the City and must make a positive statement to that effect in its proposal submittal:

- a. The Consultant has personnel sufficient to assure service continuity and project completion and agree to maintain adequate qualified personnel for the full duration of the contract.
- b. Agree that all work produced under this agreement will become property of the City of Bristol.
- c. Agree to provide the insurance coverage herein specified for the full duration of the contract's term, including any and all extensions.
- d. Agree to accept and follow management direction from the City and specifically, the individuals named herein or their duly authorized designee(s).
- e. Agree to conform to all applicable laws and ordinances and policies of the Federal Government, State of Connecticut and City of Bristol.
- f. Agree that if the City cannot in good faith negotiate a written contract within a reasonable time with the selected Consultant, the City may unilaterally cancel its selection of that Consultant.
- g. Agree that periodic payments to the Consultant will be made as agreed upon in the signed contract.
- h. Agree that if services are not performed in a timely manner so as to meet the City's stated time frame, the City may withhold payment, or portions of payment.
- i. Agree that the City reserves the right to terminate the contract at any time. In the event of contract termination, the Consultant shall be entitled to payment for approved services rendered after the execution of the contract and prior to receipt of notice of termination. However, if the Consultant has damaged the City, said payment may be withheld until the City determines whether or not by how much said payment should be reduced.
- j. Agree that the contract between the City and the Consultant shall be governed by and construed in accordance with the laws of the State of Connecticut and the ordinances of the City of Bristol.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interests of the City of Bristol.

Unless otherwise noted within a proposal, proposals received in response to this document, including proposed fee schedules, are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the proposal. If award is not made within such time, the proposal can be deemed to be either no longer valid, or can be extended with mutual consent of the City and the firm submitting the proposal.

Any contract resulting from this solicitation shall be governed by the laws of the State of Connecticut.

6. TERMINATION

A. TERMINATION BY THE CONSULTANT

If the City fails to make payment as provided in Section 5.1 for a period of 30 days, the Consultant may, upon seven additional days' written notice to the City, terminate the Contract and recover from the City payment for work executed, including reasonable overhead and profit, costs incurred by reason of such termination, and damages.

B. TERMINATION BY THE CITY FOR CAUSE

The City may terminate the Contract if the Consultant

1. repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
2. fails to make payment to Subcontractors for materials or labor in accordance with the respective agreements between the Consultant and its Subcontractors;
3. repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations or lawful orders of a public authority; or otherwise is guilty of substantial breach of a provision of the Contract Documents.

When any of the above reasons exists, the City may, without prejudice to any other remedy the City may have and after giving the Consultant seven days' written notice, terminate the Contract and take possession of all materials prepared by the Consultant relative to this contract and may finish the work by whatever reasonable method the City may deem expedient. During the seven day notice period, the Consultant shall have the option to present to the City a plan to remedy the notice for termination for cause, which may be accepted by the City at its sole discretion. Upon request of the Consultant, the City shall furnish to the Consultant a detailed accounting of the costs incurred by the City in finishing the work.

When the City terminates the Contract for one of the reasons stated above in this section, the Consultant shall not be entitled to receive further payment until the work is finished.

C. TERMINATION BY THE CITY FOR CONVENIENCE

The City may, at any time, terminate the Contract for the City's convenience and without cause, upon thirty (30) days' advance notice. Under such circumstances, this Agreement shall terminate on the date set forth in the notice from the City. The Consultant agrees to immediately prepare to cease performing all services on the date of termination and shall otherwise cease, to the extent practicable, incurring costs chargeable to the City under this Contract as of the date of termination. To the extent that the City elects (and Consultant hereby grants to the City the right to elect to do so in connection with termination of this Contract) to take legal assignment of subcontracts, the Consultant shall, as a condition of receiving the payments referred to in this Article and otherwise under this Agreement, at the City's sole cost and expense, execute and deliver all such papers and take all such steps, including the legal assignment of such subcontracts and other contractual rights of the Consultant, as the City may require for the purpose of fully vesting in the City the rights and benefits of the Consultant under such subcontracts. In the event an attempted termination by the City or excuse is not justified, it shall be deemed a termination under this Paragraph. The Consultant shall be entitled to receive payment for work executed, and costs incurred by reason of such termination of convenience, along with reasonable overhead and profit on the work not executed.

7. FREEDOM OF INFORMATION

All submissions are subject to public inspection, subject to the provisions of Section 1-210 of the Connecticut General Statutes (Freedom of Information). Consistent with Article 1-210 (b) 24, copies of information resulting from this RFP are generally not available until a contract has been formally awarded.

**ATTACHMENT A
CITY DATA**



**REQUEST FOR PROPOSALS 2P26-074
Revaluation Services for October 1 2027 Grand List
City of Bristol, Connecticut 06010**

The City of Bristol is contained within 26.2 square miles. The 2018 census indicated the city's 2027 estimated population could be 62,920. The last revaluation of the city of Bristol was conducted for the 2022 Grand List. The Assessor's maps are updated annually and the city of Bristol is currently using a GIS mapping program using ESRI software. The city's website has available all the property record information, as well as, comprehensive maps that include wetlands, flood plain, Ortho and zoning. The approximate composition of the property types in the city of Bristol is delineated in the following table:

PART I - REAL ESTATE 2025 GRAND LIST OF TAXABLE PROPERTY FOR CITY OF BRISTOL GL VALUE 01/22/2026
PAGE: 2

CODE #	OF ACCTS	DESCRIPTION OF CLASSIFICATION	GROSS ASSESSMENT
100	20,185	RESIDENTIAL	3,460,155,524
200	741	COMMERCIAL	657,346,950
300	267	INDUSTRIAL	209,164,020
400	25	PUBLIC UTILITY	2,509,570
500	73	VACANT LAND	6,235,410
600	73	USE ASSESSMENT	729,780
800	194	APARTMENTS	241,733,050
	21,558	GRAND TOTAL	4,577,874,304



**City of Bristol, Connecticut
Non-Collusion Certification**

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

Please complete and sign

Legal Name of Bidder: _____

Business Address: _____

Name of Authorized Agent _____ Title: _____

Phone: _____ Email: _____

Signature: _____ Date: _____



City of Bristol
Workplace Analysis Affirmative Action Report
Employment Information Form

Purchasing Department
111 North Main Street
Bristol, CT 06010

Company Name Street Address City State Zip	Contact Person	Phone Number	Date
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Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (skilled)											
Operatives (semi-skilled)											
Laborers (unskilled)											
Service workers											
TOTALS ABOVE											

Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices.	

CONTRACT FOR PROFESSIONAL SERVICES
BRISTOL, CONNECTICUT
CONTRACT 2PXX-xxx
[CONTRACT NAME]

This Agreement made this _____th day of _____ 20XX, by and between the **City of Bristol**, a municipal corporation located in the County of Hartford and State of Connecticut, hereinafter termed "City", and **[Company name]**, a Connecticut company qualified to do business in the State of Connecticut, with an office at **123 Main Street, Anytown CT 06010** hereinafter termed "Consultant".

WITNESSETH:

WHEREAS, the City seeks to **[purpose of contract]**;

WHEREAS, the Consultant is to perform engineering services as needed and as requested by the City of Bristol, as outlined in the City of Bristol Request For Proposals 2PXX-xxx and the Consultant Proposal dated **[Proposal due date]**, representing that the Consultant is experienced and qualified to carry on such work;

NOW, THEREFORE, the City and the Consultant, for the consideration and in accordance with the terms and conditions hereinafter set forth, hereby agree as follows:

1. The Consultant hereby represents, warrants and covenants to the City as of the date hereof the following:
 - A. The undersigned representative of the Consultant has been authorized and empowered to execute this Contract by a Resolution of its Board of Directors.
 - B. The Consultant is experienced in the services required for the completion of services required within this contract, and the Consultant and its agents and employees are qualified to perform the duties contemplated under the Contract.
 - C. The Consultant employs and will maintain employment of during the term of the Contract, appropriate staff to complete the services outlined herein.
 - D. No statement of fact made by or on behalf of the Consultant in this Contract, in the Contract Specifications, or in any certificate or exhibit furnished to the City pursuant

hereto contains any untrue statements of a material fact or omits to state any material fact necessary to make statements contained therein or herein not misleading.

- E. The Consultant understands all the terms and conditions of this Contract, including the Contract Specifications, and hereby agrees to adhere to the Contract Specifications and attached Exhibits which are hereby made a part of the Contract.

2. EMPLOYMENT OF CONSULTANT:

The City hereby engages the Consultant and the Consultant hereby agrees to perform all of the services and furnish all of the records, materials, forms and supplies required by and in complete accordance with the City of Bristol's Request For Proposals ("RFP"), entitled 2PXX-xxx, a copy of which is attached hereto marked Exhibit A, and the Consultant's proposal dated [Proposal due date], a copy of which is attached hereto marked Exhibit B.

In the event that exhibits have different standards as to any performance requirement, the more stringent requirement shall prevail.

3. COMMENCEMENT AND COMPLETION:

- A. Following execution of this Contract, the Consultant shall commence work within five (5) working days from the date of an assignment of work, for which a purchase order shall be issued for said work assignment.
- B. The Consultant agrees to complete the work in accordance with the Contract Specifications set forth in Exhibits A and B.
- C. The Consultant agrees to adhere to the time schedule for the work as set forth in the Contract Specifications set forth in Exhibits A and B.

4. USE OF DOCUMENTS:

All files and/or drawings developed through this Contract shall be considered the property of the City of Bristol, whether or not an assignment is completed.

5. RESPONSIBILITIES OF THE CITY:

The City shall do the following in a timely manner so as not to delay the services of the Consultant and shall bear all costs incident thereto:

- 5.1 Pay the Consultant in accordance with the terms of this Contract.
- 5.2 Designate in writing a person to act as the City's representative with respect to the services to be performed or furnished by the Consultant under this Contract. Such person will have complete authority to transmit instructions, receive information, interpret, and define the City's policies and decisions with respect to the Consultant's services for the Project.
- 5.3 Assist the Consultant by placing at its disposal all available information pertinent to the work, including previous drawings or reports and, as applicable to the services, any other data relative to design or construction of a work assignment, all of which the Consultant shall be entitled to rely upon.

6. COMPENSATION:

The City agrees to pay to the Consultant the amount of **[amount in words]** **[amount in numbers]**, in accordance with amounts as outlined in Exhibit B, as compensation for the Consultant's services to be performed and the records, materials, forms and supplies to be furnished by the Consultant.

The Consultant and the City agree that payment for work completed shall be made within thirty days of performance of such services, or within thirty (30) days of receipt of properly executed invoice, whichever comes later.

7. INDEMNIFICATION:

The Consultant agrees to indemnify and save harmless, the City of Bristol, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the Consultant resulting from performance under this Contract, except to the extent caused by the negligent acts of the City of Bristol, or its officers, agents or employees.

8. INSURANCE:

The Consultant shall provide to the City a certificate of insurance, naming the City of Bristol as additional insured, for the following:

- General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- Automobile Liability in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.

Additionally, the Consultant shall provide to the City a certificate of insurance reflecting the following coverage:

- Professional Liability, in an amount not less than \$500,000.00 per occurrence and \$1,000,000.00 aggregate.
- Worker's Compensation as defined in the Connecticut General Statutes.

The Consultant shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is no statute of limitations specifically applicable to an assignment, the Consultant shall maintain coverage for a reasonable period after the date of substantial completion of the project, as agreed to by the City and the Consultant. The Consultant shall provide renewed certificates of insurance to the City thirty (30) days prior to the expiration of a certificate.

Any sub-consultant to the Consultant shall be likewise covered, and shall furnish certificates of coverage acceptable to the City before starting work.

9. ASSIGNMENT OF CONTRACT:

The Consultant agrees that it shall not assign, transfer or sublet the Contract, or any interest or part therein, without first receiving written approval from the City, and further agrees that any such assignment or transfer or subletting without prior written approval of the City shall, in every case, be null and void, and further agrees that such approval by the City shall not release

the Consultant from any responsibility or liability as set forth in this Contract and the Contract Specifications.

10. TERMINATION:

A. *TERMINATION BY THE CONCESSIONAIRE*

If the City fails to make payment as provided in Section 5.1 for a period of 30 days, the Concessionaire may, upon seven additional days' written notice to the City, terminate the Contract and recover from the City payment for work executed, including reasonable overhead and profit, costs incurred by reason of such termination, and damages.

B. *TERMINATION BY THE CITY FOR CAUSE*

The City may terminate the Contract if the Concessionaire

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to Subcontractors for materials or labor in accordance with the respective agreements between the Concessionaire and its Subcontractors;
- .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations or lawful orders of a public authority; or
- .4 otherwise is guilty of substantial breach of a provision of the Contract Documents.

When any of the above reasons exists, the City may, without prejudice to any other remedy the City may have and after giving the Concessionaire seven days' written notice, terminate the Contract and take possession of all materials prepared by the Concessionaire relative to this contract and may finish the work by whatever reasonable method the City may deem expedient. During the seven day notice period, the Concessionaire shall have the option to present to the City a plan to remedy the notice for termination for cause, which may be accepted by the City at its sole discretion. Upon request of the Concessionaire, the City shall furnish to the Concessionaire a detailed accounting of the costs incurred by the City in finishing the work.

When the City terminates the Contract for one of the reasons stated above in this section, the Concessionaire shall not be entitled to receive further payment until the work is finished.

C. *TERMINATION BY THE OWNER FOR CONVENIENCE*

The City may, at any time, terminate the Contract for the City's convenience and without cause, upon thirty (30) days' advance notice. Under such circumstances, this Agreement shall terminate on the date set forth in the notice from the City. The Concessionaire agrees to immediately prepare to cease performing all services on the date of termination and shall otherwise cease, to the extent practicable, incurring costs chargeable to the City under this Contract as of the date of termination. To the extent that the City elects (and Concessionaire hereby grants to the City the right to elect to do so in connection with termination of this Contract) to take legal assignment of subcontracts, the Concessionaire shall, as a condition of receiving the payments referred to in this Article and otherwise under this Agreement, at the City's sole cost and expense, execute and deliver all such papers and take all such steps, including the legal assignment of such subcontracts and other contractual rights of the Concessionaire, as the City may require for the purpose of fully vesting in the City the rights and benefits of the Concessionaire under such subcontracts. In the event an attempted termination by the City or excuse is not justified, it shall be deemed a termination under this Paragraph. The Concessionaire shall be entitled to receive payment for work executed, and costs incurred by reason of such termination of convenience, along with reasonable overhead and profit on the work not executed.

11. SEVERABILITY:

In the event that any part of any clause or provision of the Contract or Contract Specifications as set forth in Exhibits A and B are judicially determined to be invalid or unenforceable, it shall be deemed severable from the remainder of that clause or provision, and such remainder shall be binding upon the parties to this Contract.

12. WAIVER:

No action or failure to act by the City shall constitute a waiver of any right or duty afforded it under the Contract or Contract Specifications, nor shall it prohibit the City from future exercises of any such right.

13. ENTIRE AGREEMENT:

This Contract, including Exhibits A and B, contains the complete and entire agreement between the parties and may not be modified or amended except in a writing executed by the parties hereto.

14. GOVERNING LAW:

This Contract shall be interpreted and governed under the laws of the State of Connecticut and by the courts of the State of Connecticut.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals this

_____th day of _____, 20XX.

City of Bristol, Connecticut

[Company Name]

By _____
Mayor Ellen Zoppo-Sassu date

By _____
[Name], [Title] date

This Contract was approved by vote of the City Council of Bristol, Connecticut, on the _____th day of _____, 20XX.

Erica Cabiya
City Clerk

Approved as to form:
CORPORATION COUNSEL

Approved as to Technical Content:
PUBLIC WORKS DEPARTMENT

By _____
Corporation Counsel

By _____
Director of Public Works

Date: _____

Date: _____

Approved as to Appropriations:
BOARD OF FINANCE, CITY OF BRISTOL

By _____
Comptroller

Date: _____

STATE OF CONNECTICUT)
) ss. Bristol
COUNTY OF HARTFORD)

On this ____th day of _____, 20XX, before me, the undersigned officer, personally appeared **[Name]**, who acknowledged himself/herself to be **the Mayor of the City of Bristol**, a municipal corporation, and that he/she, as such Mayor, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself/herself as Mayor of the City of Bristol.

IN WITNESS WHEREOF, I have hereunto set my hand.

Notary Public

STATE OF CONNECTICUT)
) ss. Bristol
COUNTY OF HARTFORD)

On this ____th day of _____, 20XX, before me, the undersigned officer, personally appeared **[Name]**, who acknowledged himself/herself to be **[Title]** of **[Company name]** a corporation, and that he/she, as such **[Title]**, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself/herself as **[Title]**.

IN WITNESS WHEREOF, I hereunto set my hand.

Notary Public