

ADDENDUM TO
CITY OF BERLIN
REQUEST FOR PROPOSALS

Professional Assessing Services

2020 ASSESSMENT REVIEW

As an Addenda Item to the original RFP by the City of Berlin for General Assessing Services please add the following items under the Scope of Services section of the RFP. This amendment to the Scope of Services will address the need for the supervision and completion of the 2020 DRA Assessment Review process that is upcoming for the City. The following additional services will need to be completed:

- A. Requalification of all Exemptions and Tax Credits. This will occur by way of mailers generated and mailed to all current recipients of exemptions and tax credits in the City. Mailers will be created by the Contractor and mailed by the Municipality, at Municipality's cost. An estimated 521 mailers will be produced.
- B. Requalification of all Current Use properties. This will occur by way of mailers generated and mailed to all current use property owners and owned parcels currently enrolled in the New Hampshire Current Use program. Mailers will be created by the Contractor and mailed by the Municipality, at Municipality's cost. An estimated 130 mailers will be produced.
- C. Requalification of all Religious/Educational/Charitable properties by way of review of A-9 and or A-12's on file with the City. Contractor will review and determine continued eligibility of tax-exempt status and will mail letters to those properties in need of additional information to be compliant. There are an estimated 45 religious/educational/charitable properties in the City.
- D. Contractor will review all responses to items A, B and C and determine if additional information is required from the property owner. Contractor will mail letters to each property where additional information is required.
- E. Contractor will coordinate with and supervise City's Assessing Clerk to assist in the collection and retrieving of data to complete the above tasks.
- F. Contractor will work with the NH Department of Revenue Administration to achieve compliance with the Assessment Review process.