TO WHOM IT MAY CONCERN

Enclosed are specifications for the contractual service phase of the Town of Rochester Data Verification program. Companies interested in providing these services are invited to attend a pre-proposal conference at the Town Hall, located on 50 Scenic Road, Accord, New York on May 8, 2009.

The conference is intended to provide clarification of these specifications, where needed, and to respond to all technical inquires. All questions concerning these specifications shall be presented at the pre-proposal conference or mailed to:

Town of Rochester Town Clerk's Office at
PO Box 65
Accord, NY 12404.

Companies desiring to provide services according to these specifications must deliver 6 sealed copies of their proposal to The Town of Rochester Town Clerk at the address above, no later than May 21, 2009. Proposals received after this specified time will not be considered by the Town of Rochester.

Interviews will be held for companies that submit proposals at the discretion of the municipality. Proposal clarification and explanation will be the primary purpose of the interview. Therefore companies are encouraged to have their prospective project directors actively participate in this process.

PROPOSAL PROCESS SCHEDULE

EVENT	DATE
Issue RFP	April 15, 2009
Pre-Proposal conference	May 8, 2009
Receipt of Proposals	May 21, 2009
Conduct Company Interviews	May 28, 2009
Announcement of Successful Bidder	June 4, 2009

The Town of Rochester

The Town of Rochester assumes no liability for the costs incurred by a company in preparing its proposal for professional services in response to this RFP. The Town of Rochester reserves the right to reject any or all proposals. Companies which have submitted acceptable responses will be notified of contractor selection by mail after the final determination has been made.

Table of contents

Section 1 - Introduction
Section 2 - Profile of the Town of Rochester
Section 3 - General Responsibilities
Section 4 - Project requirements/Contractor's responsibilities

Section 1 – Introduction

This Data Verification of all real property is the result of a decision made by this municipality to achieve accurate data verification. It is the intent of the Town of Rochester to complete the data verification in accordance with New York State rules and procedures.
The Town of Rochester intends to solicit proposals from companies capable of undertaking and successfully completing a data verification program of approximately 4800 parcels of real property over a 9-month period. The Town of Rochester intends to select a company that has a successful history of undertaking and completing real property data verification projects. In addition, the company must have qualified personnel who have direct experience managing real property data verification projects. Data collectors must have completed the residential and commercial data collection course and be certified by NYSRPT.

Section 2 - Profile of the municipality of the Town of Rochester

The municipality is the Town of Rochester, Ulster County, New York. A detailed Town of Rochester summary:

Item	Quantity
Population	7300
School Districts	4
Special Districts	8
Square miles	88
Current EQ rate	84%
Outstanding building permits	700+

Year of last Data Collection for the Town of Rochester – 1997

Property Class	Description	Parcels
100	Agriculture	75
200	Residential	3,026
300	Vacant Land	1,261
400	Commercial	159
500	Recreational	9
600	Community Services	34
700	Industrial	6
800	Public service	18

900	Park and Forest	189
	Total	4,777

Section 3 – General Responsibilities – The Town of Rochester

Project management

The successful completion of this project depends on the cooperation of several participants and their ability to successfully complete their assigned tasks as required by this RFP. Following are the major responsibilities that must be performed by each. The project manager Cynthia Stokes Sole Assessor will be directing and prioritizing critical milestones of the project to include bi-weekly project reports to the Town Board. The administrator will provide general direction throughout the project and timely resolution of problems. The project manager is responsible for the audit process and establishment of verification parameters to insure quality control maintained throughout this project.

Section 4 – Project requirements/Contractor's responsibilities

The contractor is responsible for providing professional personnel capable of successfully accomplishing their responsibilities as defined in this RFP.

The contractor will be responsible for the following:

-Collection and update property inventory on each parcel
-Exterior verification of each parcel which will include inspection from the public ROW, or driveway confirming current property inventory of the Assessor's files.
-Correct any inaccurate information
-If necessary re-measure and re-list property inventory
-Total collection of missing inventory or new construction
-Put new inventory on property record card and sketch to scale
-Input inventory in RPS
-Take and download digital photos of all residential and commercial properties
-Print photo and place with each property record card
-Mail Data Mailers to property owners
-Review returned data mailers, update inventory on property record cards and computer
-Update sales file
-Review existing inventory in computer profile
-Digital data bank or upload photos of parcels into the computer system
-Review aerial photos of parcels and check for land types and outbuildings

Project timetable

Announcement of approved contractor	June 4, 2009
Start Data Verification	June 15, 2009
Completion of field review	December 31, 2009
Mailing of Data Mailers	January 15, 2010

Complete review of Data Mailers	March 1, 2010
Complete review of inventory edits	March 15, 2010

Project Status Control

The successful completion of this project depends upon proper coordination, planning and management throughout its duration. Therefore, the contractor must provide bi-weekly summaries of project status to the project manager. These reports will present accurate up to date project status; specifically contractor progress, possible problem areas, and remedial measures which are being undertaken.

The contractor shall also provide monthly reports containing the same type of information as the bi-weekly reports to the Town Board members.