



# TOWN OF DURHAM

8 NEWMARKET ROAD  
DURHAM, NH 03824-2898  
Tel: 603/868-8064

Date: January 9, 2025

## Request for Proposal - Durham, NH Statistical Update

The Town of Durham is requesting a proposal to complete a statistical update, in conjunction with the Town Assessor, of the taxable, non-taxable, and tax-exempt properties situated within the Town of Durham, New Hampshire. The primary commercial base in Durham is student housing. The update of the utility properties will be conducted by another Vendor. A full revaluation was completed in 2023, and previous statistical updates were performed in 2008, 2013, and 2018. Durham utilizes VISION appraisal software and Muni-Smart tax collect software. The effective date of value for the Statistical Update shall be **April 1, 2025**.

The Town of Durham, NH consists of approximately 2,663 parcels. The following is a break down of the parcel count as of 4/1/24:

1,860	Residential - Improved
89	Residential - Vacant
1	Residential - Mobile Home
190	Residential - Condo
12	Residential - Apartments
141	Commercial - Improved
1	Commercial - Vacant
17	Industrial - Improved
0	Industrial - Vacant
6	Utilities
159	Exempt Properties
45	Exempt UNH Properties
123	Current Use
19	Unknown Owner
2,663	Total

Sealed proposals will be made in accordance with the minimum specifications enclosed, will be made part of this invitation, and will be received by the Town Assessor at the Durham Town Hall, 8 Newmarket Rd, Durham, NH in the Building, Zoning, Planning, and Assessing Office no later than **February 3<sup>rd</sup>, 2025**, at 3 p.m., public bid opening to follow.

Any correction or modification to the proposal by the Vendor shall be made before the bid opening date and time, in writing. Any correction or modification must be sealed and clearly marked "Modification to Statistical Update RFP", with the name of the proposer. Vendor's proposal submission **shall contain the following**:

- a) Cover Letter. A cover letter which is signed by an authorized owner or agent of the Vendor, committing the Vendor's resources to complete the project on time and within the fee.
- b) Statement of Understanding. A statement confirming full understanding of the project as proposed in accordance with the Scope of Work described herein.
- c) Proof of Certification. Written certification of approval by the Department of Revenue Administration pursuant to Part 600, Administrative Rules. Each Vendor, corporation, partnership, or individual must hold from the time of submission of the proposal through the completion of all work hereinafter required.
- d) Contact Information. Complete contact information of the person or persons authorized to answer questions relating to the proposal.
- e) Description of the Vendor's Qualifications. A statement describing the Vendor's qualifications and experience and identifying the number of years engaged as a Vendor, corporation, partnership, or individual specializing in governmental tax revaluation services.
- f) References. A complete client list, including contact information, of municipalities to which it has rendered services during the last three (3) years. At least (3) such projects shall have been performed for a municipality whose assessment list is comparable or larger than the Town of Durham.
- g) Assigned Personnel. The written qualifications of all personnel assigned to this project in the form of a résumé. Assigned personnel shall be experienced and competent appraisers who have been approved first by the NH Department of Revenue Administration and the Town of Durham for the work contemplated by this proposal.
- h) Proposed Project Completion Schedule. The Vendor shall include an approximate project completion schedule recognizing the project completion date of August 1, 2025.
- i) Fee Schedule.
  - Broken down by task.
  - Identification of reimbursable expenses.
  - Fees and costs that would be charged in the event of an appeal beyond the local level.
  - Time and materials option including appeals.

## SELECTION CRITERIA AND RESERVATION OF RIGHTS

Proposal price shall be a consideration, but lowest dollar cost shall not be the sole criteria to be considered. Consideration in the awarding of the contract will be given to price, experience, competence, quality, personnel, the ability to meet the Town's time constraints, nature & size of the organization, and the quality of similar projects performed by the Vendor.

The Town of Durham reserves the right to reject any, or any part of, or all proposals; to waive informalities and technicalities and to accept the proposal that the Town deems to be in its best interest.

The Town of Durham reserves the right to undertake such investigation of the Vendor as it deems necessary to evaluate qualifications. The Vendor may be asked to execute releases to facilitate reference checks. Failure to execute a release if requested may result in disqualification.

## SCOPE OF SERVICES

**Good Faith:** The Vendor shall, in good faith, use their best efforts to assist the Town of Durham in determining accurate and proper market valuations for all taxable, non-taxable and tax-exempt properties, and will work closely with the Town's Assessor to ensure a successful project. The Vendor ensures that the assessing services shall be performed in a good workmanlike manner and in accordance with all applicable laws and rules in effect at the time of contract satisfaction.

**Public Relations:** If called upon by the Town Assessor, the Vendor will assist the Town in taking measures at all stages of the project to foster and maintain good relations with the taxpayers of the Town, Town Officials, Agents, and Town Employees. Such measures may include the dissemination of information to the taxpayers via appropriate local media that will serve to inform and educate the public at large of the following points:

- necessity of a Statistical Update program
- progress, status, and goals of the project
- necessity of data collection or verification
- necessity of property owner cooperation

**Personnel:** The Vendor's personnel shall always treat the taxpayers, residents, and Town employees with respect and courtesy. The Vendor shall take appropriate and meaningful disciplinary measures against those personnel who violate the terms of this provision.

The Town, at its sole discretion, shall have the right to request that any personnel involved in the project be removed for any reason it deems appropriate or in the best interests of the Town. The Vendor shall comply with this provision upon request in writing by the Town Assessor.

The Vendor shall not employ or compensate, in any way, a Town Officer, agent, or employee or any member of the family of such officer or employee in the performance of any work under the Contract.

For the grading, classifying, appraising and data collection of all property covered by this contract, the vendor shall only employ personnel who are:

- Certified by the DRA, in accordance with New Hampshire Code of Administrative Rules, ASB 303 for the work they will be performing; and
- Approved by the Town.

Upon approval of the contract and before the update begins, the Vendor shall forward to the DRA a list of the approved employees assigned to the update project.

The Vendor shall ensure that a DRA certified assessor supervisor will be working on the statistical update 100% of the time.

All personnel working outside The Town Offices or assigned office quarters will always wear an identification card, in a format acceptable to the Town's Assessor, on a conspicuous location upon their person. All personnel will be required to allow close inspection of the identification by any interested taxpayer or resident upon request

**Supplies, Office Space and Hours of Operation:** If required, the Town of Durham shall furnish the Vendor with sufficient office space/furniture and allow access to telephones and other equipment, as necessary, to carry out the terms of this contract. The Assessor's office shall be open during the regular hours maintained by the Town of Durham.

**Forms:** All forms utilized throughout the project shall first be approved by the Town Assessor; as to format, design, content, shape, size, color, and quality. Such forms are to include, but are not limited to income and expense forms, file control forms, quality control forms, telephone log forms, incident forms, inventory content forms, and the like.

All documents, records, data, and other material, in manual, mechanized or electronic form, procured or produced in the performance of the project will be the sole property of the Town at the conclusion of the project, as determined by the Town's Assessor.

**Assessor's Records:** The Vendor shall use a system of parcel accounting that is acceptable to the Town. Existing information will be provided to the Vendor by the Town in an acceptable electronic manner. The Vendor will be allowed access to existing manual assessing records on the premises.

**Data Collection:** All data collection, including interior inspections, measuring of buildings, re-inspecting and remeasuring, and updating photos where necessary, will be performed by the Town Assessor. Any parcel having had a building permit since April 1, 2024, will be reviewed by the Town Assessor with any changes recorded for the statistical update.

**CAMA System:** The Town of Durham utilizes Vision Assessment Software. All required data changes shall be performed by the Town and reviewed by the Vendor.

**Sales Review:** Only a DRA Certified Property Assessor Assistant pursuant to ASB 304.02 under the guidance of a DRA Certified Property Assessor pursuant to ASB 304.03 or DRA Certified Property Assessor Supervisor pursuant to ASB 304.04 may validate sales data. The Town Assessor will measure and list all sales used to determine benchmarks for the statistical update.

To ensure that appraisals will reflect full and true value, the Town shall provide to the Vendor a copy of all property transfers located within the Town for a minimum of two (2) years immediately preceding the effective date of the statistical update.

All property sales shall be included in the sales book by photocopy or printout of the property assessment record card and a photograph of the principal building(s) shall be attached thereto.

The sales price and terms of the sale shall be verified by the Town Assessor and a notation to that effect made on the property assessment record card along with the sale price, date of the sale, and date of inspection. The Town may request assistance with the verification of certain properties.

The completed sales survey showing the sales used and the analysis to indicate property values with documentation of the method employed and any location factors, together with neighborhood delineation maps showing front foot, square foot or front acre, rear acre unit values, or other appropriate units of comparison shall be delivered to the Town Assessor for approval and shall become the property of the Town with a copy provided to the DRA at the completion of the statistical update.

**Sales Analyses:** A sales analysis shall be conducted by the Vendor and the Town Assessor to include sales from within the Town of Durham and throughout the State of New Hampshire using accepted appraisal methods to determine land, building and total property values. Such analysis shall include documentation of the methods employed and examples of the analyses. Accepted methodology shall include the consideration of all sales given by the Town to the Vendor and their inclusion in the sales survey book with appropriate notations for those sales not used in the correlation of values.

Final unit values for all components used in the statistical update shall be presented to the Town of Durham for review and critique before valuation. This review by the Town will involve a complete review of each analysis conducted, and the documentation of the verification and adjustment process.

The development history and all analyses performed throughout the statistical update shall be documented and left with the Town at the conclusion of the project as a part of the project deliverables.

1. Land Analysis:

- a) All verified vacant land sales shall be inspected by the Town Assessor for unusual physical characteristics.
- b) The Land Residual method or other recognized land valuation methodologies shall be employed as a cross-reference to unit values developed via the analysis of raw land sales.

2. Building Analysis:

- a) Building unit values shall be determined by the analysis of construction costs in the local area.
- b) The ultimate result of the construction cost analysis shall be the establishment of replacement costs new for all types of structures found throughout Durham.
- c) Replacement costs new shall be the starting point for all other calculations utilized in the cost approach to value.

3. Depreciation Analysis:

- a) Depreciation analyses shall be performed on all sales of older buildings.
- b) Replacement costs new shall be the starting point for the calculations of all depreciation influences in the market.
- c) High and low end points, as well as depreciation curves and final depreciation schedules shall be taken directly from the local market.
- d) Final depreciation schedules of all kinds will be documented before final reviews and establishment of final values.

4. Economic Rent Analysis:

- a) An analysis of economic rent levels for all commercial and industrial and apartment space shall be performed.
- b) Information providing the basis of these analyses shall be taken from interviews with tenants, managers, and brokers, and through income and expense questionnaires mailed to owners of leased commercial, industrial, and apartment space throughout Durham, to be mailed at the Town's expense.
- c) Questionnaires sent to wholly owner-occupied properties will request that the expense section be completed.
- d) All information received shall be of a confidential nature and shall not be disclosed to anyone outside the Vendor or assessing staff.
- e) Data received through this collection process shall be compiled in spreadsheet form and will form the basis of raw data to be analyzed.
- f) Separate income, vacancy, and expense models shall be developed for each classification of commercial, industrial, and apartment property throughout the Town.
- g) Income and expense models shall be sufficiently flexible to reflect the varying characteristics of the Town, physical conditions and desirability of the various spaces.

- h) Final models will be indexed and tabulated in schedule form, with instructions for appraiser application.
- i) Final models will be tested against sales or known market values for tests of reasonability and accuracy.
- j) Final models and market tests shall be presented to the Town for review and approval prior to the application in the final review process.

5. Capitalization Rates:

- a) An analysis shall be undertaken to determine proper capitalization rates for the various income producing space throughout Durham.
- b) Where possible, rates should be determined from the sales of income producing space where the income and expenses are known.
- c) Market surveys will be performed utilizing standard and acceptable sources of economic data publications.
- d) Final capitalization rates shall be indexed and tabulated according to the property types, classes, and locations to be applied.
- e) Final models and market tests shall be presented to the Town for review and approval prior to the application in the final review process.

**Valuation Process:** The Vendor in conjunction with the Town Assessor shall assign estimates of fair market value as of the effective date of valuation for all taxable, non-taxable, and tax-exempt properties in Durham. The Vendor in conjunction with the Town Assessor shall also make diligent efforts to ensure uniformity in the application of influence factors and schedule assignments, as well as the accuracy of codes, classification, and data.

- a) Preliminary Values: after submission and acceptance of the various analyses and final models as described in the previous section; preliminary values shall be generated for all taxable, non-taxable, and tax-exempt properties. A preliminary ratio study will be performed at that time and delivered to the Town for reference.
- b) Final Reviews: all properties will receive an on-site review by experienced, qualified, and accepted appraiser and the Town Assessor. The appraiser will review each property for:
  - 1) proper classification
  - 2) data accuracy
  - 3) accurate assignment of codes and parameters, percent complete and other indicators of value
- c) All properties will be appraised using accepted mass appraisal methods, including but not limited to, the cost approach, income approach, and the market-sales comparison approach to value. The Vendor in conjunction with the Town Assessor shall ensure a final comprehensive review of each parcel for reasonability of the preliminary estimates of value and will modify the valuation parameters as required.

**Town Review:**

- a) The Vendor, after performing maintenance of values resulting from field reviews, shall turn over the refined preliminary estimates to the Town for review of conclusions.
- b) Upon completion of the in-field final reviews, maintenance, and final pricing, the Vendor and the Town Assessor shall perform a sales ratio analysis and deliver to the Town for review.
- c) Upon completion of the reviews by the Town, the records will be returned to the Vendor, with the results of their reviews and recommendations for action, if any.
- d) The Vendor shall review the recommendations and perform those requests for action or discuss alternate measures.

**Notices of Value and Informal Reviews:** Once preliminary values are available, notices of value will be mailed to each property owner at the expense of the Town. Taxpayers will be given an opportunity to informally discuss the value with the Vendor and the Town. A place of mutual agreement will be determined, and the Town will assist in the coordination of informal hearings.

**Training:** The Vendor shall provide training to the assessing staff in the methodologies and procedures used in the project sufficient for the staff to maintain the methodology until the next update.

**Formal Appeals:** The Vendor will also provide a fee schedule detailing the costs for support for abatements at the local level.

The vendor will also provide a fee schedule detailing the costs for appeals to the BTLA or Superior Court.

**Turnover:** Upon final maintenance of all properties by the Vendor and the Town Assessor, no later than **August 1<sup>st</sup>, 2025**, the Vendor shall deliver to the Town, in completed and final form and in good order, the following deliverable products:

- a) an estimate of fair market value for all properties situated within the Town which were appraised by the Vendor and the Town Assessor.
- b) A **USPAP Compliant Final Appraisal Report** (RSA 21-J:14-b, 1, (c)) shall be prepared in conjunction with the Town Assessor. This report shall follow closely the most recent Edition of the Uniform Standards of Appraisal Practice (USPAP). The report shall contain, at a minimum, the following:
  - A letter of transmittal to include a signed and dated certification statement;
  - Sections detailing:
    - The scope of work;
    - The development of values;
    - Time trending analysis;
    - Land and neighborhood data;
    - Improved property data;
    - Statistical testing, analysis, and quality control; and,



- The development of approaches to value used in the statistical update of properties.
- Appendices which may include, but not be limited to:
  - Work plan;
  - Neighborhood maps;
  - Names and levels of DRA-certified individuals authoring or assisting with the development of the USPAP compliant report;
  - CAMA system codes;
  - Identification and description of zoning districts;
  - Qualified and unqualified sale codes; and,
  - Other useful definitions or information.

The Vendor shall bind the USPAP Compliant Final Appraisal Report for use as an appraisal manual. The Vendor shall instruct the Assessors in the use of the manual so that the assessors shall understand the appraisal process being utilized. Upon completion of the statistical update, the Vendor shall deliver one copy of the manual to the Assessor's Office and one copy to the Department of Revenue Administration.

All information utilized in the completion of this project shall be turned over to the Town by **August 1<sup>st</sup>, 2025**. All data shall be accepted by the Assessor before the project can be considered complete.

The original or a copy of all records and computations, made during this project shall always be the property of the Town and upon completion of the project or termination of the contract by the Town, shall be left in good order in custody of the Town's Assessor.

**Services To Be Performed By The Municipality:** The Town shall furnish to Vendor information such as but not be limited to: the current ownership information of all property; the physical location of all property; property address changes within Municipality; all property transfer information; a set of current tax maps; zoning maps; plans; building permits; subdivisions; boundary line adjustments and mergers; and, other information as specified by Vendor for the services being provided.

The Town shall make available building permits relevant to the project.

The Town shall furnish the Vendor sales information relevant to the project in a format acceptable to both parties.

The Town will furnish reasonable access to the assessing software and other applications or programs to facilitate the project.

The Town shall make corrections to tax maps as of April 1, 2025, of the update year where lots have been subdivided or apportioned and notify the Vendor of all ownership, name and address changes of which it has knowledge.

The Town shall provide suitable office space with desks, tables, and chairs for the use of the agents and employees of the Vendor in performing their necessary work.

The Town, at its own expense, will be responsible for mailing all communications including introductory letters, income/expense data collection forms and notices of value/informal hearings.

The Town shall coordinate a schedule for informal hearings and shall provide a location for same.

### **CHANGES, SUBLETTING, COMPLETION DATE & TIME SCHEDULE**

#### **A. Changes and Subletting of Contract; Revisions, Modifications, Subletting**

The Vendor shall not change, modify, assign, transfer, delegate or sublet the contract, or any interest or part therein without first receiving written approval from the Town of Durham, the Department of Revenue Administration, and the bonding Company. It shall be mutually agreed and understood that said consent by the Town shall in no way release the Vendor from any responsibility or liability as covered in these specifications and contract.

#### **B. Time Schedule**

**The project shall start no later than thirty (30) days after execution of the contract or other schedule agreed upon by the parties in writing.**

**All pertinent information including supporting documentation shall be finalized and turned over to the Town no later than August 1<sup>st</sup>, 2025.**

#### **C. Assessment Date**

The completed project will be the basis for an **April 1, 2025, assessment date**.

### **GENERAL CONDITIONS**

#### **A. Cancellation and Material Breach**

If the Vendor does not pay its debts as they shall become due, or if a receiver shall be appointed for its business or its assets and not voided within sixty (60) days, or if the Vendor shall make an assignment for the benefit of creditors, or otherwise, or if interest herein shall be sold under execution or if it shall be adjudicated insolvent or bankrupt, then and forthwith thereafter, the Town shall have the right at its option and without prejudice to its right hereunder to terminate the contract and withhold any payments due.

Should the Vendor fail to fulfill, in a manner deemed timely and satisfactorily to the Town, its obligation under the contract, or if the Vendor should violate any of the material covenants, conditions or stipulations of the contract, which failure or violation shall continue and is not cured for fifteen (15) days after written notice and description of said failure or violation is provided by the Town and is received by the Vendor; then the Town shall have the right to terminate the contract by giving written notice to the

Vendor of such termination and specifying the effective date thereof, at least seven (7) days before the effective date of such termination; and the Vendor shall remain liable for the breach of the contract by the Vendor.

If this termination clause is invoked, the Vendor, its agents and employees shall, at the Town Assessor's direction, vacate the office space provided by the Town in an orderly fashion, leaving behind all records, properly filed, and indexed, as well as all other property of the Town, in good condition. Any funds held by the Town under the contract shall become the property of the Town to the extent necessary to reimburse the Town for its cost in obtaining another Vendor and supervising the transition. To the extent that any funds held by the Town under the contract do not cover the Town's costs to obtain another Vendor and to supervise the transition, the Vendor shall be liable to the Town to reimburse the Town for such costs. Termination of the contract and retention of funds by the town shall not preclude the Town from bringing an action against the Vendor requesting damages or exercising any other legal, equitable or contractual rights the Town may possess in the event of the Vendor's failure to perform, including but not limited to, recovery costs and attorneys' fees.

**B. Excusable Delays**

In no event shall either party be liable to the other for any delay or failure to perform which is due to any act of God, or actions of civil or military authorities, civil disturbance, wars, strikes, fires, natural catastrophes, or other similar causes beyond the control and without the fault or negligence of the party claiming excusable delays.

**C. Deliverable Products**

All documents, records, data, and other material, in manual, mechanized or electronic form, procured or produced in the performance of the project will be the sole property of the Town at the conclusion of the project, as determined by the Town Assessor.

**PROTECTION OF THE TOWN**

**A. Bonding**

The Vendor shall, to secure the faithful performance of the terms of the contract, furnish to the Town a Performance Surety Bond within fifteen (15) days of the execution of the contract, in the amount of the contract, such bond shall be issued by an admitted bonding company licensed to do such business in the State of New Hampshire within an A.M. Best Company rating of "A+" or better. Said bond shall be delivered to the Town prior to the commencement of actual work and shall be in a form satisfactory to and approved by the Town Attorney. This bond shall secure performance of all the Vendor's obligations under the contract.

## B. Indemnification and Insurance

1. The Vendor agrees to defend and indemnify the Town against claims for bodily injury, death, and property damage, which arises during the Vendor's performance of the contract.
2. The Vendor shall not be responsible for consequential or compensatory damages arising from the late performance or non-performance of the agreement caused by circumstances, which are beyond the Vendor's reasonable control.
3. The Vendor shall maintain public liability insurance, automobile liability insurance and workmen's compensation insurance.
4. The public liability insurance shall be in the form of commercial general liability with the inclusion of contractual liability coverage and shall provide limits of:
  - a) \$1,000,000 each person.
  - b) \$1,000,000 each occurrence for bodily injury liability, and
  - c) \$1,000,000 each occurrence for property damage liability; and
5. The automobile liability insurance shall be in the form of comprehensive automobile liability and shall provide limits of:
  - a) \$1,000,000 each person; and
  - b) \$1,000,000 each occurrence for bodily injury liability; and
6. The Vendor shall provide to the Town:
  - a) Certificates of insurance, written by an insurer licensed in the State of New Hampshire, confirming the required insurance coverage shall be provided to the Town; and
  - b) A ten (10) day written notice of the cancellation or material change in the required insurance coverage.

## C. Liquidated Damages

1. Failure of the Vendor to complete all work, as described in the Turnover section of the Scope of Services, prior to the date specified herein, **August 1<sup>st</sup>, 2025**, shall cause the Vendor to pay the Town **ONE HUNDRED DOLLARS (\$100.00)** per calendar day beyond the specified date of completion. Said amount being stipulated by the parties as reasonable and not greatly disproportionate to the presumable loss or injury. Such loss or injury being real but uncertain in amount or difficult to prove, causing the parties to liquidate them in advance.

2. These liquidated damages, if applied, shall be deducted from the contract price. Delays occasioned by war, strike, explosion, or acts of God or an order of court of competent jurisdiction are exempted.

#### D. Warranties

The Vendor represents and warrants that any services provided by the Vendor hereunder, shall be rendered in a professional manner by qualified personnel trained and skilled in the performance of the specific service involved and that the Vendor shall employ qualified personnel in such positions as are necessary to execute or to fulfill all the terms and conditions of the agreement and that such personnel shall possess the minimum qualifications previously stated in this document.

### **PAYMENT SCHEDULE**

The Vendor will submit monthly itemized invoices that accurately indicate the extent and nature of the work performed by volume, street, category or in any other manner required by the Assessor. Payment shall be within thirty (30) days of invoice date.

**Upon the Assessor's determination that the invoice accurately portrays the work performed during the previous month, a percentage payment, representing ninety (90) percent of the proportion of the total work completed for that month shall be paid to the Vendor.**

Ten (10) percent of the total contract amount shall be withheld until such time as the Assessor determines the Vendor has performed fully and satisfactorily all its obligations, requirements, and litigation support under the terms of the contract. All monthly progress reports and work completed will be subject to the review and approval of the Assessor.

# Request for Proposal - Durham, NH Statistical Update of All Properties in Durham

## FORMAT AND CONTENTS

Proposals shall include the following information. Indicate with an (X) in the box at the left that they have been included with the proposal:

- Cover letter with a statement committing the vendor’s resources to complete the project on time and within fee.
- A statement of full understanding of the project as proposed herein.
- A statement recognizing a completion date of **August 1, 2025**.
- Name, telephone number and e-mail address (if available) of person(s) to be contacted for further information and clarification. The name of a person to whom all official notices or correspondence shall be sent, and the correct mailing address of the individual.
- Listing of all municipal related work completed during the past three (3) years, including client contact, telephone number, and size of municipality (indicated by number of real estate parcels, scope of services rendered, and date completed).
- Listing of all municipal related work now underway or under contract, including client contact, telephone number, size of municipality (indicated by number of real estate parcels, scope of services rendered, and date to be completed).
- Listing of personnel to be assigned to the project including years of experience in current position and other positions, municipalities served and their roles in those revaluations. Résumés of personnel assigned along with certifications, designations, licenses, or other documentation indicating the assigned personnel meet the required minimum qualifications.
- Indication of the number of years engaged as a company, firm, corporation, partnership or individual specializing in the type of work outlined in the project.
- Estimated date of completion if prior to **August 1, 2025**.
- Sample invoice and progress report.
- Costs
 

Price Per Parcel	\$ _____
Total Price Bid	\$ _____
Defense of values @ local level/per parcel	\$ _____
Defense of values @BTLA/SC/per parcel	\$ _____
Supplemental Costs	\$ _____
Time & Materials	\$ _____

That the pricing contained in this submittal is valid until \_\_\_\_\_ (date).

Addenda Acknowledgement

Receipt of \_\_\_\_\_ (No.) addenda is hereby acknowledged.

Optional additional comments by vendor \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respectfully submitted

\_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Company Name Printed Name of Individual Signing  
Proposal

\_\_\_\_\_  
Address 1 Title

\_\_\_\_\_  
Address 2 Telephone

\_\_\_\_\_  
City, State and Zip Code Fax Number

\_\_\_\_\_  
Date Submitted E-Mail Address

Person signing proposal must be a person in your company authorized to sign a contract with the Town of Durham.

\_\_\_\_\_ We are not submitting a proposal for this project, however, please continue to send us bids and proposals in the future.