



CORCORAN CONSULTING ASSOCIATES, INC.

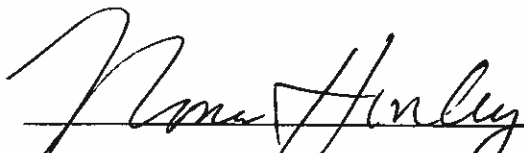
**RFP0023-092619**  
**PRICE PROPOSAL FOR FULL MEASURE AND LIST APPRAISAL AND**  
**REVALUATION FOR THE CITY OF NASHUA, NEW HAMPSHIRE**  
**TAX YEAR 2019 THROUGH TAX YEAR 2022**

A sum total of \$1,285,000 dollars pursuant to the terms of the agreement as defined in Section 3 of the RFP and the "Additional Scope of Work" section itemized on page 14 of the RFP.

Payment shall be dispersed as follows:

| <u>Year of Work</u> | <u># of Parcels</u> | <u>Type of Work</u> | <u>Annual Payment</u> |
|---------------------|---------------------|---------------------|-----------------------|
| 2019                | 7,140               | Measure and List    | \$240,000             |
| 2020                | 7,140               | Measure and List    | \$240,000             |
| 2021                | 7,140               | Measure and List    | \$240,000             |
| 2022                | 7,140               | Measure and List    | \$240,000             |
| 2022                | 28,560              | Revaluation         | \$325,000             |

Our price proposal will remain in effect for a minimum of 30 days starting with the official due date of the bid of September 26, 2019. We appreciate this opportunity to supply you with a proposal and we look forward to working with the City of Nashua

  
\_\_\_\_\_  
Authorized Signature, Monica Hurley, CNHA  
Vice President  
Corcoran Consulting Associates

  
\_\_\_\_\_  
Date



CORCORAN CONSULTING ASSOCIATES, INC.

**RFP0023-092619  
PROPOSED CONTRACT FOR FULL MEASURE AND LIST APPRAISAL AND  
REVALUATION FOR THE CITY OF NASHUA, NEW HAMPSHIRE  
TAX YEAR 2019 THROUGH TAX YEAR 2022**

September 25, 2019

Ms. Kim Kleiner  
City of Nashua  
Administrative Services Director  
229 Main Street  
Nashua, NH 03060

**RE: RFP0023-092619  
Proposal Response**

Dear Ms. Kleiner,

Please find enclosed our firm's bid proposal for the above referenced RFP to the City of Nashua. The bullets are based on the outline listed on page 15 of the RFP.

- A. Our firm is Corcoran Consulting Associates and we provided municipalities with assessing services in New Hampshire for over 35 years. We are a New Hampshire based company founded in 1983 and our revaluation and assessing work is solely in New Hampshire. We are experts in every stage of revaluations and general assessing services as well as fully knowledgeable of New Hampshire state statutes that govern assessment practices. Our corporate headquarters is located in Wolfeboro, New Hampshire but the majority of the project team that will be assigned to the Nashua project live and work in Southern New Hampshire.

We pride ourselves on our attention to detail and our communication skills with our clients and our taxpayers. We strive to always be courteous and respectful of taxpayers and help them with any concerns or questions that they may have. Our policy is to be an advocate for the taxpayer while still maintaining equity in the assessment rolls.

Our firm has current working contracts in twelve (12) communities throughout New Hampshire. All of our clients are referenced on page 6 of this proposal. Our communities served range from 500 parcels to 12,000 parcels.

Our talented staff is comprised of fifteen (15) employees all with proper designations from the State of New Hampshire Department of Revenue Administration.

We have appraisal staff that specialize in commercial and industrial valuations; waterfront valuations; utility valuations; residential neighborhood delineations and cost modeling. Our main expertise is providing General Assessing services and Cyclical Revaluations. The majority of our clients have instituted the cycled inspection process by which one fourth of a community is measured and listed annually with the fifth year being a full reevaluation year.

This proposal would have us complete the same but over a four-year process with the last quarter of the City being measured and listed during the same time as the revaluation process. We envision the process would conclude with the fourth year of cycled inspections started in November 2021 and be completed by May 2022 in order to focus on the analysis and CAMA updating in May through July 2022. Presentation of final values to your Assessing Department/Town Council would occur the first week of August and notices and hearings would be during the month of August with final turn over for approval by September 1, 2022.

Your proposed Project Managers would be Monica Hurley, CNHA, Vice President of Corcoran Consulting Associates and Jay Ferriera, Senior Appraiser. Ms. Hurley shall retain general oversight of all operations occurring on the Nashua project. Ms. Hurley has over 20 years of assessing experience including extensive experience with various CAMA software systems. Ms. Hurley's resume is included in the addenda of this proposal along with her personal contact information. Jay Ferriera shall be assigned as the Co-Project Manager, responsible for the supervision of all assigned contract employees to the Nashua project. Mr. Ferriera will coordinate all activities between the Contractor and the City of Nashua's designee and the City's Assessing Department. Mr. Ferriera's resume and personal contact information is included in the addenda of this proposal.

The full list of our employees and their expertise and certification level are as follows:

| <b>Name:</b>             | <b>Company designation:</b>  | <b>Certifications:</b>  |
|--------------------------|--|---|
| Wil Corcoran             | CEO Corcoran Consulting  | NHDRA-Supervisor, Certified New Hampshire Assessor, specializes in Comm/Industrial and Utilities (36 years)   |
| Marybeth Walker          | President, District Manager Eastern Division; Appraisal Supervisor                                   | NHDRA-Supervisor, Certified New Hampshire Assessor (20 years)   |
| Monica Hurley            | Vice President, District Manager Western Division; Appraisal Supervisor; Legal Supervisor/Consultant | NHDRA-Supervisor, Certified New Hampshire Assessor, Specializes in Comm/Industrial and utility property valuations; lead legal consultant for firm (19 years) |
| Ron Doyon                | Field Supervisor/Appraiser Comm/Industrial & Res   | NHDRA-Property Assessor (20 years)  |
| Ben Lafond               | Field Appraiser- Assessor Comm & Res   | NHDRA-Property Assessor (10 years)  |
| Jay Ferreira             | Field Appraiser/Assessor- Comm & Res   | NHDRA-Supervisor, Certified New Hampshire Assessor, Massachusetts Assessor, Specializes in Comm/Industrial properties (27 years)                              |
| Brian Hathorn            | Field Appraiser – Comm/Industrial & Residential  | NHDRA-Assessor Assistant (30 years)   |
| Susan Henderson- Daniels | Senior Data Collector- Residential/ Data entry specialist  | NHDRA-Assistant Assessor (16 years)   |
| Steve Marquis            | Senior Data Collector- Residential   | NHDRA-Assistant Assessor (10 years)   |
| Jared Hynes              | Senior Data Collector-Residential  | NHDRA-Assistant Assessor (6 years)  |
| Catherine Walker         | Senior Data Collector- Residential/Data entry specialist   | NHDRA-Assistant Assessor (4 years)  |

As of this time, we do not subcontract out any of our services. We are not opposed to the idea of working with another firm to complete this project if that is what the City feels is best for the project. This would only be done by the direction and approval of the City.

- B. Our most recent clients that are most comparable to the proposed Nashua project would be *Dover* (ongoing cycled inspections and updates/revaluations with 12,000 parcels). We have been the contracted assessing firm in Dover for over 20 years. Please contact Mr. Dan Lynch at 603-743-6031. The Town of *Derry* is another client that we serviced as the contract assessing firm for over 30 years (contract ended June 30, 2019). This community has over 11,500 parcels and we provided cyclical inspections for the last 15 years with a measure and list program of approximately 2,300 parcels annually. This included all sales and building permits listed. We also recently provided a statistical update to values for the 2018 tax year. Please contact Mark Jesionowski at 603-432-6104.

We are also the contracted assessing firm in *Pelham* with 5,500 parcels. The cycled inspection program is in place there as well with approximately 1,400 parcels measured and listed annually on a rotating basis. Our firm just recently completed a statistical update for the 2019 tax year. Please contact Susan Snide at 603-635-3317. Other communities that utilize our services to complete cycled inspection processes annually are Gilford, Holderness, Pembroke, Bow, Barrington, Plaistow and Peterborough. Those communities are listed in this response as well as contact information.

- C. Our anticipated approach to completing this project is outlined in two parts. First is the **Data Collection Process**. We would anticipate beginning the measure and list process utilizing the City's approved data collection guidelines in November/December 2019. We would have several start up meetings with our proposed staff and the City's designees and City's Assessing staff to make sure that all expectations are stated prior to the actual measuring. These meetings would be done to review the current data collection manual, make any necessary changes or adjustments to the current manual; review concerns the City and or the Contractor has; outline a plan of action for call backs; outline specific days throughout the coming months for progress reports. We would work with your City's Assessor's Office to identify which areas will be measured and listed first and plan the coming four years of measuring schedules. We will work to ensure the public is notified about which areas our staff will be working in for each of the four years. We will rely on your Assessor's office to supply our firm with building permits and sales to measure and list as well annually. We will also come up with a quality control schedule for our project managers and field supervisors to review completed field work. In order to facilitate the data entry process, we would request, if possible, that a remote access portal be provided to the CAMA system in order to key off site as needed. This is time

and cost effective for all parties so data entry staff will not have to travel on site to complete the data entry and photo upload process.

The second part will be the Revaluation Process. The analysis and review for this portion of the project will begin in January 2022 with a field review of all qualified sales from the previous 12 months for residential and previous 18 months for commercial and industrial properties. From there, CAMA tables will be recalibrated after the spring 2022 tax bills are issues so as not to disrupt the billing process. Once tables (both land and building) are recalibrated and tested, we will begin the parcel by parcel field review process of the City utilizing the newly established preliminary values during the months of May through July 2022. This will be done by DRA-certified property assessor supervisors. A preliminary valuation report along with a list of tables that were adjusted will be reported to the City's Assessing Department, City's designee and DRA representative prior to public presentations of values.

Our firm has extensive experience with the processes and mechanics that go into the cycled inspection process and the update and revaluation processes in New Hampshire. Several of our staff members are CNHA (Certified New Hampshire Assessors) and many are at the Supervisory Level with the New Hampshire Department of Revenue Administration. We are fully prepared and staffed to handle this project in a timely and professional manner for the City of Nashua. We have extensive public relations experience which will be used to help taxpayers understand the revaluation process and why revaluations are necessary. Lastly, we have a proven record of successful valuation defense at the Board of Tax and Land Appeals and Superior Court.

D. The following is our fee proposal for this project:

A sum total of \$1,285,000 dollars pursuant to the terms of the agreement as defined in Section 3 of the RFP. Payment shall be dispersed as follows:

| Year of Work | % or # of Parcels | Type of Work     | Annual Payment |
|--------------|-------------------|------------------|----------------|
| 2019         | 7,140             | Measure and List | \$240,000      |
| 2020         | 7,140             | Measure and List | \$240,000      |
| 2021         | 7,140             | Measure and List | \$240,000      |
| 2022         | 7,140             | Measure and List | \$240,000      |
| 2022         | 28,560            | Revaluation      | \$325,000      |

Measure and list services include initial visit and measure; call backs (one by way of letter/postcard requesting inspection); new images; data entry; bi-weekly progress reports (either in person or via email); public relations; new data collection manual generated (2019 year adjustments to existing and final 2022 manual).

Revaluation service includes analysis; recalibration of all tables (including base year and depreciation); income and expense mailers and analysis of responses; presentations of preliminary analysis; parcel by parcel full City review; public relations; mailing of

notices; hearings; mailing of second notices to those property owners that attending a hearing; USPAP manual; finalized data collection manual.

These figures are on a not to exceed basis.

Our review of informal abatements is included in the above pricing (3.7 of the RFP). The amount or terms of compensation to be paid by the municipality for assessing services to support and defend assessments that are appealed to the BTLA or superior court, if not included in Section 3 of the agreement, quoted on an hourly or daily basis plus expenses is \$200 hourly / \$1,600 daily.

E. References for the City of Nashua's review as follows from our current client list:

***Current Client References – Corcoran Consulting Associates, Inc.***

| <b>Client</b>        | <b>Contact Person</b>  | <b># Years</b> | <b>Nature of Services</b>   |
|----------------------|--|----------------|---|
| City of Dover        | Dan Lynch, Finance Director – 743-6031                                     | 21             | Full Service City Assessors<br>Annual Revaluations – 12,000 parcels       |
| City of Somersworth  | Bob Belmore, City Mgr – 692-9516;<br>bbelmore@somersworth.com              | 13             | Full Service City Assessors - Cyclical<br>Revaluations – 4,300 parcels    |
| Town of Barrington   | John Scruton, Manager<br>664-9007  | 3              | Full Service Assessor's Agents - Cyclical<br>Revaluations – 3,400 parcels |
| Town of Gilford      | Scott Dunn, Manager - 527-4700   | 24             | Full Service – Town Appraisers<br>Annual Revaluations – 6,800 parcels     |
| Town of Pembroke     | David Jodoin, Administrator<br>485-4747; djodoin@pembroke-nh.com           | 6              | Full Service – Town Appraisers<br>Annual Revaluations – 3,000 parcels     |
| Town of Plaistow     | Mark Pearson, Town Mgr.<br>382-5200  | 22             | Full Service – Assessor's Agent<br>Annual Revaluations – 3,300 parcels    |
| Town of Peterborough | Rodney Bartlett - Town<br>Administrator – 924-8000                         | 17             | Full Service – Assessor's Agent<br>Assessment Updates – 3,400 parcels     |
| Town of Holderness   | Michael Capone – Administrator<br>968-2145                                 | 16             | Full Service – Assessor's Agents<br>Assessment Updates – 1,900 pcls       |
| Town of Bow          | Dave Stack, Manager<br>228-3354; dstack@bownh.gov                          | 17             | Full Service – Assessor's Agents<br>Assessment Updates – 4,000 parcels    |
| Town of Newington    | Jan Stuart, Selectman –<br>436-7640  | 17             | Full Service – Assessor's Agents<br>Assessment Updates – 550 parcels      |
| Town of Pelham       | Susan Snide, Clerk –<br>508-3080;<br>ssnide@pelhamweb.com                  | 15             | Full Service – Assessor's Agents<br>Assessment Updates – 5,800 parcels    |
| Town of Henniker     | Helga Winn<br>Assessing Clerk – 428-3221 x 2;<br>hennikerassessing@tds.net | 2              | Full Service – Assessing Agent (through<br>2018) 1,950 parcels            |

F. Use of Effective Year Built: Effective year built, or EYB, is derived from the market place. Sales analysis during the process will help determine the proper application of effective year built to each property and will be applied consistently throughout the City. Grades, which are separate from EYB, are also derived from the market place but are related to style and overall appeal of the property verses how well the property has been maintained. These methods and explanations can be reviewed in more depth as the project gets underway.

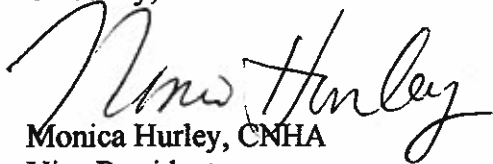
Our Current Client List and Applicable CAMA software used:

Barrington: Avitar  
Dover: Univers/CLT  
Newington: Univers/CLT (in process of conversion to Vision)  
Somersworth: **Patriot**  
Plaistow: Univers  
Pelham: Vision  
Bow: Vision  
Pembroke: Vision  
Henniker: Vision  
Holderness: Avitar  
Peterborough: IAS World/CLT  
Gilford: Univers

As you can see from the above list of our current communities served, we have a community that operates on the **Patriot CAMA** system. Corcoran Consulting Associates can service the City of Nashua utilizing the Patriot system as our staff has experience with this software system. We are also able to accommodate any other widely used CAMA system that the City of Nashua may choose in the future.

Additional resumes can be obtained upon request. We are also available for any presentations that the City requests. Please feel free to contact me directly at 603-533-6689 (private cell phone not for public distribution) or email me at [mkchurley@comcast.net](mailto:mkchurley@comcast.net) should you have any questions or concerns about our company or this proposal.

Sincerely,



Monica Hurley, CMHA  
Vice President  
Corcoran Consulting Associates, Inc.



**ADDENDA: RESUME AND STAFF YEARS OF SERVICE**

**Monica Hurley, CNHA  
Bedford, NH**

**PROFILE:**

- 19 years of professional experience as an Assessor
- Mass appraisal experience in valuing commercial, industrial, current use and residential properties in New Hampshire, Maine, Vermont and Massachusetts.
- Experience in conversions of CAMA systems into Vision CAMA
- GIS and Cartographics systems knowledge
- Experience in valuation of waterfront properties
- Extensive experience in the valuation of commercial and industrial properties.
- Valuation experience with large communities of 10,000 -15,000 properties.
- Extensive Board of Tax and Land Appeals and Superior Court experience. Including trial preparation and expert testimony.

**EXPERIENCE:**

2016 to Present: *Vice President, Corcoran Consulting Associates, Inc.* In charge of operations and oversight of all assessing activities in Central and Southern New Hampshire. Responsible for all marketing activities including website design and maintenance. Responsible for requests for proposals and new and renewing contracts. Oversight of all large commercial and industrial assessing projects as well as BTLA representation as required for Corcoran Consulting.

2007 to 2015: *District Manager/Appraisal Supervisor - Corcoran Consulting Associates, Inc.* Serving as assessors, appraisers, and consultants for New Hampshire municipalities.

***Current Assessing Agent Positions held in the towns of Bow, Pelham, Pembroke and Henniker, NH***

2001 through 2007: *Project Manager - Vision Appraisal Technology:* A national, municipal consulting firm and creator of CAMA systems. Held positions of increasing responsibilities from appraisal trainee to commercial appraiser, and Senior Commercial\Industrial Appraiser to Project Manager, responsible for company appraisal operations in New Hampshire, Vermont, Maine and Massachusetts.

Supervised the revaluations for eastern and New England townships, including:

|              |            |               |               |                 |
|--------------|------------|---------------|---------------|-----------------|
| Pembroke, NH | Derry, NH  | Dunbarton, NH | Fremont, NH   | Bridgewater, VT |
| Pelham, NH   | Candia, NH | Belmont, NH   | Littleton, NH | Hartford, VT    |

Assignments as Senior Commercial\Industrial Appraisal Supervisor:

|              |                 |          |                 |         |
|--------------|-----------------|----------|-----------------|---------|
| Wolfboro, NH | Marlborough, MA | York, ME | Newburyport, MA | Bow, NH |
|--------------|-----------------|----------|-----------------|---------|

1999 to 2001: *Commercial Property Tax Consultant - Deloitte & Touche, LLP - Boston, MA*

**EDUCATION:**

Greensboro College – Honors Degree Program - Bachelor of Arts 1995

Appraisal Education: (40 Hour Courses)

***International Association of Assessing Officers:***

Fundamentals of Real Property Appraisal - Course 101

Income Approach to Valuation – Course 201

Mass Appraisal of Real Property – Course 300

Assessment Administration – Course 400

Other Educational:

Valuation of Golf Courses – Course 710 (August 2015)

Uniform Standards of Professional Appraisal Practice (Appraisal Institute 2006)

USPAP Update 7-hour Course (September 2009, March 2014, December 2016)

New Hampshire State Statutes Course I (June 2010)

New Hampshire State Statutes Course II (October 2010)

NH State Statutes Course Update (June 2015)

Wichita, KS, Wichita State University, Principles Course in Appraisal of Communications, Energy and Transportation Properties (July 2017)

**AFFILIATIONS:**

Member: International Association of Assessing Officers

Member: New Hampshire Association of Assessing Officers

**CERTIFICATIONS:**

Certified Property Assessor Supervisor, State of New Hampshire, Department of Revenue Administration

Certified New Hampshire Assessor

**New Hampshire Board of Tax and Land Appeals: Qualified as Expert Appraisal Witness**

**Marybeth G. Walker**  
Rochester, NH

Ms. Walker is a real estate appraiser who has been involved in municipal appraisal and assessing for 20 years. She is familiar with all aspects of various CAMA (computer assisted mass appraisal) systems. Mrs. Walker is currently a NH DRA certified Assessor Supervisor/Certified New Hampshire Assessor; serving as the assessor's agent for various Towns, City Assessor of the City of Somersworth and Rochester, NH and President for Corcoran Consulting Associates, Inc.

**Professional Experience:**

July '06 to Present: Corcoran Associates, Inc, Wolfeboro, New Hampshire  
President, (2017-Present) Oversees daily operations Oversee efforts for DRA Certification compliance Vice President of Operations-(2014-2017) City Assessor for Somersworth, NH, Assessor's Agent for numerous NH municipalities Assessor and Appraiser, market analyst & performs revaluations Prepares appraisals for court, BTLA cases Expert witness before Superior Courts and the NH BTLA

Aug '03 to July '06 Independent contracted Assessing- NH Real Estate Apprentice Appraiser \*Independent contractor, Assessing – Primarily for Municipal Resources Inc. and Rick Vincent Appraisals Towns: Bristol, Epping, N. Hampton, Fremont NH & Berwick Me. \*Residential fee appraisals – for John Trumbull & Associates \*Lic.#NHAA-372 exp. 12/31/2005

Mar '99 to Aug '03 Corcoran Consulting Associates, Inc, Wolfeboro, NH Real Estate Appraiser/Group Leader \* Measure/list residential properties for tax assessments. \* New construction permits, Sales Research & Process abatements. \* Revaluation process: Group leader, Data collection, QC, & Hearings (For: Portsmouth, Gilford, Plaistow, Atkinson, Bristol, Derry, Middleton, Peterborough, Tamworth & hearings in Chester).

1998 Re/Max Realty Centre Real Estate Administrative Assistant, Rochester, NH \* Interface with the public, (phone calls, correspondence) \* Office management, Keep all real estate listings up to date. \* Input and update listings on MLS. \* Process and Prepare comps for appraisals and market analyses.

**Marybeth G. Walker – Continued**

**Education:** 1999 - NHAAO NH State Statutes 2000 - MAAO Course 1: Comparable Sales Approach to Value 2000 – MAAO Course 1 & 2: Sales Approach & Cost Approach to Value 2001 -IAAO Course 102: Income Approach to Valuation 2002 - USPAP Professional Ethics- (15 hr) 2004 - USPAP National USPAP Update Course (7hr) 2006 - IAAO Course 300- Fundamentals of Mass Appraisal & 2006 - Vision Data entry of Personal Property 2009 - NHAAO State Statutes- Part II 2010- NHDRA NH One Day State Statutes 2011- IAAO Course 400 Assessment Administration 2012- IAAO 191-USPAP 7 HR Update 2013 – IAAO Course 311 – Residential Modeling 2015- IAAO 7-hr USPAP update for Mass Appraisal 2015-Appraisal Institute- Residential & Commercial Valuation of Solar 2016- IAAO Course 332- Modeling Concepts 2017- NHDRA NH One day State Statutes update 2018-IAAO 7 hour update National USPAP 2019- Data Modeling for Assessors & Appraisers

**Certifications:** Certified Assessor Supervisor - NH Dept of Revenue Admin expires 12/2022  
Certified New Hampshire Assessor- NHAAO & NHDRA- #196 Recertified 2012 expires 12/2022

**JAY M. FERREIRA**  
**Newmarket, NH**

**Experience:**

***Corcoran Consulting***

***September 2016 – Present***

Assessing Supervisor  Measure and list commercial, residential and exempt properties for the purpose of cycles, sales and permits  Read and interpret financial statements pertaining to the appraisal process.  Supervise subordinate property assessors, property assessor assistants and building measurer and listers  Prepare reports  Assist municipal boards and select boards to use the appropriate assessing manuals for their municipality.  Analyze sales of properties to produce a sales survey and defend property values established for real property. Town of Georgetown August 2008 – June 2016 Tax Assessor  Set and maintain values  Determine new growth  Prepare Recap and set tax rate  In-house interim adjustments and revaluations  Prepare and submit annual budget  Preparing and representing The Town of Georgetown for ATB cases  Manage Assessor's office  Commercial/Residential Building Permits  Personal property data collection and valuation

***Vision Appraisal Technology***

***November 2007 - August 2008***

Staff Appraiser  Commercial valuation  Commercial data collection  Commercial review  Residential valuation  Residential data collection  Residential review  Commercial and residential hearings

***Kapenos and Associates***

***August 2006 – November 2007***

Staff Appraiser  Commercial valuation  Commercial data collection  Commercial review  Personal property data collection  Residential valuation  Residential data collection  Residential review  Commercial and residential hearings

***Ferreira Real Estate Tax Consultants***

***April 2002 – September 2016***

Staff Appraiser  Commercial valuation  Commercial data collection  Commercial review  Residential valuation  Residential data collection  Residential review  Commercial and residential hearings

***A.C.O.N.E./Appraisal Resource Company***

***September 2002 – May 2006***

Staff Appraiser  Commercial valuation  Commercial data collection  Commercial review  Residential valuation  Residential data collection  Residential review

***Vision Appraisal Technology***

***February 2000 – April 2002***

Staff Appraiser  Commercial valuation  Commercial data collection  Commercial review  Residential valuation Residential data collection  Residential review  Commercial and residential hearings

*J. Ferreira continued...*

***City of Attleboro, MA***

***June 1996 - February 2000***

Deputy Assessor  Commercial and residential building permits  Setting value parameters in the Vision system  Helping Assessor process new growth  Preparing defenses for ATB cases  Entered field cards into Vision system  Responding to questions from taxpayers regarding – excise taxes, sewer betterments, deeds  Processing abatements for real estate and excise tax  Oversee personal property data collection and enter new accounts

***Vision Appraisal Technology***

***March 1993 – June 1996***

Commercial Data Collection  Commercial and residential data collection  Commercial and residential building permits  Residential hearings.

**EDUCATION**

1990 – 1992 New England Technological Institute  
Architectural Design

Warwick, RI Associate Degree in

1984 – 1986 Framingham State College  
Program, Liberal Arts

Framingham, MA Bachelor Degree

**PROFESSIONAL EDUCATION**

MAAO – course 1

MAA Certification 2010 #1046 MAAO –

Course 2 MAAO

Course 3 MAAO

Course 5 MAAO

Course 200 DOR

Course 101

USPAP-15 hr

Course USPAP –7 hr

CNHA Certification 2017

NH State Statues 1

NH State Statues 2

NHDA Property Assessor Supervisor

IAAO Course - Mass Appraisal Depreciation



**THE CITY OF NASHUA**

*Administrative Services  
Purchasing Department*

*"The Gate City"*

September 11, 2019

**RFP0023-092619  
FULL MEASURE AND LIST APPRAISAL & REVALUATION FOR THE CITY OF NASHUA, NH  
ADDENDUM #1**

Information included in this document becomes a part of the original RFP.

If you are submitting a paper bid, please sign below to indicate receipt of this additional information and include this page with your bid submittal. If you are submitting a bid via Bid Express please be sure to acknowledge the addendum on the website before submitting your bid.

**ADDENDUM 1 is being issued to respond to submitted questions.**

All other aspects of the original document remain the same.

**Failure to acknowledge the addendum will result in the bid submittal being disqualified.**

Sincerely,

Dan Kooken  
City of Nashua – Purchasing Manager  
[kookend@nashuanh.gov](mailto:kookend@nashuanh.gov)

**Addendum #1 received and incorporated into bid submittal for RFP0023-092619.**

**Please sign and include this addendum in your bid package.**

\_\_\_\_\_  
(Authorized Signature)

*Sept. 25, 2019*  
\_\_\_\_\_  
(Date)

*Corcoran Consulting Assoc.*  
\_\_\_\_\_  
(Name of Firm)



**Questions and Answers for Bid RFP0023-092619**

**Full Measure and List Appraisal & Revaluation for the City of Nashua, NH**

- Number of building permits for the last two years requiring inspections?

A total of 2957.

- How many years of Income & Expense Statement will we require?

At least two years will be required.

- What manual does the RFP reference?

A procedure manual to identify how data was collected.

- Total number of parcels (page 4)?

The total should be 28,559 (which is less the 59 utilities).

- Will images of out buildings be required?

Images of sheds will not be required but larger out buildings, such as pool houses, detached garages, accessory dwelling units and carriage houses should be included.

- Will the city accept items for the monthly newsletter?

Yes, the city will review and consider any items for the newsletter or communications to our residents.

- Will the city consider proposals with a shorter completion timeframe?

Yes, the city will consider all alternatives presented in considering what is in best interest of Nashua.

- How many attempts will the city require for inspection of each property?

At the minimum, the city will require: the initial visit, leaving of notification card, follow up letter mailed by USPS, and any resulting follow up visit. See page 8, 3.1.3.