



Office of the
Board of Assessors

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REQUEST FOR PROPOSAL

THE TOWN OF SOUTHAMPTON FISCAL 2026 REAL & PERSONAL PROPERTY VALUATION UPDATE

The Board of Assessors is seeking proposals for the Fiscal 2026 Valuation Update of Real and Personal Property Values.

The services performed shall include such professional services as will enable the Board of Assessors to determine the full and fair cash value of all property in the Town of Southampton as of January 1, 2025.

These services shall include but not be limited to the following:

Real Estate:

- The analysis and valuation of all residential, commercial, industrial, and personal properties.
- Inspection and analysis of sales information for calendar years 2023 and 2024
 - ❖ Evaluate all factors affecting the market values of lots and parcels including the quality of the neighborhoods, zoning restrictions, size, frontage, depth, shape, topography and all other relevant factors.
 - ❖ Determine replacement cost tables, physical, functional and economic depreciation schedules for all property types.
- Reconciliation of two approaches to value shall be employed for all income producing properties.
 - ❖ Income and expenses statements, along with other local sources, shall be analyzed to create gross rent, debt/vacancy and expense schedules and capitalization rates.

Personal Property:

- Verify the accuracy of business personal property including Form of List verification and valuation of existing account items.
- Complete listing of “new” taxable business personal property via physical inspection.

All data entry shall be done in-house.

Successful vendor will serve as liaison to Department of Revenue (DOR) throughout the project.

- All values and methodology must conform to DOR standards.
- Vendor will be responsible for all required reporting including but not limited to LA4, LA13, LA10 and new growth spreadsheet.
- All values will be reviewed and approved by the Board of Assessors prior to submittal to DOR.

All documents will be considered the property of the Town of Southampton and will be delivered upon completion of the project.

Successful vendor shall evaluate abatement requests for the fiscal year as deemed necessary. Vendor shall provide expert witness testimony to represent the Town at all appeals to any court resulting from this project.

The Town reserves the right to reject any and all proposals if considered to be in the best interest of the Town.

Please submit bids by Thursday, April 10, 2025.