

TOWNSHIP OF PEQUANNOCK

REQUEST FOR PROPOSALS for REAL PROPERTY REVALUATION and FIVE YEAR REAL PROPERTY ROLLING REASSESSMENT

The Township of Pequannock, a municipal corporation in the County of Morris and the State of New Jersey, having its offices at 530 Newark-Pompton Turnpike, Pompton Plains, NJ 07444, through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq., is soliciting proposals from firms interested in providing professional services related to Real Property Revaluation and Five Year Real Property Rolling Reassessment.

Submission Deadline: Tuesday, November 9, 2021 10:00 AM

Number of Proposals to be sent: one (1) original, hard copy (clearly marked as “original”), one (1) copy (clearly marked as “copy”) and one (1) complete copy, as a PDF on a CD/DVD or other electronic device.

Address all Proposals to:

Adam W. Brewer, Township Manager
Township of Pequannock
530 Newark-Pompton Turnpike
Pompton Plains, New Jersey 07444

Proposals must be returned to the Manager’s Office in a sealed envelope bearing the name and address of the proposer written on the face of the envelope and clearly marked “Real Property Revaluation and Five Year Rolling Reassessment - Attn: Adam W. Brewer.”

Proposals may be hand delivered or mailed. In the case of mailed proposals, the Township assumes no responsibility for documents received after the above-stated designated date and time. Proposals received after the designated date and time for receipt will not be accepted and will be returned unopened. Proposals will not be accepted by facsimile or e-mail.

Each proposal and all required forms must be signed by a person authorized to do so. Proposals must cover all information requested in this RFP. Responses which in the judgment of the Township fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected. All communications concerning this RFP or the RFP process shall be directed, in writing, to Adam Brewer, Township Manager. The Manager’s decision shall be final and conclusive.

This RFP is not intended to be an offer, order or contract and should not be recognized as such, nor shall any obligation or liability be imposed on the Township by issuance of this RFP.

The Township shall not be responsible for any expenditure of monies or other expenses incurred by the proposer in making its proposal.

The Township, in its sole discretion, reserves the right to reject any or all proposals and to waive any and all irregularities as is in the best interest of the Township. A final award shall be made by Resolution adopted by a majority of the Township Council based upon the qualifications made to the Township that have been determined to be **the most advantageous to the Township, price and other factors considered.** The Township Council reserve the right to negotiate the terms and conditions with any qualified proposer before making its determination and appointment.

1. **Scope of Services.** To solicit proposals for (A) A Real Property Revaluation and (B) A Five Year Real Property Rolling Assessment Program:

- A. Real Property Revaluation – See Attached Scope of Services Description in Attachment 1 (a) – Scope of Services 1(a) Real Property Revaluation
- B. Five Year Real Property Rolling Assessment Program – See Attached Scope of Services Description in Attachment 1 (b) – Scope of Services 1(b) Five Year Real Property Rolling Assessment Program

2. **Contract Required.** The successful proposer will be required to execute the Township’s form of contract which includes its standard form indemnification and insurance provisions.

3. **PROPOSER'S RESPONSIBILITY IN RESPONDING TO TOWNSHIP'S REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES.** The proposer shall in response to this RFP provide **at a minimum** the following information:

a. Qualification Information:

- 1. Full name and business address of the Firm or Individual submitting the proposal.
- 2. A statement concerning the ability of the specific individual who will be taking a lead role in the Real Property Revaluation or Five Year Real Property Rolling Assessment Program.
- 3. The name and qualifications of the specific individual who will be taking a lead role, as well as those who will be assisting him/her, in the preparation of the Real Property Revaluation or Five Year Real Property Rolling Assessment Program. Required information shall include but not be limited to: educational credentials, professional licensure, any specific certifications, years of experience, a list of public sector clients served, membership in any professional societies and/or organization with an indication as to any offices held.

Supervisors shall have four years of practical and extensive appraisal experience in the valuation of the particular type of properties for which they are responsible. Two years of this experience must be in mass appraisal and have occurred within the past five years.

Field personnel and/or data collectors shall have received 150 hours of in-service training pertaining to their particular phase of work and shall be generally aware of all other phases of the revaluation and Five Year Real Property Rolling Assessment project before starting actual field work

- 5. A listing of all public sector entities currently served by the Firm, Corporation or Company.
- 6. A statement regarding the individual’s or firm’s familiarity with the Township of Pequannock.
- 7. Any other information that describes the proposer’s ability to perform the service for which proposals are being solicited.

b. Cost Proposal – The cost proposal, will satisfy the following requirements:

1. **A listing of costs associated with each approached, previously identified, 1 (a) – Scope of Services 1(a) Real Property Revaluation and 1 (b) Five Year Real Property Rolling Assessment Program.**
2. **Clearly articulated hourly fees for any and all professionals or staff who may work on the project.**
3. **Any potential requirement for the reimbursement of additional potential costs, fees or other items, including but not limited to copies, postage, travel, groceries or supplies.**

c. Law Against Discrimination and Affirmative Action. The proposer shall file a statement as to compliance with N.J.S.A. 10:5-1 et seq. (Laws against Discrimination) and P.L. 1975, c. 127 (Affirmative Action).

d. Proof of Business Registration Certificate. Proposer must furnish a copy of their New Jersey Business Registration Certificate prior to award of contract as required by N.J.S.A. 52:32-44.

e. Stockholder Disclosure Certification. Proposer must complete and submit the Stockholder Disclosure Certification attached hereto as Exhibit B.

f. Affirmative Action. In accordance with the laws of the State of New Jersey, all contracting entities must comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. Proposer is required to submit an Affirmative Action Statement together with evidence of compliance. Appendix A contains mandatory Affirmative Action Language which shall appear in any contract with the Township and which lists in subparagraph (j) thereof the acceptable documents that may be submitted to evidence compliance. Proposer must complete and submit the Affirmative Action Compliance Notice attached hereto as Exhibit C.

g. Affidavit of Non-Collusion. Proposer shall properly execute and submit the Affidavit of Non-Collusion attached hereto as Exhibit D.

h. Pay to Play. The successful proposer is advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c.271, s.3) if the successful proposer receives contracts in excess of \$50,000 from public entities in a calendar year. It is the successful proposer's responsibility to determine if filing is necessary. See Exhibit E.

i. Americans with Disabilities Act of 1990. Discrimination on the basis of disability in contracting for the purchase of goods and services is prohibited. Proposers are required to read Americans with Disabilities language attached to this RFP at Exhibit F and agree that the provisions of Title II of the Act are made a part of the contract. The successful Proposer will be obligated to comply with the Act and to hold the owner harmless.

j. Protected Information. By submission of the response to the RFP, the proposer certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Township harmless in any case of any such infringement.

k. Insurance. A copy of a Certificate of Insurance shall be submitted, issued by an insurance carrier licensed in the State of New Jersey, for the firm showing the amount of professional liability insurance and all other insurance coverages in place for the proposed contract period.

- l. Certification of No Disciplinary Sanctions or Professional Negligence.** Proposer shall complete Exhibit G and submit the Certification with his/her Proposal.
- m. Signature Page.** Proposer shall complete and submit the signatory page attached as the Proposer's acceptance of the terms and conditions of this RFP.
- n. RFP Document Checklist.** Proposer must complete and submit the RFP Document Checklist attached hereto as Exhibit I.

4. **EVALUATION CRITERIA AND BASIS FOR AWARD OF CONTRACT.** The Township shall award the contract based upon price and other factors, including but not limited to, qualifications, merit, references and experience with issues confronting the Township of Pequannock. The specific evaluation criteria will include:

1. The completeness of the proposal and the individual's and/or firm's experience, qualifications and reputation; and
2. The individual and/or firm's ability to submit a proposal that is consistent with the Scope of Services, as well as the areas identified in the Responsibility in Responding to the Township's Request for Proposals, identified in sections one (1) and three (3), respectively, of this RFP; and
3. Cost

A final award shall be made by Resolution adopted by a majority of the Township Council based upon the proposal made to the Township that has been determined to be **the most advantageous to the Township, price and other factors considered.** The Township Council reserves the right to negotiate the terms and conditions with any qualified proposer before making its determination and appointment. In addition, the Council may interview and/or submit follow up questions to any/all proposers. All awards are and shall be subject to the availability of funds.

TOWNSHIP OF PEQUANNOCK

**STOCKHOLDER DISCLOSURE CERTIFICATION
Exhibit B**

Name of Business _____

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- ☐ Partnership ☐ Corporation ☐ Sole Proprietorship
☐ Limited Partnership ☐ Limited Liability Corporation ☐ Limited Liability Partnership
☐ Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____
Home Address: _____

Name: _____
Home Address: _____

Name: _____
Home Address: _____

Name: _____
Home Address: _____

Name: _____
Home Address: _____

Name: _____
Home Address: _____

Subscribed and sworn before me this ____ day
of _____, 2____.

(Affiant)

(Notary Public)

(Print name & title of affiant)

My Commission Expires

(Corporate Seal)

AFFIRMATIVE ACTION AFFIDAVIT

Exhibit C

Name and Title

Appendix A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE N.J.S.A. 10:5-31 et seq., N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

Each contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

1. Appropriate evidence that the contractor is operating under an existing Federally approved or sanctioned affirmative action program;
2. A certificate of employee information report approval, issued in accordance with N.J.A.C. 17:27-4; or
3. An employee information report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C. 17:27-4.

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq. as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to afford equal employment opportunities to minority and women workers consistent with good faith efforts to meet targeted county employment goals

established in accordance with N.J.A.C. 17:27-5.2, or good faith efforts to meet targeted county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedure, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant **to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

TOWNSHIP OF PEQUANNOCK

NON-COLLUSION AFFIDAVIT

Exhibit D

State of New Jersey

County of _____

ss:

I, _____ residing in _____
(name of affiant) (name of municipality)
in the County of _____ and State of _____ of full age, being duly
sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____, the Proposer making this proposal for the RFP

entitled _____, and that I executed the said proposal with
(title of RFP)

full authority to do so that said Proposer has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive procurement in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the _____ relies upon the truth of the statements contained in said Proposal

(name of contracting unit)

and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.

Subscribed and sworn to

before me this day

Signature

_____, 2____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

TOWNSHIP OF PEQUANNOCK

DISCLOSURE OF CONTRIBUTIONS (Pay-to-Play) Exhibit E

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

TOWNSHIP OF PEQUANNOCK

AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability Exhibit F

The contractor and the Township of Pequannock, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. 5121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

TOWNSHIP OF PEQUANNOCK

**Certification of No Disciplinary Sanctions or Professional Negligence
Exhibit G**

I _____ of the _____ in the County of _____ and the State of _____ of full age, being duly sworn according to law on my oath depose and say that:

I am _____, an officer of the firm of _____ submitting and RFP for the above named work, and that I executed the said RFP with full authority to do so; that said proposer at the time of making of this proposal is not included on the State of New Jersey, Department of Treasury, Division of Property Management & Construction List of Debarred, Suspended and Disqualified bidders and that all statements contained in the Affidavit in awarding the contract for said work.

The undersigned further warrants that the professional licenses and/or certifications of those individuals listed in this RFP are valid and not expired or suspended.

The undersigned further warrants that should the name of the firm making this proposal appear on the Treasurer's List of Debarred, Suspended and Disqualified Bidders at any time prior to, and during the life of this contract, including the Guarantee Period, that the Township shall be immediately notified by the signatory of this Eligibility Affidavit.

The undersigned understands that the firm making the proposal as a contractor is subject to disbandment, suspension and/or disqualification in contracting with the State of New Jersey at the Department of Environmental Protection if the Contractor, pursuant to N.J.S.A. 7:1-5.2, commits any of the acts listed therein, and as determined according to applicable law and regulation.

Name of the Firm (Print or Type)

Signature / Title

(Type or Print Name of Affidavit)

Subscribed and Sworn to me this _____ Day of _____, 20 _____.

Notary Public

My Commission Expires _____, 20 _____.

TOWNSHIP OF PEQUANNOCK

**SIGNATORY PAGE
Exhibit H**

State of New Jersey

County of _____ ss:

1. _____, being of full age and being duly sworn, upon his oath
deposes and says:

2. I am _____ of the firm of

(Name and Mailing Address of Proposer)

(Phone and Email of Proposer)

3. I have carefully read and examined the Township's RFP, including any modifications and/or addenda incorporated therein, and have full knowledge of the conditions under which the services described herein must be performed.

4. I am duly authorized to submit this proposal on behalf of the above proposer as its act and deed and the proposer is ready, willing and able to perform if awarded the contract. The proposal is a true offer of the proposer to provide the design engineering services required by this RFP. All of the statements and declarations contained in the proposal are truthful to the best of my knowledge and belief.

(Signature)

Subscribed and sworn to

(Corporate Seal)

before me this _____ day

of _____, 20__.

Notary Public of the State
of New Jersey

My Commission expires _____
(Notary Seal)

TOWNSHIP OF PEQUANNOCK

DOCUMENT CHECKLIST Exhibit I

Included with the response, at a minimum, please provide the following documents.

Required	Submission Requirement	Initial each required entry and if required submit the item
☒	New Jersey Business Registration Certificate (prior to award of contract)	
☒	Stockholder Disclosure Certification	
☒	Affirmative Action Affidavit and Mandatory Affirmative Action Language	
☒	Non-Collusion Affidavit	
☒	A Certificate of Insurance	
☒	Certification of No Disciplinary Sanctions or Professional Negligence	
☒	Signatory Page	

Attachment 1 (a) – Scope of Services 1(a)
Real Property Revaluation

A summary of the Township of Pequannock's Ratable Base

The Township of Pequannock is located in north east Morris County is 7.11 square miles. The eastern border shared with Wayne Township is the County Line, the Boroughs of Riverdale and Lincoln Park are located to the north and south, respectively. The Township of Pequannock is primarily a residential or bedroom community with two primary commercial corridors, Rt. 23 and Newark-Pompton Turnpike. There are some farms and light industrial uses sprinkled throughout the Township. According to the 2010 Census, the Township has a population of 15,540 people in 6,471 households. From July 1, 2020 to June 30, 2021, the average sale price of homes is estimated to be \$509,000.

With respect to large scale properties, the Township is home to Cedar Crest, a continuing care retirement community, the Glens condominium community and the Legacy Castle, a recently completed catering facility.

The Tax Assessor currently maintains data for approximately \$5,134 line items, of which there are 330 that are exempt.

The Township's net equalized valuation for 2021 is \$2,898,291,795.

As of October 1, 2021 the Township's MOD-IV data indicates the following breakdown of properties:

Property Class	# of Line Items
1	108
2	4728
3A	19
3B	24
4A	218
4B	34
4C	3
15A	6
15B	0
15C	282
15D	27
15E	0
15F	15

The last revaluation of all real property in the Township of Pequannock was as for the 2012 tax year.

For the last several years, the number of sales, equalization ratios and general coefficient of deviation (COD) has been as follows:

Year	Eq. Ratio	General COD	# of Sales
2021	81.53	8.99	167
2020	83.26	8.89	135
2019	86.57	9.02	133
2018	90.09	8.61	133
2017	94.17	9.05	136
2016	93.73	9.44	154

Scope of Services

The Company agrees to prepare and execute a complete revaluation program of all real property, compliant with applicable statute and code, within the confines of the Township of Pequannock for use by the Tax Assessor in accordance with this RFP and the associated RFP documents, all of which are annexed hereto and which form a part of this RFP.

The Company agrees to provide services necessary to classify and appraise each parcel of real estate and each real property improvement which lies within the boundaries of the Township of Pequannock at its fair market value according N.J.S.A. 54:4-1 et seq., Standard 6 of the Uniform Standards of Professional Appraisal Practice and the State of New Jersey Administrative Code concerning the revaluation of all real property.

The Company shall prepare a separate list of tax-exempt properties indicating the full value of such property as if taxable.

The Company agrees to appraise all properties using the three (3) approaches to value (Sales Comparison, Replacement Cost and Income) where applicable and to use acceptable methods, forms and manuals authorized by the New Jersey Division of Taxation. The revaluation project shall be computer generated utilizing the Vital Computer Aided Mass Appraisal (CAMA), BRT's Powerpad mobile data collection system, and Vital Imaging systems in accordance with the specifications as outlined in the contractual agreement and so stated elsewhere.

The Company shall send out Further Statements under the Township's letterhead and Tax Assessor's signature to all Exempt Properties (Class 15A, 15B, 15C, 15D, 15E and 15F). The Company shall request the Further Statement information by Certified Mail, return receipt requested. All printing and mailing costs for these statements shall be the Company's expense. The Company shall also prepare a separate list of tax-exempt properties indicating the full value of such property utilizing the three (3) approaches to value along with a scaled sketch of the improvements as if taxable.

The Company shall acquaint the Tax Assessor and staff, if any, in the use of procedures, standards and records used in determining the assessed values in order that the assessing office will be in a position to check the work as it progresses, and apply the same to new or altered properties as required subsequent the completion of the revaluation project.

Work shall commence within thirty (30) days of the effective date of the award of the contract.

The contract shall be for a term of one year commencing upon issuance of a notice to proceed. The contract may be extended, subject to the requirements under the applicable law and Municipal Governing Body approval.

The revaluation must be completed and the official Tax List filed with the Morris County Board of Taxation by January 10, 2023.

**Attachment 1 (b) – Scope of Services 1(b) Five Year Real Property
Rolling Assessment Program**

The Township of Pequannock is soliciting proposals for a five-year rolling assessment which the successful company shall inspect 100% of the homes in the initial year and 25% of the homes for the next 4 years. The successful firm/individual is required annually to notify the residents that the reassessment is ongoing. All letters sent to the general public must first be approved by the Tax Assessor.

The Firm shall comply with the standards and conditions as herein set forth.

A. Standard of Value

Real property should be valued in accordance with N.J.S.A. 54:4-1 et seq.

B. Property Under Construction

The Firm shall determine the percentage of completion and the appraisal value of property that is under construction or alteration as of October 1 preceding the implementation of the revaluation.

C. Tax Exempt Property

A separate list of exempt properties shall be provided indicating the values of said property as if taxable.

D. Qualified Farmland

Land qualified under the Farmland Assessment Act of 1964 shall be valued in accordance with its qualified value and its highest and best use value.

E. Three Approaches to Value

The Three approaches to value, where applicable, shall be used in appraising all property.

1. The most recent edition of the Real Property Appraisal Manual for New Jersey Assessors shall be used as a basis in the application of the cost approach to value for residential property. The Marshall - Swift Valuation manual or Real Property Appraisal Manual for New Jersey Assessors will be utilized for the cost approach of class 4 properties.
2. The Firm shall collect and analyze local sales that occurred during the previous three years, in its application of the market data approach. The Firm shall prepare a sample format that will be used in the application of this approach to value.
3. With respect to the income approach to value, the Assessor shall facilitate the Firm's performance of this approach by requesting a statement of income and expenses as provided under N.J.S.A. 54:4-34 for income producing property. In conjunction to the information obtained from this source, the Firm shall also analyze the local marketplace to derive economic rates, rentals and expenses in order to arrive at a supportable indication of value. All supporting data relevant to the capitalization procedure shall be submitted with the property record cards.
4. The three approaches to value shall be reconciled and the final estimate of value shall be clearly noted on the property record card.

F. Real Property Appraisal Manual

To facilitate the use of the approaches to value the most recent edition of the Real Property Appraisal Manual for New Jersey Assessors shall be used for residential properties. The Real Property Appraisal Manual for New Jersey Assessors or the Marshall and Swift Cost Estimator Program shall be used for all commercial and industrial properties. Cost for one-year subscription to Marshall and Swift Cost Estimator program shall be supplied by the firm.

G. Property Record Cards

The firm shall include real property identification material on properly labeled individual property record cards similar in form and content to those illustrated in the Real Property Appraisal Manual. Distinct property record cards for each of the four classifications of real property shall be provided.

H. Information on Property Record Cards

The real property identification material to be entered on property record cards shall include, but not necessarily be limited to, the following:

1. A scaled sketch of the exterior of the building dimensions;
2. Notations of significant building components and measurements as ascertained from both an interior and exterior inspection;
3. Entries on the property record cards respecting the values of each lot and building including such items as age, construction, condition, depreciation, obsolescence, additions and deductions, appraised value, recent sales prices, rental data and all other pertinent information pertaining to the valuation of the property.
4. Where more than one property card is required in the description of a property, all cards shall be assembled in a standard file folder and properly labeled;
5. Each property record card shall identify the individual making the inspection and set forth the date when the interior inspection was made;
6. Each interior inspection shall be verified by the owner's or occupant's signature on the property record card.

I. Photographs

The firm shall provide a digitized photograph of every improved parcel within the Township/Borough. These photographs shall be submitted on one CD to be downloaded into the Assessors' computer.

J. Inspection Procedure

The inspection of each property shall be performed in the following manner:

1. No less than three attempts shall be made to gain entry to each property;
2. If successful entry has not been made after the first attempt, a card will be left at the property indicating a date when a second attempt to gain entry will be made.
3. The card shall include a phone number and address to permit the property owner to contact the Firm to make other arrangements, if necessary;
4. If entry is not possible upon the second visit, written notice shall be left advising that an assessment will be estimated unless a mutually convenient arrangement is made for a third visit to

gain access to the property;

5. The Firm shall schedule inspections during reasonable hours, which shall include evenings and Saturdays;
6. The Assessor shall be notified in writing of each failure to gain entry to a property and a list of all non-entries and reasons for same shall be provided to the Assessor prior to the mailing of values;
7. The Firm shall notify the Assessor of any properties discovered not on the current year tax list. Notification of discovered properties shall be in a timely manner to permit the Assessor adequate time to place an added and omitted assessment on the property.

K. Progress and Control

1. The Firm shall commence work within thirty (30) days after the approval of the contract by the Director of the Division of Taxation and complete all the contract terms, except for taxpayer review and defense requirements, by October 1 of the preceding tax year.
2. The Firm shall not be responsible for delays caused by strikes, war, catastrophes or acts of God, which might stop or delay the progress of work.
3. The Firm shall perform the work in accordance with the plan and schedule that is attached to and made part of this contract.
4. A written progress report shall be submitted by the Firm to the Assessor at least once a month. The progress reports shall indicate the current status of work and compare the progress of work accomplished with the plan and schedule established. The Firm shall provide written explanation to the Assessor where the progress of the work is not in accordance with the contract schedule.
5. The progress report shall serve as a basis for proportional payments by the Municipality. A payment schedule based on completion of the various facets of work shall be followed in this regard. All vouchers shall be accompanied by a progress report and shall be submitted on the 1st day of each month during the year of work. Payments shall be in increments of 10% of contract price. In no event shall the Firm bill more than 90% of the total contract price until full completion and performance of the contract, except the requirement of defense of appeals. The municipality shall make the first payment upon execution of this contract and in the amount of 10% of the total contract.

L. Taxpayer Review

The Firm shall conduct a program of taxpayer orientation and education regarding the revaluation program. The program shall include, but is not necessarily limited to the following:

1. Press releases describing the purpose and nature of the revaluation program;
2. Meetings with public groups in the community; All such meetings shall take place prior to mailing of value letters. After value letters are mailed, all public meetings will be conducted by the one on one informal hearing process.
3. Mailings approved by the Assessor, at the Firm's expense, to all property owners explaining the nature and purpose of the revaluation and setting forth a proposed date for the commencement of

inspections in the municipality;

4. The Firm providing photographic identification cards to its representatives.

M. Land Value / Neighborhood Map

Following the formulation of land valuations, a land value map shall be prepared for the Assessor for his/her review which indicates all unit values and underlying data used to derive unit values. The land value map shall also have delineated all homogeneous neighborhoods. The land values will be derived from the market. Adjustments for lot sizes above and below zoning requirements will be made and listed in a Land Value Manual. The Land Value Manual will be given to the Assessor at the end of the revaluation. Preliminary land values will be given to the Assessor as they are developed during the course of the program for the Assessors input.

N. Office Space, Furniture and Equipment

The municipality shall provide all office space required in connection with this project.

O. Expert Witness

The Firm shall assist by providing expert witnesses in the defense of all valuations rendered to the Municipality that are appealed to the Morris County Board of Taxation.

1. The Firm's obligation with respect to this requirement is limited to the initial appeal of an assessment during the year in which the revaluation is implemented and the year thereafter. Such assistance shall include a qualified expert from the Firm who is knowledgeable with the properties that are appealed.

CONDITIONS TO BE MET BY THE MUNICIPALITY

- A. The Municipality shall facilitate the Firm's performance of the revaluation by providing the following:
- B. Three (3) copies of an up-to-date tax map that has been reviewed and determined suitable for revaluation use by the Local Property and Public Utility Branch.
- C. Use of abstracts of deeds within the Assessor's office.
- D. Use of SRI - A forms within the Assessor's office.
- E. Letters of introduction to facilitate the Firm's representatives' access to property.
- F. The mailing addresses of all property owners in the municipality to enable the Firm to maintain a current mailing list.
- G. The use of official records and such other assistance required as an aid to facilitate the Firm's performance of the specifications noted within this contract

TAXPAYER REVIEW PROCEDURE

- A. The Firm shall provide each taxpayer with an opportunity to review the proposed assessment of their property.

- B. The Firm, at its expense, shall mail a written notice, approved by the Assessor, indicating the appraised value of the property and advising the taxpayer of their right to attend an individual informal review. No value notifications will be mailed prior to|
- C. Informal reviews shall be held at a designated location within the Municipality and the Firm shall schedule sufficient time to fully review and discuss the proposed assessment with the taxpayer.
 - 1. Each taxpayer attending a review shall be afforded an individual meeting with a qualified person employed by the Firm.
 - 2. Sufficient time shall be allowed to hear and conclude reviews on or before November 10 of the preceding tax year.
 - 3. A written record of each review shall be provided to the Assessor in a format approved by the Assessor.
 - 4. Suggested revisions by the Firm resulting from the taxpayer review shall be made with the consent of the Assessor.
 - 5. Each taxpayer shall be informed in writing by the Firm of the result of their assessment review within four weeks of the conclusion of all reviews. The notice to the taxpayer will be in a manner approved by the Assessor.

SUMMARY AND DELIVERY

- A. The Firm shall provide the Assessor with completed property record cards filed in sequence by block and lot number of all taxable and exempt properties. All supporting data, documentation and special procedures used in deriving value shall be provided to the Assessor.
- B. The Firm shall make available qualified personnel for the purpose of giving full explanation and instruction to the Assessor and his/her staff with regard to all materials submitted in all phases of the revaluation.
- C. A magnetic tape containing the new values are provided by the Firm shall be in a format consistent with the New Jersey Property Tax System MOD IV so that entry of the data can be made directly into the taxing district's master file.
- D. The data collected and utilized in the development of all values shall be delivered to the Assessor in an ASCII format so that it may be entered into the computer program chosen by the Assessor. In the event that the municipality has in place an appraisal software package (CAMA), the Assessor may require that the revaluation program be performed on said system.