

CITY OF PLAINFIELD

REQUEST FOR QUALIFICATIONS FOR EXPERT TAX APPRAISAL SERVICES

City of Plainfield

Contract Term

March 13, 2013 through December 31, 2013

SUBMISSION DEADLINE

March 13, 2013
11:00 AM

ADDRESS ALL QUALIFICATIONS TO:

PURCHASING DIVISION
CITY HALL, 515 WATCHUNG AVENUE
PLAINFIELD, NEW JERSEY 07060

ATTN: CindyLea K. Weber
RPPO, QPA

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING QUALIFICATIONS

CITY OF PLAINFIELD
515 WATCHUNG AVENUE
PLAINFIELD, NEW JERSEY 07060

CONTACT PERSON

CINDYLEA K. WEBER
PURCHASING DIVISION
PURCHASING DIVISION
515 WATCHUNG AVENUE
PLAINFIELD, NEW JERSEY 07060
(908) 226-2568

PURPOSE OF REQUEST

The City of Plainfield is requesting submissions from qualified individuals and firms (“contractor(s)” or “submitter(s)”) to provide consulting services, inspections, complete appraisal reports and/or limited appraisals, as needed, in connection with tax appeal matters. If necessary, appearance in the various courts governing tax appeal matters will be required. Complete Appraisal Reports and Limited Appraisals pursuant to the Uniform Standards of Professional Appraisal Practice (USPAP) services to the City of Plainfield, to further its Tax objectives.

PERIOD OF CONTRACT

March 13, 2013 through December 31, 2013

CONTRACT FORM

The successful submitter shall be required to execute the City’s form contract, which includes the indemnification, insurance, termination and licensing provisions. A complete copy of a draft City form contract is available upon request.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the City arising out of, or by reason of, the work done and materials furnished under any Contract Awarded.

**DETAILED REQUIREMENTS
OF THE REQUEST FOR
QUALIFICATIONS FOR EXPERT TAX APPRAISAL SERVICES**

1. CITY OF PLAINFIELD FACTS AND FIGURES – The City of Plainfield is a municipal government entity. The City was incorporated in 1869 and operates pursuant to N.J.S.A. 40A:61-1 et seq.

The City’s population is approximately 47,800 and it consists of approximately 6 square miles of area. The City employs approximately 500 people in about 12 departments and agencies. It owns various municipal buildings, parks and recreation facilities.

The City’s operating budget is approximately \$72 million. It provides significant and diverse services to its residents, including those in the senior, disabled, veterans and other communities.

2. NATURE/ SCOPE OF SERVICES – The City of Plainfield is requesting proposals for Expert Tax Appraisal Services; The City of Plainfield is requesting submissions from qualified individuals and firms to provide consulting services, inspections, complete appraisal reports and/or limited appraisals, as needed, in connection with tax appeal matters. If necessary, appearance in the various courts governing tax appeal matters will be required.

The appraisal firm must demonstrate the ability to provide various types of appraisal reports, depending on the City’s need for detail and objective for the property(ies) in question. In addition, the appraisal firm should be able to produce the following types of reports consistent with industry and professional standards:

- A. Provide Self-contained appraisal reports, including:
 - 1. Comprehensive narrative appraisal containing a detailed and didactic description of the subject property(ies) and conclusions.
- B. Provide a summary appraisal report, including a concise summary of the detailed findings, and conclusions developed in a self-contained report.
- C. Provide a restricted appraisal report, including a limited or minimal detail and supporting documentation.

3. STANDARD REQUIREMENTS OF PROPOSAL - Submitters should submit a technical proposal which contains the following:

- A. The name of the submitter, the principal place of business and, if different, the place where the services will be provided;
- B. Submitter must have a minimum of five (5) years of experience in appraisal services and a minimum of two (2) years servicing the City of Plainfield or other governmental entities;
- C. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles. The submitter **MUST** possess certification as a General Real Estate Appraiser in the State of New Jersey; New Jersey Certification as a Tax Assessor, is also desirable.
- D. A listing of all other engagements where services of the types being proposed were provided in the past five (5) years. This should include other City governments and other levels of government. Contact information for the recipients of the similar services must be provided. The City may obtain references from any of the parties listed;
- E. A description-by use and class-of all properties appraised, with emphasis on a description of the type of report drafted;
- F. A listing of all sub-consultants being considered as well as their qualifications and your past history working with those sub-consultants on projects of this type.
- G. A statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or local agency;
- H. An Affirmative Action Statement
- I. A completed Non-Collusion Affidavit
- J. A statement that the submitter will comply with the General Terms and Conditions required by the City and enter into the City's standard Professional Services Contract;
- K. A copy of the submitter's Business Registration Certificate.

Supplemental Information /Data to be included in response:

- A. Provide a written interpretation and approach to appraisal services in urban communities.
- B. Demonstrated understanding of redevelopment and revitalization issues facing urban communities.
- C. Client references for previous appraisal services, including other municipalities.

4. COST ANALYSIS – Submitters should submit a cost analysis which would include any proposed retainer and hourly rates. Any reimbursable expense amounts should also be submitted such

as printing, plotting, or postage. The city does not provide payment for or reimbursement for travel expenses.

5. SUBMISSION EVALUATION – The City will select the most advantageous submissions based on all of the evaluation factors set forth at the end of this RFQ. The City will make the award(s) that is in the best interest of the City.

Each submission must satisfy the objectives and requirements detailed in this RFQ. The successful submitter shall be determined by an evaluation of the total content of the qualifications submitted. The City reserves the right to:

- A. Not select any of the submissions;
- B. Select only portions of a particular submitter’s qualifications for further consideration; (However, submitters may specify portions of the qualification submission that they consider “bundled”.)
- C. Award a contract for the requested services at any time within the calendar year after review of the Qualifications and approval of same by the City; every submission should be valid through this time period.

6. SUBMISSION LIMITATIONS - This RFQ is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the City by issuance of this RFQ. The City reserves the right at the City’s sole discretion to refuse any submission.

7. USE OF INFORMATION - Any specifications, drawings, CAD files, sketches, models, samples, data, computer programs, documentation, technical or business information and the like (“Information”) furnished or disclosed by the City to the submitter in connection with this RFQ shall remain the property of the City. When in tangible form, all copies of such information shall be returned to the City upon request. Unless such information was previously known to the submitter, free of any obligation to keep it confidential, or has been or is subsequently made public by the City or a third party, it shall be held in confidence by the submitter, shall be used only for the purposes of this RFQ, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

8. GENERAL TERMS AND CONDITIONS –

- A. The City reserves the right to reject any or all submissions, if necessary, or to waive any informalities in the submissions, and, unless otherwise specified by the submitter, to accept any item, items or services in the submissions should it be deemed in the best interest of the City to do so.
- B. In case of failure by the successful submitter, the City of Plainfield may procure the articles or services from other sources, deduct the cost of the replacement from money due to the

submitter under the contract and hold the submitter responsible for any excess cost occasioned thereby.

- C. The submitter shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability.
- D. Each submission must be signed by the person authorized to do so.
- E. The contract shall be in effect through December 31, 2013, unless otherwise stated.
- F. Submissions may be hand delivered or mailed consistent with the provisions of the legal notice to submitters. In the case of mailed submissions, the City assumes no responsibility for submissions received after the designated date and time and will return late submissions unopened. Submissions will not be accepted by facsimile or e-mail.
- G. In accordance with Affirmative Action Law, P.L. 1975, c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful submitters must agree to submit individual employer certifications and numbers or complete Affirmative Action employee information report (form AA-302). Also, during the performance of this contract, the contractor agrees as follows: (a) The contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status or affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex or handicap. Such action shall include, but not be 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 section for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause: (b) 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, sex or handicap; (c) 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 worker's representative of the contractor's commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as amended and supplemented from time to time.
- H. By submission of qualifications, the submitter certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful submitter shall, at its expense, defend any and all actions or suits charging such infringement, and will

save the City harmless in any case of any such infringement.

- I. No submitter shall influence, or attempt to influence, or cause to be influenced, any City officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- J. No submitter shall cause or influence, or attempt to cause or influence, any City officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the submitter or any other person.
- K. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the Corporation Counsel's decision shall be final and conclusive.
- L. The City of Plainfield shall not be responsible for any expenditure of monies or other expenses incurred by the submitter in making its request for consideration.
- M. The checklist, affidavits, notices and the like presented at the end of this Request for Qualifications are a part of this Request for Qualifications and shall be completed and submitted as part of this submission.

END OF GENERAL INSTRUCTIONS

BASIS OF AWARD

(To be completed by City evaluation committee)

EVALUATION FACTORS

- A. Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned (20 Points)
- C. Knowledge of the City of Plainfield and the subject matter to be addressed under this engagement (20 Points)
- D. Relevance and Extent of Similar Engagements performed (20 Points)
- E. Reasonableness of Cost Analysis (20 Points)
- F. Technical Qualifications contains all required information (20 Points)

REQUEST FOR QUALIFICATIONS CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR QUALIFICATION PACKAGE:

Please initial below, indicating that your submission includes the itemized document.

INITIAL BELOW

- A. An original and one (1) CD with signed copies of your complete qualifications. _____
- B. Non-Collusion Affidavit properly notarized _____
- C. General Real Estate Appraiser in the State of New Jersey license _____
- D. Business Registration Certificate(s) _____
- E. Affirmative Action Statement _____
- G. Copy of Liability and Workmen's Compensation Insurance Policies _____
- H. Owner's Disclosure Political contribution _____

**THE UNDERSIGNED HEREBY ACKNOWLEDGES
THE ABOVE LISTED REQUIREMENTS.**

NAME OF SUBMITTER:

Person, Firm or Corporation

BY:

(NAME) (TITLE)

EXHIBIT A
N.J.S.A. 10:5-31 and N.J.A.C. 17:27
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
Goods, Professional Services and General Service Contracts
(Mandatory Affirmative Action Language)

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 or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be 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 for the 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 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 employ minority and women workers consistent with the applicable city employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable city 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 or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

Exhibit A (Continued)

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel 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 applicable 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 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 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:

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO 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 Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

APPENDIX A

LETTER OF QUALIFICATION

*(Note: To be typed on Respondent's Letterhead.
No modifications may be made to this letter)*

[insert date]

City of Plainfield
Attention: CindyLea K. Weber
Purchasing Division
515 Watchung Avenue
Plainfield, New Jersey 07061

Dear Ms. Weber

The undersigned have reviewed our Qualification Statement submitted in response to the Request for Qualifications (RFQ) issued by the City of Plainfield ("City"), returnable March 13, 2013 in connection with the City's need for Expert Tax Appraisal Services.

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the space provided below. If a joint venture, the appropriate officers of each company shall sign).

(Signature of Chief Executive Officer)

Signature of Chief Financial Officer)

(Typed Name and Title)

(Typed Name and Title)

(Type Name of Firm)*

(Type Name of Firm)*

Dated: _____

Dated: _____

*If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Qualification.

APPENDIX B

LETTER OF INTENT

*(Note: To be typed on Respondent's Letterhead.
No modifications may be made to this letter)*

[insert date]

City of Plainfield
Attention: CindyLea K. Weber
Purchasing Division
515 Watchung Avenue
Plainfield, New Jersey 07061

Dear Ms. Weber

The undersigned, as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Qualifications (RFQ), issued by the City of Plainfield ("City"), returnable March 13, 2013 in connection with the City's need for Expert Tax Appraisal Services.

(Name of Respondent) hereby states:

1. The Qualification Statement contains accurate, factual and complete information.
2. (Name of Respondent) agrees (agrees) to participate in good faith in the procurement process as described in the RFQ and to adhere to the City's procurement schedule.
3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the RFQ, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein and that no person other than those herein mentioned has any participation in this Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the City.
5. (Name of Respondent) declares that this Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
6. (Name of Respondent) acknowledges and agrees that the City may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the City shall not have any

liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFQ.

7. (Name of Respondent) acknowledges that any contract executed with respect to the provision of Expert Tax Appraisal Services must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

(Respondent shall sign and complete the space provided below.
If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)

(Typed Name and Title)

(Type Name of Firm)*

Dated:_____

*If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Intent.

POLITICAL CONTRIBUTION DISCLOSURE SECTION

(The following section must be completed)



I hereby attest that the undersigned business entity, its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution of money, or pledge of contribution, including in kind to:

1. A campaign committee of a City candidate or holder of public office in excess of \$300, each;
2. Any Municipal party committee in excess of \$300 or County party committee in excess of \$500;
3. Any political action committee (PAC) that regularly engages in the support of municipal or county elections and/or municipal or county parties, in excess of \$500;
4. Any group of individuals (principals, partners, and officers) that are defined as the professional business entity, including an individual's spouse and any child living at home, may not in the aggregate contribute in excess of \$2,500 to all Plainfield municipal candidates and office holders, and all Municipal or County political parties and PAC's, as described above;

Pursuant to the Municipal Code of the City of Plainfield, Chapter 2, Article 10, Section 19(a), in the one (1) year period preceding the award of the contract that would, affect its eligibility to perform this contract, nor will it make a contribution of money, or pledge of contribution, including in kind, during the term of the contract to any campaign committee of a City of Plainfield candidate or holder of public office, political party committee in the City of Plainfield and/or County of Union, and any political action committee (PAC) that regularly engages in the support of municipal and/or county elections and/or municipal or county parties.

OR

I hereby attest that the undersigned business entity, its subsidiaries, assigns or principals controlling in excess of 10% of the company has made reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed below:

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

OWNER DISCLOSURE
This Statement *MUST BE INCLUDED* with RFQ Submissions

OWNER DISCLOSURE SECTION

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.

OR

I certify that there are no stockholders

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

Other (describe) _____

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

Stockholders:

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Name: _____

Name: _____

Home Address: _____

Home Address: _____

Subscribed and sworn before me this ____ day of _____, 20__ .

(Affiant)

(Notary Public)

(Print name & title of affiant)

My Commission expires:

(Corporate Seal)

