

REQUEST FOR PROPOSALS
FOR THE PROVISION OF APPRAISAL SERVICES

ISSUE DATE: May 25, 2010

DUE DATE: June 8, 2010

Issued by:

Township of Marlboro

GLOSSARY

The following definitions shall apply to and are used in this Request for Proposals:

"Principals" means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of ten percent (10%) or more in the firm.

"Proposal" - refers to the complete responses to this RFP submitted by the Respondents.

"Qualified Respondent" - refers to those Respondents who (in the sole judgment of the Township) have satisfied the qualification criteria set forth in this RFP.

"Respondent" or "Respondents" - refers to the interested firm(s) that submit a Proposal.

"Review Team" – Members of the Township Administration and its legal and/or financial advisors who shall review the Proposals.

"RFP" - refers to this Request for Proposals, including any amendments thereof or supplements thereto.

"Township" - refers to the Township of Marlboro.

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1. Introduction and Purpose.

The Township is soliciting Proposals from interested persons and/or firms for the provision of Appraisal Services as more particularly described herein. Through a Request for Proposal process described herein, persons and/or firms interested in assisting the Township with the provision of such services must prepare and submit a Proposal in accordance with the procedures and schedules in this RFP. The Township will review Proposals only from those firms that submit a Proposal which includes all the information required to be included as described herein (in the sole judgment of the Township). One or more individuals/firms may be selected to provide the services described.

1.2. Procurement Process and Schedule.

Appraisal services are not subject to the bidding provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The process of awarding contracts for such services is subject to the New Jersey Local Unit Pay-to-Play Law, N.J.S.A. 19:44A-20.4 et seq. The Township has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each person and/or firm is provided with an equal opportunity to submit a Proposal in response to the RFP. Proposals will be evaluated in accordance with the criteria set forth in Section 3 of this RFP, which will be applied in the same manner to each Proposal received. Respondents agree to at all times abide by all requirements of New Jersey law, including, but not limited to the aforementioned "Pay to Play" laws, as well as any and all relevant Executive Orders and the New Jersey Election Law Enforcement Commission disclosure requirements.

Proposals will be reviewed and evaluated by the Township Administration and its legal and/or financial advisors (collectively, the "Review Team"). The Township, in its sole judgment will make a determination based upon the totality of the information contained in the Proposal.

All communications concerning this RFP or the RFP process shall be directed to the Township's Designated Contact Person, in writing.

Designated Contact Person:

Business Administrator
Township of Marlboro
1979 Township Drive
Marlboro, NJ 07746

Proposals must be submitted to, and be received by, the Township, by hand delivery or regular mail, by 4:00 p.m. prevailing time on June 8, 2010. Proposals will not be accepted by facsimile transmission or e-mail.

Subsequent to issuance of this RFP, the Township (through the issuance of addenda to all firms that have received a copy of the RFP) may modify, supplement or amend the provisions of this RFP in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by, and in the sole judgment of, the Township.

Section 1.3. Conditions Applicable to RFP.

Upon submission of a Proposal in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Proposal:

- This document is an RFP and does not constitute an RFP.
- This RFP does not commit the Township to issue an RFP.
- All costs incurred by the Respondent in connection with responding to this RFP shall be borne solely by the Respondent.
- The Township reserves the right, in its sole judgment, to reject for any reason, any and all responses and components thereof and to eliminate any and all Respondents responding to this RFP from further consideration for this procurement.
- The Township reserves the right, in its sole judgment, to reject any Respondent that submits incomplete responses to this RFP, or a Proposal that is not responsive to the requirements of this RFP.
- The Township reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information.
- All Proposals shall become the property of the Township and will not be returned.
- All Proposals will be made available to the public at the appropriate time, as determined by the Township, in the exercise of its sole discretion, in accordance with applicable law.
- The Township may request Respondents to send representatives to the Township for interviews.
- Any and all Proposals not received by the Township by 4:00 p.m. prevailing time on June 8, 2010 will be rejected.
- Neither the Township, its consultants or advisors, nor their respective staffs, including, but not limited to, the Review Team, shall be liable for any claims or damages resulting from the solicitation or preparation of the Proposal, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Proposal or for participating in this procurement process.

Section 1.4. Rights of Township.

The Township reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFP and the procurement process in accordance with the provisions of applicable law:

- To determine that any Proposal received complies or fails to comply with the terms of this RFP.
- To supplement, amend or otherwise modify the RFP through issuance of addenda to all prospective Respondents who have received a copy of this RFP.
- To waive any technical non-conformance with the terms of this RFP.
- To change or alter the schedule for any events called for in this RFP upon the issuance of notice to all prospective Respondents who have received a copy of this RFP.
- To conduct investigations of any or all of the Respondents, as the Township deems necessary or convenient, to clarify the information provided as part of the Proposal and to request additional information to support the information included in any Proposal.
- To suspend or terminate the procurement process described in this RFP at any time in the Township's sole discretion. If terminated, the Township may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The Township shall be under no obligation to complete all or any portion of the procurement process described in this RFP.

1.5 Addenda or Amendments to RFP.

During the period provided for the preparation of responses to the RFP, the Township may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the Township and will constitute a part of the RFP. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

1.6 Cost of Proposal Preparation.

Each proposal and all information required to be submitted pursuant to the RFP shall be prepared at the sole cost and expense of the respondent. There shall be no claims whatsoever against the Township, its staff, its consultants or such consultant's staff, for reimbursement for the payment of costs or expenses incurred in the preparation of the Proposal or other information required by the RFP.

1.7 Proposal Format.

Responses should cover all information requested in the questions to be answered 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.

SECTION 2

SCOPE OF SERVICES

It is the intent of the Township to solicit Proposals from Respondents that have expertise in the provision of Appraisal Services in conjunction with:

- **Property acquisition initiatives** of the Township for which New Jersey Department of Environmental Protection Green Acres Program funds may be utilized. Contractor must appear on the 2010 New Jersey Department of Environmental Protection Green Acres Program List of Approved Appraisers and must be familiar with Green Acres appraisal guidelines.
- **Real property tax appeals** that may be filed by or against the Township.
- **Other initiatives or legal matters** as required by the Township.

Firms and/or persons responding to this RFP shall be able to demonstrate that they will have the continuing capabilities to perform these services.

SECTION 3

SUBMISSION REQUIREMENTS

Section 3.1 **General Requirements.**

The Proposal submitted by the Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it believes may be useful in evaluating its Proposal. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

Section 3.2 **Administrative Information Requirements.**

The Respondent shall, as part of its Proposal, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Proposal.
2. An executed Letter of Qualification (See Appendix A to this RFP).

3. Name, address and telephone number of the firm or firms submitting the Proposal pursuant to this RFP, and the name of the key contact person.
4. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.
 - (a) Provide the names and business addresses of all Principals of the firm or firms submitting the Proposal. For purposes of this RFP, "Principals" means persons possessing an ownership interest in the Respondent. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of ten percent (10%) or more in the firm.
 - (b) If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a Proposal. Describe the approval process.
 - (c) If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.
 - (d) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance
5. An executed Letter of Intent (See Appendix B).
6. An executed Payment Conditions and Rate Schedules Form (See Appendix C).
7. The number of years the business organization has been in business under its present name.
8. The number of years the business organization has been under its current management.
9. Any judgments, claims or suits within the last three (3) years in which Respondent has been adjudicated liable for professional malpractice. If yes, please explain.
10. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
11. Confirm appropriate federal and state licenses to perform activities. Submit a copy of the Firm's Business Registration Certificate.
12. Form W-9 Request for Taxpayer ID and Certification.

Section 3.3 Professional Information Requirements.

1. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFP. At a minimum, the following information on past experience should be included as appropriate to the RFP:
 - a. Description and scope of work by Respondent;
 - b. Name, address and contact information of references; and
 - c. Explanation of perceived relevance of the experience to the RFP.
2. Describe the services that Respondent would perform directly.
3. Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.
4. Does the Respondent normally employ union or non-union employees?
5. Resumes of key employees.
6. A narrative statement of the Respondent's understanding of the Township's needs and goals.
7. List all immediate relatives of Principal(s) of Respondent who are Township employees or elected officials of the Township. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

Section 3.4 Insurance Requirements.

If selected, the Respondent shall be required to maintain in force, for the duration of the contract, insurance policies for workers compensation coverage for its employees, officers, agents, and/or partners, as required by applicable workers compensation laws, and professional liability coverage. Contractor shall supply a Certificate of Insurance to evidence such coverage which shall name the City as an additional insured party. Contractor shall provide 30 days notice of cancellations, non-renewal, or material change in coverages required by this agreement.

SECTION 4

INSTRUCTIONS TO RESPONDENTS

4.1 Submission of Proposals.

Respondents must submit an original and one (1) copy of their Proposal to the Designated Contact Person:

Business Administrator
Township of Marlboro
1979 Township Drive
Marlboro, NJ 07746

Proposals must be received by the Township no later than 4:00 p.m. (prevailing time) on June 8, 2010, and must be mailed or hand-delivered. Proposals forwarded by facsimile or e-mail will not be accepted.

To be responsive, Proposals must provide all requested information, and must be in strict conformance with the instructions set forth herein. Proposals and all related information must be bound, and signed and acknowledged by the Respondent.

SECTION 5

EVALUATION

The Township's objective in soliciting Proposals is to enable it to select organizations that will provide high quality and cost effective services. The Township will consider proposals from firms or organizations that, in the Township's judgment, have demonstrated the qualifications and organizational capability necessary to provide the services described.

Proposals will be evaluated by the Township on the basis of the most advantageous, all relevant factors considered. The evaluation will consider:

1. Extent of qualifications, experience, reputation and training of personnel to be assigned;
2. Knowledge of the Township and the subject matter addressed under the contract;
3. Relevance of similar engagements performed;
3. References;
4. Reasonableness of cost proposal;
5. Other factors demonstrated to be in the best interest of the Township;

APPENDIX A

LETTER OF QUALIFICATION

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

[INSERT DATE]

Business Administrator
Township of Marlboro
1979 Township Drive
Marlboro, NJ 07746

Dear Sir:

The undersigned has reviewed its Proposal submitted in response to the Request for Proposals (RFP) issued by the Township of Marlboro ("Township"), dated May 25, 2010, in connection with the Township's need for Appraisal Services.

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

(Respondent shall sign and complete the spaces 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: _____

APPENDIX B

LETTER OF INTENT

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

[INSERT DATE]

Business Administrator
Township of Marlboro
1979 Township Drive
Marlboro, NJ 07746

Dear Sir:

The undersigned, as Respondent, has (have) submitted the attached Proposal in response to a Request for Proposals (RFP), issued by the Township of Marlboro ("Township"), dated May 25, 2010 in connection with the Township's need for Appraisal Services.

(Name of Respondent) HEREBY STATES:

1. The Proposal contains accurate, factual and complete information.
2. (Name of Respondent) agrees (agree) to participate in good faith in the procurement process as described in the RFP.
3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Proposal and any proposal prepared and submitted in response to the RFP, 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 Proposal as Principals are named herein and that no person other than those herein mentioned has any participation in this Proposal 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 Township. (Name of Respondent) declares that this Proposal is made without connection with any other person, firm or parties who has submitted a Proposal, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

5. (Name of Respondent) acknowledges and agrees that the Township may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Township shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.

6. (Name of Respondent) acknowledges that any contract executed with respect to the provision of 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: _____

APPENDIX C

PAYMENT CONDITIONS AND RATE SCHEDULES

Proposals should include how services will be billed (i.e. fixed fee, hourly rates) and a schedule of rates if applicable.

Note that the Township does not provide payment for nor reimburse for travel expenses.

Monthly invoices shall be submitted detailing all services performed.

Signature: The undersigned hereby acknowledges and accepts the established payment terms.

Name of Respondent/Firm: _____

Print name and title: _____

Signature: _____

Date: _____

ATTEST:

Witness