

The Township of Nutley

1 Kennedy Drive, Nutley, NJ 07110



Request for Proposals

To

**Conduct a Revaluation of All Property
within the Township of Nutley for the
Year 2021.**

BOARD OF COMMISSIONERS
TOWNSHIP OF NUTLEY, NEW JERSEY

Resolution

Introduced by: Commissioner Thomas J. Evans *Date:* January 15, 2019
Seconded by: Commissioner Mauro G. Tucci *No.* 21-19

WHEREAS, the Township of Nutley has been ordered to revalue all properties within the Township; and

WHEREAS, the Township is desirous of achieving a fair and equitable distribution of the property taxes by ensuring that every taxpayer pays his/her fair share of the property taxes; and

WHEREAS, N.J.S.A. 11-4.1, et seq, provides that competitive contracting may be used for the procurement of specialized goods and services, the price of which exceeds the bid threshold; and

WHEREAS, the Division of Local Government Services and the Division of Taxation recommend the use of the competitive contracting process for the proposal solicitations in connection with the revaluation of real property within the Township of Nutley; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Township of Nutley, County of Essex, State of New Jersey, that the Township Clerk be and is hereby authorized to advertise a notice for the availability of requests for proposal documentation for the revaluation of all real property in the Township of Nutley to be received at the Municipal Clerk's office, One Kennedy Drive, Nutley New Jersey, on February 15, 2019 at 11:00 AM prevailing time. The proposals will be evaluated in accordance with the methodology described in the documentation.

I, Eleni Pettas, Township Clerk of the Township of Nutley, Essex County, NJ, do hereby certify that the foregoing is a true copy of a resolution adopted by the Board of Commissioners at a regular meeting held January 15, 2019

<i>Record of Vote</i>	<i>Commissioner Steven L. Rogers</i>	<i>Commissioner Mauro G. Tucci</i>	<i>Commissioner Thomas J. Evans</i>	<i>Commissioner Alphonse Petracco</i>	<i>Mayor Joseph P. Scarpelli</i>
<i>Yes</i>	X	X	X	X	X
<i>No</i>					
<i>Not Voting</i>					
<i>Absent/Excused</i>					

**TOWNSHIP OF NUTLEY
One Kennedy Drive
Nutley, New Jersey 07110**

REQUEST FOR PROPOSALS

FOR

PROPERTY REVALUATION SERVICES FOR THE TOWNSHIP OF NUTLEY

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.5, sealed proposals will be received by the Township of Nutley at the Municipal Clerk's Office, One Kennedy Drive, Nutley, New Jersey 07110, **on Friday February 15, 2019 at 11:00 a.m., prevailing time, for the following:**

PROPERTY REVALUATION SERVICES

Request for Proposals from Individuals and/or Firms Interested in providing "Property Revaluation Services" for the Township of Nutley.

Successful applicants will be required to comply with requirements of N.J.S.A. 10:5-31, et seq. (N.J.A.C. 17-27) (Equal Employment Opportunity) and N.J.S.A. 52:32-44, et seq. (New Jersey Business Registration).

The right is reserved to reject any or all proposals if it is deemed to be in the best interest of the Township of Nutley to do so.

All those interested in submitting proposals should review the request for proposals and submit all documentation requested and may obtain same through the Purchasing Department, located at 1 Kennedy Drive Nutley, New Jersey 07110, telephone no. 973-284-4960 or on the township website; www.nutleynj.org.

**Eleni Pettas, RMC
Municipal Clerk**

Nutley Sun Issue of Thursday, January 24, 2019 /VIA EMAIL/publicnotices@northjersey.com

**Post Bulletin Board
Post Website**

REQUEST FOR PROPOSALS

The Township of Nutley requests proposals to plan and implement a revaluation of all property in the municipality for the year 2021.

A. TOWNSHIP INFORMATION

The Township of Nutley is responsible for issuing this RFP. Respondents requiring information regarding this project shall direct all questions to:

Township of Nutley, Assessor's Office
Edmund Brown, Assessor
1 Kennedy Drive
Nutley, NJ 07110
(973) 284-4956
(201) 981-8970 (cell)
ebrown@nutleynj.org

B. BACKGROUND INFORMATION

The Township of Nutley is located in the northeast corner of Essex County bordering Passaic and Bergen Counties. Access to the Township is provided via the Garden State Parkway, State Route 21, Route 7, as well as County and municipal roadways. Nutley is 3.43 square miles with an estimated population of 28,748. Township government is established as a Walsh Act Commission with five elected Commissioners responsible for specific areas of municipal service. The Nutley School District consists of five elementary schools, a middle school, and a high school. The Township offers its residents a public library and numerous recreational/cultural facilities.

Last Revaluation	2006
Last Reassessment	2010
Area	3.43 square miles
2018 Director's Ratio	87.55%
2019 Director's Ratio	85.42%
2018 Coefficient of Deviation	12.43%
2018 Tax Rate	\$3.511/\$100

The Real and Exempt property as of January 10, 2019 is divided up as follows:

REAL PROPERTY CLASSIFICATION	LINE ITEMS	ASSESSMENTS
1 - VACANT LAND	153	\$ 30,168,900
2 - RESIDENTIAL (4 Families or Less)	8,235	\$ 2,629,786,100
4a – COMMERCIAL	446	\$ 420,826,700
4b – INDUSTRIAL	22	\$ 12,545,700
4c – APARTMENT	73	\$ 171,143,400
6a – PPTTM	1	\$ 9,100
15a - Public Schools	12	\$ 66,971,252
15b - Other Schools	2	\$ 10,056,826
15c - Public Property	111	\$ 51,658,016
15d – Charitable	43	\$ 45,205,205
15e – Cemetery	2	\$ 2,381,700
15f – Miscellaneous	65	\$ 38,091,500
TOTAL TAXABLE	8,929	\$ 3,264,470,800
TOTAL EXEMPT	235	\$ 214,364,499
Grand Total (excluding 6a)	9,164	\$ 3,478,835,299

C. PROJECT OVERVIEW

Completion Date

The Essex County Board of Taxation has ordered the Township of Nutley to implement a municipal-wide revaluation to be completed as of October 1, 2020 and be effective for the 2021 tax year. In the event that an extension of the completion year is requested, all proposals must be submitted “subject to extensions” as requested by the Township of Nutley.

Compliance with Law

In addition to any requirements specifically listed within this RFP, all proposals must comply with the current New Jersey State Statutes, Administrative Code and standard revaluation requirements of the Division of Taxation and Essex County Board of Taxation.

Property Data & Valuation

All classes of property, both real & exempt, must be inspected, measured and listed including sketches. The balance of information to be gathered and utilized in the valuation process or for use by other departments within the Township will be determined and agreed upon, prior to the commencement of fieldwork, by the company and the Assessor. Exempt properties are to be valued as if they were not exempt. They are to be inspected and valued with other properties in the neighborhood utilizing the same valuation models, unless it is a special purpose facility.

It should further be noted that any and all “work product” made by the revaluation firm will be subject to an audit by the Tax Assessor or a designated representative of the Township of Nutley.

Any work that is not completed at the time of inspection is to be listed and measured indicating the status at the time of inspection and flagged for re-inspection. In conjunction with the Assessor’s Office these properties will be re-inspected no sooner than October 1, 2020 to determine final status.

The firm will be responsible for the Chapter 91 mailing in the year prior to filing of the revaluation as well as the two years *after*. Forms and time of mailing must be pre-approved by the Assessor.

The firm will be responsible for mailing *further statements* to all exempt properties as prescribed in the New Jersey Statutes Annotated. Completed forms will be delivered to the assessor after November 1st but prior to mailing of the preliminary valuation notices.

Computer Assisted Mass Appraisal System (CAMA)

The revaluation must be performed utilizing the Vital Communications, Inc. CAMA software. Data fields, screen layouts and codes tables are to be determined jointly, with the assessor having the final say. Any modification to the software that is necessary to complete the job to the satisfaction of the Assessor is the responsibility of the firm.

All properties shall be appraised using the three approaches to value (Sales Comparison, Cost, and Income Capitalization) where applicable and to use acceptable methods, forms, and manuals authorized by the New Jersey Division of Taxation.

Commercial improvement values are to be entered into the “override” field in the CAMA system. Detailed descriptions including, but not limited to the gross building area of the structure(s) and the number of units shall be placed into the notes section of the CAMA.

The Marshall & Swift Commercial Cost Estimator 7 software shall be used to calculate all Cost Approaches to Value. One (1) copies of the software shall be provided and installed on workstation / tablet in the Assessor’s Office. The firm is responsible for providing update service for the duration of the contract.

Once field work commences, any and all property information is to be exchanged with the Assessor's Office upon request.

Company Personnel

Principals of the Company shall have at least five (5) years of practical and extensive appraisal experience in the valuation of the various classes of real property.

Supervisors of the Company shall have at least four (4) years of practical and extensive appraisal experience in the valuation of the particular class of real property for which they are responsible. At least two (2) years of this experience must have been in the mass appraisal field and have occurred in the last five (5) years.

All personnel determining final land values shall have at least four (4) years of practical and extensive appraisal experience in the valuation of all classes of property.

Field personnel and building enumerators shall have a minimum of one hundred fifty (150) hours of in-service training pertaining to their particular phase of the work and shall be generally aware of other phases of the revaluation project prior to starting field work.

The Company shall submit a resume outlining the qualifications of each principal, supervisor, land valuator, and commercial, industrial, or multi-family valuers as well as field personnel assigned to this project.

The Company shall designate a qualified and responsible employee to supervise the operation of the Company's staff for the entire project, which will be known as the Project Manager. This Project Manager shall make themselves available to the Township Assessor for consultation throughout the project. Any change of the Project Manager requires approval of the Township Assessor.

The Company shall obtain an identification card from the Township's Department Public Safety for each staff member. This identification tag must be worn at all times on the outside of their clothing. The Company shall supply the Township Assessor and Police Department with driver's license numbers, vehicle license plate numbers, and make of vehicle or vehicles that will be used by field personnel on this project. The Company shall require all personnel performing work on this project to authorize a background investigation of its employees.

Personnel shall present themselves in a neat and clean manner and shall conduct themselves in a professional and courteous manner. A professional dress code will be enforced. The Company shall instruct all field personnel to avoid unnecessary communication with the residents while conducting inspections. Field personnel should not discuss value, appraisal methodology, etc. but should re-direct all questions to the Assessor. Any change in personnel shall be submitted to the Township Assessor.

Upon written notice to the Company, the Assessor may request removal of any person for this project whose work is unsatisfactory, or has conducted him or herself in an unprofessional manner, or upon the advice and counsel of the Township Police Department.

Inspection and Data Collection

The contract requires the inspection and verification of 100% of the exteriors and no less than 90% of the interiors of all properties within the Township. A careful inspection of each parcel shall be made after 9:00 AM but before 7:00 PM on any day, Monday through Saturday.

All structures are to be measured with a measuring tape. No measuring stick will be permitted. Measuring wheels will be permitted for site work only and commercial / industrial buildings when necessary.

No less than three attempts shall be made to gain entry to each property. If successful entry has not been made after the first attempt, a card shall be left at the property indicating a date and time when a second attempt to gain entry will be made. 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. All inspectors must wear a photographic ID, issued by the Township of Nutley's Department of Public Safety.

The revaluation company shall notify the Assessor of any properties discovered not to be 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.

The Assessor, his/her designee or a representative of the Essex County Board of Taxation may make random spot checks throughout the Municipality to verify that inspections are being conducted in the appropriate manner. Additionally, the Assessor and/or a representative of the Essex County Board of Taxation may accompany Company employees at any time during field inspections.

Added and Omitted Assessments

The revaluation company shall be responsible for the inspection and valuation of the 2020 added and omitted assessment tax list. The revaluation company shall provide the Assessor for his/her review a description of the added assessment, the amount of the added assessment and number of months prorated for input into the Mod-IV tax record system.

The Township shall provide access to any and all building permits necessary for the purpose of adhering to the added assessment law.

Class 4 Commercial Property Review

Hendricks Appraisal Company, LLC, the Township's real estate appraisal expert will be retained to review all of the Class 4 commercial property assessments. No Class 4 value notification letter can be transmitted to the property owner without approval of the Assessor working in conjunction with Hendricks Appraisal Company, LLC.

Public Relations

In conjunction with the Township and the Assessor's Office an aggressive public relations program will be put in place. It must cover at least the following:

- Definitions and the purpose of a revaluation
- How it will be accomplished
- What it means to property owners
- Who will be doing the work?
- What to be aware of
- Where to go and whom to contact regarding concerns
- Review Process
- The status of the revaluation.

Resources to be used will include but not limited to:

- Individual mailings
- Township newsletters, calendar, cable TV, and web site
- Public appearances

Company Website

The Company shall have a website where interested parties can obtain information about the revaluation. All revaluation correspondence sent out shall reference the website and provide a general description of its content. The website should include:

- A copy of the introduction letter mailed to taxpayers prior to the inspection process
 - Copies of the inspector Township issued identification badges
 - Once finalized, a copy of the VCS map
 - Once value letters are mailed, a list showing the proposed assessment of each ratable parcel within the Township.
 - Once value letters are mailed, a list of all of the sales that have occurred within the Township during the relevant time period.
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Digital Photographs

Residential:

Two (2) color images for each structure on the property. Structures are defined as any building that is heated. Some examples are: the main home, cabanas, studios/apartments over garages, cottages, cabins and multiple homes. They do not include garages, barns, pools or other accessory structures. One image will be an angle view showing the front and right or left side. If the entire front of the primary structure cannot be clearly seen two (2) front images must be taken. A second image of the primary structure is also required capturing rear and opposite (left or right) side of the structure that was not captured in the front photo.

Condominiums:

Apartment:	Two (2) color images per building.
Townhouses:	Two (2) color image per unit.
Multi Family:	Two (2) color image per unit.
Office:	Two (2) color image per building.
All Others:	Two (2) color image per building.

Commercial, Apartments and Exempt Property:

Two (2) color image per structure on the property. Structures are defined as any building that is being leased or occupied by a business entity. They do not include garages, barns or other accessory structures.

All pictures are to be stored as jpegs. They must stay in their original 4:3 format; no cropping of pictures will be accepted. The exact resolution and files size will be agreed upon prior to start of taking pictures. File names will conform to the naming routine established by Vital to be compatible with the mspictures software.

(County/District)_(Block)_(Block suffix)_(Lot)_(Lot suffix)_(Qualifier)_(# of image).jpg
0716_1101_01-1_01__1.jpg, 0716-1101-1__1.jpg

Defense of Appealed Values

Without additional charge to the Township, the revaluation firm shall furnish a representative of the firm to testify before the Essex County Board of Taxation when the revaluation firm's appraised value is being challenged. The expert shall appear with the Township Assessor and/or the Township Attorney or Tax Counsel at all hearings, settlement conferences and other legal proceedings, if requested, by the Township Assessor. The representative shall defend revaluation firm's appraised value of properties appealed to the County Board of Taxation for the tax years of 2021 and 2022.

Informal Reviews

Once values have been determined, taxpayers should be provided with an opportunity to review the proposed assessment of their property. A list of all values will be submitted to the Township Assessor for review prior to the mailing.

1. Company shall provide written notice advising the property owner of the proposed new assessment of the taxpayer's property. Said notice shall be by first class mail and the notice shall be in a format to be approved by the Township. The notice shall specify when and how an appointment for an informal review of the property record card, new valuation, valuation methods and sales activity may be arranged by the property owner. Each property owner attending the informal review shall be afforded an individual meeting with a representative of the Company qualified to discuss the data collected and the Market Value of each property. Sufficient time shall be allowed to hear and conclude reviews on or before November 1, 2020.
2. Reassessment firm shall summarize each and every informal taxpayer review on a form that shall contain: date of the review, name of the reviewer, name of the taxpayer and/or agent, block and lot number of the property reviewed, comments from the taxpayer, any written submission from the taxpayer or appraisals reports along with the final determination made by the Project Manager upon final review. This written record shall be forwarded to the Township Assessor for review and comment, before the final value is changed. Upon review and approval of the Township Assessor the changes shall be delivered to the reassessment firm.
3. The Company shall make all necessary revisions or corrections on or before December 15, 2020. Each and every taxpayer that responded to the informal review shall be notified of the final determination made by reassessment firm within thirty days of the conclusion of the informal taxpayer reviews. Reassessment firm shall notify the taxpayer in writing and said notification shall be sent by First Class mail.
4. The informal taxpayer reviews shall be conducted at a location to be determined within the Township of Nutley. The Township shall provide space for the hearings to be conducted.

Available Resources

The Township will provide the following to assist the firm:

- Tax Map. The Township of Nutley utilizes a contracted engineering firm (Pennoni Associates, Inc.) and has an annual tax map maintenance program in place. It shall be the responsibility of the firm to check with the assessor from time to time as to any revisions to the tax map.
- Land Use and Development Ordinance complete with zoning maps.
- Official Map (Address) of the Township.
- Current MODIV master file and a current copy of the CAMA system.

The Township shall make available official records and such other assistance required as an aid to the Firm's performance including but not limited to:

- Sales Information; Maps, Databases, and Deeds
 - Recent Appraisals
 - SR-1A's & Sales Lists
 - Building Permit Data
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D. SUBMITTAL INSTRUCTIONS

Respondents who wish to be considered for selection for this project must submit a complete response to this RFP. All designs and documentation delivered to the Township of Nutley as part of a proposal and implementation of the project shall become the property of the Township of Nutley.

Submitted proposals shall be specifically prepared for this project and shall include, in addition to any items described elsewhere in this RFP, the following:

1. Compliance with the standard requirements of the New Jersey Division of Taxation and Essex County Board of Taxation.
 2. The firms understanding of and approach to the scope of work. This should be presented with sufficient detail regarding the level or degree of work, tasks, objectives, results, and the time required to complete each.
 3. A detailed work schedule (time line) detailing the tasks required in order to complete the project and the target start and completion dates for each major task. The Township also requests a signed certification to be included with the time line stating that once the work on the revaluation begins that it will be “completed without interruption”.
 4. Costs and fees.
 - A detail cost proposal indicating the item, number of units, unit price and a total. It should also indicate additional costs for any optional tasks contained in the proposal
 - An itemized list of equipment, hardware, software and other products that the firm will be supplying to complete the project.
 - A detailed payment schedule
 5. Experience and current work load:
 - Specific experience of the firm with projects similar in nature to the proposed project completed within the last five years. References and contact information should be included.
 - Projects presently under contract, include name of municipality, number of line items and completion dates
 - Active bids for Revaluations; include name of municipality, number of line items and completion dates.
 6. List all:
 - Persons with 10% or more ownership interest in the firm, positions held and their responsibilities if any.
 7. Satisfactory evidence of insurance for comprehensive general liability, automobile liability, workers compensation and employer’s liability, and other insurances as maybe requested by the Township.
 8. Copy of the Respondent’s State of New Jersey Business Registration Certificate.
 9. The firm shall include with their proposal the following items:
 - Sample form of Progress reports to be used.
 - Payment Schedule and/or Monthly Billing Summary
 - Sample of Property Record Card to be used.
 - Sample of any other supportive material to be used.
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SEVEN (7) SEALED PAPER COPIES OF EACH RESPONDENT'S PROPOSAL SHALL BE SUBMITTED TO THE TOWNSHIP CLERK ON OR BEFORE: 11:00 A.M. ON FEBRUARY 15, 2019.

E. RIGHT TO REJECT

The Township reserves the right to reject any or all proposals and to award this project in whole or part; to waive any information, if in its sole discretion is in the best interest of the Township.

G. ADDENDA

The Township reserves the right to amend, add or delete any of the requirements of the RFP. If it becomes a necessity, a written addendum will be issued. Respondents shall acknowledge receipt of such addenda, if issued, in their proposals.

H. PROPOSAL EVALUATION

The Township will evaluate all proposals submitted within the guidelines established herein. Evaluation criteria will include:

- The respondent's program presented to the Township, which accurately demonstrates an understanding of the project and outlines practical approaches.
- The overall experience of the respondent firm's and experience on projects of a similar size and scope
- The project team proposed by the respondent:
 - Team leaders, staffing and consultants
 - Specific responsibilities of the various team members.
 - Past experience of the team and its individual members.
 - Delineation of management tasks of the intended project
- Capability of the respondent to integrate this project into the Firm's present workload to allow performance of the work within the Township's timetable.
- Schedule for implementation of the project.
- Cost and compatibility with current systems
- Certificates of Insurance and Coverages.

I. PRESENTATIONS

The Township may request an oral presentation by qualified respondents, prior to final selection, to assist in its determination. If your company is chosen to make a presentation to the Township Board of Commissioners you will be notified accordingly. Board of Commissioners meetings are scheduled for the first and third Tuesday of every month.

J. AFFIRMATIVE ACTION REQUIREMENTS

During the performance of the contract, the Company agrees according to Public Laws 1975, Chapter 127 (N.J.A.C. 17:27), as follows:

“The consultant/firm will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status or sex. The consultant/firm 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 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 consultant/firm 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 non-discrimination clause.

The consultant/firm will in all solicitations or advertisements for employees placed by or on behalf of the consultant/firm; state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex.

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

The consultant/firm agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time.

The consultant/firm agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c.1127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Officer pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time.

The consultant/firm agrees to inform, in writing, appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities; and labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The consultant/firm 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 laws and applicable Federal court decisions.

The consultant/firm 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 or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The consultant/firm shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office 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 Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (NJAC 17:27).

The consultant/firm is required to provide one of the following to the Township of Nutley within three (3) days after award of contract:

- A. An existing federally approved or sanctioned affirmative action program.
- B. A State of New Jersey Certificate of Employee Information Report Approval.

OR

- C. A completed Employee Information Report (form AA—302) both to the Township and to the State Affirmative Action Office, Trenton. This form is available at the A.A.O., P.O. Box 1829, Trenton, NJ 08625, or from the Township of Nutley, Township Clerk's office.

If either A, B, or C is not submitted within the required time, the contract agreement must be rejected as non-responsive.

K. INSURANCE AND BONDING

The company shall provide certificates of Liability and Workman's Compensation insurance providing coverage in accordance with the Township of Nutley insurance requirements. Insurance coverage shall indemnify and save harmless the Township of Nutley from any and all liability arising from the Company's work to be performed under this contract including attorney's fees and costs in connection with the defense of such claims.

The company shall provide comprehensive general liability and automotive liability insurance coverage with the Township of Nutley named as co-insured. Limits of liability for both coverages shall be a minimum of \$3,000,000 (amount of liability) for bodily injury and property damage.

A performance surety bond equal to the amount of this contract, executed by a reputable bonding firm authorized to do business in the State of New Jersey shall be provided. The surety bond shall be subject to reduction to 10% of the contract amount upon the acceptance of the completed revaluation by the tax assessor. Said surety bond shall be subject to full cancellation upon completion of all appeals before the Essex County Board of Taxation being adjudicated.

A treasury listed bonding company is to be provided with an AB best rating.

Copies of all insurance policies and the surety bond shall be provided to the Township of Nutley and the Division of Taxation prior to the commencement of any work under this contract.

FORMS TO BE COMPLETED

NON-COLLUSION AFFIDAVIT	_____
STATEMENT OF OWNERSHIP DISCLOSURE	_____
AFFIRMATIVE ACTION CERTIFICATION	_____
EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE	_____
AMERICANS WITH DISABILITIES ACT	_____
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN	_____
PROOF OF BUSINESS NJ BUSINESS REGISTRATION CERTIFICATE	_____
SCHEDULE OF LINE ITEM FEES	_____

ITEMS TO BE INCLUDED

DETAILED TIMELINE OF WORK SCHEDULE	_____
EMPLOYEE QUALIFICATIONS	_____
LIST OF EXPERIENCE WITH SIMILAR PROJECTS	_____
LIST OF CURRENT PROJECTS UNDER CONTRACT	_____
LIST OF ACTIVE BIDS	_____
EVIDENCE OF INSURANCE	_____
STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE	_____
SAMPLES OF PROGRESS REPORTS, BILLINGS SUMMARY, & PRC	_____

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF ESSEX

_____, BEING DULY SWORN deposes and says that:

1. The proposal has been arrived at by the contractor independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition; and
2. The contents or the proposal have not been communicated by the contractor or its employees or agents to any person not any employee or agent of the bidder or its surety on any bond furnished with the bid and will not be communicated to any such person prior to the official opening of the bid.
3. The undersigned is duly authorized to execute this affidavit on behalf of the contractor.

Authorized Signature

Printed Name of Signatory

Company Name

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

Address

Address

Notary Public

City State Zip Code

My Commission expires: _____

Area Code and Phone Number

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☐ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): _____

Part II

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above**. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

AFFIRMATIVE ACTION CERTIFICATION

This form is a summary of the successful applicant's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful applicant shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the Professional is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the Professional in accordance with N.J.A.C. 17:27-4.

The successful applicant may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful applicant(s) shall submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the applicant copy is retained by the applicant.

The undersigned applicant certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned applicant further understands that his/her RFP shall be rejected as non-responsive if said applicant fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

Applicant/Firm's Name

Authorized Signature

Print Name

Title

Telephone

EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

The contractor, 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 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 forth provisions of this nondiscrimination clause.

The Contractor or sub-Contractor, 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 sub-Contractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the Contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Contractor or sub-Contractor, 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 sub-Contractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

Initials _____

The Professional or subProfessional agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, 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 Professional or subProfessional 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 targeted employment goals, the Professional or subProfessional agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, 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 Professional 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
(electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The Professional and its subProfessionals shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office 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.

Initials _____

AMERICANS WITH DISABILITIES ACT
Equal Opportunity for Individuals with Disabilities

The Contractor and the Township of Nutley do hereby agree that the provision of Title II of the Americans With Disabilities Act of 1990 (the "ADA") (42 U.S.C. Section 12101 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 thereunto, are made a part of this contract. In providing any aid, benefit or service on behalf of the Township pursuant to this contract, the Contractor agrees that the performance shall be in strict compliance with the ADA. In the event that the Contractor, its agents, servants, employees or subcontractors violate or are alleged to have violated the ADA during the performance of this contract, the Contractor shall defend the Township in any action or administrative proceeding commenced pursuant to this ADA. The Contractor shall indemnify, protect and save harmless the Township, 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 Township grievance procedure, the Contractor agrees to abide by any decision of the Township which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the Township or if the Township 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 Township 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 Township or any of its agents, servants, and employees, the Township shall expeditiously forward or have forwarded to the Contractor every demand, complaint, notice, summons, pleading or other process received by the Township or its representatives.

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

It is further agreed and understood that the Township 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 Township from taking any other actions available to it under any other provisions of this agreement or otherwise by law.

Initials _____

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

PART 1

Pursuant to Public Law 2012, c. 25 any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates (any parent, successor, subunit, direct or indirect subsidiary, or any entity under common ownership or control with, any entity), is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Authority finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

Bidder/Company Name: _____

PLEASE CHECK THE APPROPRIATE BOX:

- ☐ I certify, pursuant to Public Law 2012 c. 25, that neither the bidder listed above nor any of the bidder's Parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012 c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

- ☐ I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Division of Purchase under penalty of perjury. **Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.**

PART 2

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the box below.

Name: _____ Relationship to Proposer: _____

Description of Activities: _____

Duration of Engagement: _____ Anticipated Cessation Date: _____

Proposer Contact Name: _____ Contact Phone Number: _____

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Authority is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Authority to notify the Authority in writing of any changes to the answers or information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the Authority and the Authority at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

TOWNSHIP OF NUTLEY

REVALUATION PROJECT

SCHEDULE OF LINE ITEM FEES*

CLASS

1 - VACANT LAND \$ _____ PER PARCEL

2 - RESIDENTIAL (4 FAMILY OR LESS) \$ _____ PER PARCEL

3A - FARM QUALIFIED \$ _____ PER PARCEL

3B - FARM REGULAR \$ _____ PER PARCEL

4A - COMMERCIAL \$ _____ PER PARCEL

4B - INDUSTRIAL \$ _____ PER PARCEL

4C - APARTMENTS \$ _____ PER PARCEL

15A - EXEMPT PUBLIC SCHOOL \$ _____ PER PARCEL

15B - EXEMPT OTHER SCHOOL \$ _____ PER PARCEL

15C - EXEMPT PUBLIC PROPERTY \$ _____ PER PARCEL

15D - EXEMPT CHARITABLE \$ _____ PER PARCEL

15E - EXEMPT CEMETERIES \$ _____ PER PARCEL

15F - EXEMPT MISC. \$ _____ PER PARCEL

***TO BE COMPLETED IN ANTICIPATION OF INCREASE IN LINE ITEMS UPON COMPLETION OF THIS AGREEMENT, AS COMPARED TO LINE ITEM COUNT AT BEGINNING OF PROJECT.**

COMPANY _____

SIGNATURE _____

PRINT NAME _____

TITLE _____

DATE _____