

***Borough of Stanhope***

***REQUEST FOR PROPOSALS***

***For***

***BOROUGH WIDE  
REASSESSMENT SERVICES***

**Due Wednesday, February 12, 2025**

77 Main Street  
Stanhope, NJ 07874

## TABLE OF CONTENTS

<u>Section</u>	<u>Page Number</u>
1. Introduction and General Information	1-6
2. Scope of Services	7-8
3. Submission Requirements	9-10
4. Instructions to Respondents	11
5. Evaluation Criteria	12
6. Forms and Attachments (Affirmative Action Language)	12-13
7. Annual reassessment requirements.	14

**BOROUGH OF STANHOPE  
REQUEST FOR PROPOSALS  
FOR THE PROVISION OF BOROUGH-WIDE REASSESSMENT SERVICES  
DUE DATE: February 12, 2025**

**GLOSSARY**

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

“Borough” refers to the Borough of Stanhope.

“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 Borough) have satisfied the criteria set forth in this RFP.

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

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

**SECTION 1  
INTRODUCTION AND GENERAL INFORMATION**

**1.1. Introduction and Purpose.**

The Borough is soliciting Proposals from interested persons and/or firms for the provision of Borough-wide property value reassessment services, as more particularly described herein. Through an RFP process described herein, persons and/or firms interested in assisting the Borough with the provision of such services must prepare and submit a Proposal in accordance with the procedure and schedule in this RFP. The Borough 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 Borough). The Borough intends to consider person(s) and/or firm(s) that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by the Borough to provide the greatest benefit to the taxpayers of Stanhope.

## **1.2. Procurement Process.**

The selection of Qualified Respondents is not subject to the bidding provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. The selection is subject to the “New Jersey Local Unit Pay-to-Play” Law, N.J.S.A. 19:44A-20.4 et seq., The Borough 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 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 2 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” law, as well as any and all relevant Executive Orders and the New Jersey Election Law Enforcement Commission disclosure requirements.

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

### **Designated Contact Person:**

Ellen Horak, Borough Clerk  
Borough of Stanhope  
77 Main Street  
Stanhope, NJ 07874  
[ehorak@stanhopenj.gov](mailto:ehorak@stanhopenj.gov)

**Proposals must be submitted to, and be received by, the Borough, via mail, hand delivery or email, by 12:00 pm on February 12, 2025. Proposals will not be accepted by facsimile transmission.**

Subsequent to issuance of this RFP, the Borough (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 Borough.

## **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:

- All costs incurred by the Respondent in connection with responding to this RFP shall be borne solely by the Respondent.

- The Borough 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 Borough 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 Borough 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 Borough and will not be returned.
- All Proposals will be made available to the public at the appropriate time, as determined by the Borough (in the exercise of its sole discretion) in accordance with law.
- The Borough may request Respondents to send representatives to the Borough for interviews.
- Any and all Proposals not received by the Borough by 12:00 pm on February 12, 2025 may be rejected.
- Neither the Borough, nor their respective staffs, consultants nor advisors 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 the Borough.**

The Borough 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 conduct investigations of any or all of the Respondents, as the Borough 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 its sole discretion.) If terminated, the Borough may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The Borough 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 Borough may issue addenda, amendments, or answers to written inquiries. Those addenda will be noticed by the Borough 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 Borough, its staff or consultants 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 Borough 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 Borough to solicit Proposals from Respondents that have expertise in the provision of Borough-wide property value reassessment services. Firms and/or persons responding to this RFP shall be able to demonstrate that they will have the continuing capabilities to perform these services.

The Borough of Stanhopoe consists of the following property types as of December 19, 2024:

<b>Class 1</b>	131 parcels
<b>Class 2</b>	1,365 parcels
<b>Class 3A</b>	0 parcels
<b>Class 3B</b>	10 parcels
<b>Class 4A</b>	60 parcels
<b>Class 4B</b>	4 parcels
<b>Class 4C</b>	<u>9 parcels</u>
<b>Ratables</b>	<b>1,579 (total)</b>
<b>Class 15's</b>	166

The Borough-wide reassessment program will include the following tasks:

- Delineation of homogeneous neighborhoods onto a Neighborhood Map.
- **INSPECTIONS:**  
Since the last complete revaluation was implemented in Tax Year 2012, 3 attempts will be made to inspect ALL properties (including Exempt Properties).  
Photograph the front & rear of all primary buildings, and the front of all assessable accessory buildings.  
Establish the fair market value of ALL properties within the municipality as of October 1, 2025; with assessments to be implemented for Tax Year 2026.
- Mail Introduction letters to all taxpayers in 2025.
- Mail a follow-up letter for inspection to all estimated properties before the value notification letters are mailed in 2025.
- Mail Ch. 91 Income/Expense forms to all commercial properties in 2025.
- Mail value notification letters to all taxpayers in 2025.
- Conduct informal hearings in the Borough with taxpayers to discuss proposed assessments.
- Defend appeals made to the Sussex County Board of Taxation for the year the reassessment and the following tax year.

- All improvement sketches will be from scratch, no existing records will be utilized, unless deemed acceptable by the Borough's Tax Assessor.

The Borough reserves the right to amend the scope of services to include any other statutorily required services not expressly listed in the RFP for this type of program. Such amendment would be negotiated with the Respondent as deemed appropriate. The specific manner of property valuation and the work product emanating from same will be determined by the Borough Tax Assessor and agreed upon by the selected firm prior to commencement of any work or financial remuneration. It is the Borough's intention to perform the reassessment program in compliance with Division of Taxation regulations and as cost effectively as may be feasible. The Borough may meet the requirements for a reassessment program with a combination of services by the Respondent and by the Borough's Tax Assessor and staff.

### **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 feels 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. 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.
3. 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 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.
- 4. The number of years your organization has been in business under the present name.
  - 5. The number of years the business organization has been under the current management.
  - 6. 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.
  - 7. 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.

### **Section 3.3 Performance 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
  - c. Explanation of perceived relevance of the experience to the RFP
- 2. Describe the services that Respondent would perform directly.
- 3. Resume of all key employees.

4. A narrative statement of the Respondent's understanding of the Borough's needs and goals.

5. List all immediate relatives of Principal(s) of Respondent who are Borough employees or elected officials of the Borough. 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.

6. At least three references, with name, address and contact information.

7. Cost Proposal addressing the scope of services defined in Section Two, including Alternates.

8. A project timeline, broken down by task.

### **Section 3.4 Legal Information**

1. A statement that the Respondent is in compliance with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance (see attached).

2. Provide evidence of insurance coverage showing coverages for the following:

- Errors and Omissions in an amount of at least \$1,000,000
- Statutory Workman's Compensation Insurance
- General Liability Insurance in an amount of at least \$1,000,000 combined single limit per occurrence.
- Auto Insurance Liability for bodily injury or property damage in an amount of at least \$500,000 combined single limit.
- Contractual Hold Harmless Liability coverage for the above

3. Business Registration Certificate.

4. Copies of Professional certificates and licenses.

## **SECTION 4 INSTRUCTIONS TO RESPONDENTS**

Respondents must submit an original Proposal to the Designated Contact Person. Proposals must be received by the Borough no later than 12:00 pm on February 12, 2025, and must be mailed, hand-delivered or e-mailed. Proposals forwarded by facsimile 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 Borough's objective in soliciting Proposals is to enable it to select a firm or organization that will provide high quality and cost-effective services to the citizens of Stanhope. The Borough will consider Proposals only from firms or organizations that, in the Borough's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Borough in the manner described in this RFP.

Proposals will be evaluated by the Borough based on factors deemed the most advantageous, with all relevant factors considered. The evaluation will consider:

1. Past experience, reputation and achievements both of the firm and assigned team members in successfully implementing similar projects;
2. Demonstrated understanding of the projects concept and goals and of the subject matter addressed under the scope of services
3. Knowledge of the Borough and the subject matter addressed under the contract;
4. Ability to meet project timeframes
5. Compensation proposal
6. Other factors demonstrated to be in the best interest of the Borough.

**P.L. 1975, C. 127 (N.J.A.C. 17:27)**  
**MANDATORY AFFIRMATIVE ACTION LANGUAGE**

**PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS**

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

Counsel 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, Counsel 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. Counsel 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.

Counsel will, in all solicitations or advertisements for employees placed by or on behalf of Counsel, 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.

Counsel 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 officer advising the labor union or workers' representative of the Counsel's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

Counsel 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.

Counsel 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. 127, 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 Office 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.

Counsel agrees to inform in writing appropriate recruitment agencies in the area, including 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.

Counsel 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.

Counsel 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, 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.

Counsel 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).