

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY
COUNTY OF UNION**

PUBLIC NOTICE

**Ms. Patricia Donahue
Township Clerk
Phone: 908-709-7210
Fax: 908-276-4859
E-mail: p-donahue@cranfordnj.org**

**NOTICE OF
REQUEST FOR PROPOSALS FOR**

Appraisal Services

The Township of Cranford is soliciting proposals through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

Beginning on Thursday, October 21, 2021, submission packages may be obtained at the Township Clerk's Office, (908) 709-7210, during regular business hours, 8:30 A.M. to 4:00 p.m., Monday through Friday, excluding holidays, or by downloading the documents on the Township's website: <https://www.cranfordnj.org/bids>. **Registration on the Township's website is required.**

Sealed Request for Proposals (RFP's) responses shall contain: one original; one hard copy and one digital copy (i.e., USB stick or thumb drive) of the submission. Such RFP response should be enclosed in an opaque sealed envelope, plainly marked, "**Appraisal Services**" and shall show the name and address of the bidder. RFP's may be hand delivered to the Clerk's Office in the Township Building or may be forwarded by personal service, certified mail, U.S. Post and other mail delivery services. The sealed envelope containing the proposal and marked as directed above, must be enclosed in another envelope properly addressed as follows:

Patricia Donahue,
c/o November 10th RFP Opening – **Appraisal Services**
Township Clerk
Township of Cranford
Municipal Building
8 Springfield Avenue
Cranford, NJ 07016

Notice is hereby given that sealed RFP responses will be received by the Township Clerk of the Township of Cranford, County of Union, State of New Jersey, at the Municipal Building, located at 8 Springfield Avenue, 2nd Floor, Cranford, New Jersey, 07016, **on Wednesday, November 10th, 2021, at 10:00 a.m.** or as soon thereafter as the matter may be heard, and publicly opened with the contents of same publicly announced for 2022 Appraisal Services.

Respondents shall comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. A copy of a New Jersey Business Registration Certificate shall be included with the RFP.

By order of the Township Committee:
Kathleen Prunty, Mayor
Jamie Cryan, Township Administrator
Patricia Donahue, Township Clerk

**TOWNSHIP OF CRANFORD
CRANFORD, NEW JERSEY**

**REQUEST FOR PROPOSALS
FOR
APPRAISAL SERVICES**

**Contract Term
January 1, 2022 through December 31, 2022**

SUBMISSION DEADLINE

**10:00 a.m.
November 10th, 2021**

GENERAL INFORMATION & SUMMARY

Organization Requesting Proposal

Township of Cranford
8 Springfield Avenue
Cranford, New Jersey 07016

Contact Person

Bryan Flynn
Tax Assessor
908 709-7211

Purpose of Request

The Township of Cranford is requesting proposals from qualified individuals and firms (“contractor(s)” or “proposer(s)”) to provide appraisal services. Proposals will be evaluated in accordance with the criteria set forth in this RFP. One or more individuals/firms may be selected to provide services.

Period of Contract

January 1, 2022 through December 31, 2022.

Contract Form

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

It is also agreed and understood that the acceptance of the final payment by contractor shall be considered a release in full of all claims against the Township arising out of, or by reason of, the work done and materials furnished under this contract.

DETAILED REQUIREMENTS OF THE REQUEST FOR PROPOSALS FOR APPRAISAL SERVICES

1. Township of Cranford Facts and Figures

The Township of Cranford is a municipal governmental entity. The Township was incorporated in 1876. The elected governing body is the Township Committee, which is made up of five members, one of whom serves as mayor. The Township Committee is elected at large. The Township's population is approximately 23,600 and it consists of approximately 4.9 square miles. The Township owns various buildings, parks and recreation facilities throughout the Township. The Township provides significant and diverse services to its residents and community members and neighbors.

2. Nature/Scope of Services

The Township of Cranford is requesting proposals for appraisal services for the 2022 calendar year.

The appraiser will be responsible for, but not limited to, such tasks as providing advice and analysis for, preparing reports for and testifying in real estate tax appeals, providing advice, appraisals and/or testimony regarding Township-owned properties as well as properties or interests the Township is interested in acquiring, including residential land, industrial, commercial, single and multi-family dwellings, and historic and special purpose properties. Findings are to be presented in full narrative reports. All reports must be prepared in accordance with the standards of the Appraisal Institute and signed by a State Certified General Real Estate Appraiser. Said reports must also conform to the guidelines of all agencies having jurisdiction over the Real Estate Appraisal profession. The appraiser will also be responsible for reviewing appraisals prepared by other appraisal companies as well as the principal valuation analyses including, but not limited to, Highest & Best Use Analysis, Market/Sales Analysis, and Replacement Cost Analysis.

3. Standard Requirements of Technical Proposal

Proposers should submit a technical proposal that contains the following:

- A. The name of the proposer, the principal place of business and, if different, the place where the services will be provided;
- B. Proposer must have a minimum of ten (10) years of experience in appraisal services and a minimum of five (5) years servicing municipal clients and testifying in tax appeal matters;
- C. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles. Proposer must be a State Certified General Real Estate Appraiser.
- D. A listing of all other engagements where services of the types being proposed were provided in the past five (5) years. This should include other municipal governments and other levels of government. Contact information for the recipients of the similar services must be provided. The Township may obtain references from any of the parties listed;
- E. A description of all other areas of appraisal services of the proposer, with emphasis on a description of those services of interest to a Township government client;

- F. A statement that neither the firm nor any individuals assigned to this engagement are disbarred, suspended, or otherwise prohibited from professional practice by any federal, state, or other governmental entity.
- G. An Affirmative Action Statement (copy of form attached);
- H. A completed Non-Collusion Affidavit (copy of form attached);
- I. A completed Owner Disclosure Statement (copy of form attached);
- J. A statement that the proposer will comply with the General Terms and Conditions required by Township and enter into the Township's standard Professional Services Contract;
- K. A copy of the proposer's W9 & Business Registration Certificate.
- L. A completed Partnership Disclosure Statement.

4. **Specialized Requirements of Technical Proposal**

The proposer must be licensed as a State Certified General Real Estate Appraiser.

5. **Cost Proposal**

Proposers shall submit a cost proposal which would include an hourly rate or rates, as well as an estimated cost per written appraisal report based on the following types of properties: (a) one and two family residences, (b) multi-family apartment buildings, (c) office buildings and (d) warehouse and industrial buildings. The Township does not provide payment for or reimbursement for travel expenses. Six sets of all appraisal reports shall be supplied with no additional cost for copies.

6. **Proposal Evaluation**

The Township will select the most advantageous proposal or proposals based on all of the evaluation factors set forth at the end of this RFP, price and other factors considered. The Township will make the award(s) that is in the best interest of the Township. The Township may award individual projects or appraisals to those deemed qualified.

Each proposal must satisfy the objectives and requirements detailed in this RFP. The successful proposer shall be determined by an evaluation of the total content of the proposal submitted. The Township reserves the right to:

- A. Not select any of the proposals;
- B. Select only portions of a particular proposer's proposal for further consideration; (However, proposers may specify portions of the proposal that they consider "bundled").
- C. Award a contract for the requested services at any time during the calendar year. Every

proposal must be valid through this time period. Additionally, the rate or price for any project begun during the calendar year shall remain in effect for the life of the project.

The Township shall not be obligated to explain the results of the evaluation process to any proposer.

The Township may require proposers to provide samples of their work prior to award.

7. **Proposal Limitations**

This RFP is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the Township by issuance of this RFP. The Municipality reserves the right at the Township's sole discretion to refuse any proposal submitted.

8. **Use of Information**

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

9. **General Terms and Conditions**

- A. A certificate of insurance evidencing the respondent's Errors and Omissions Insurance with a limit of liability of an amount not less than \$2 million each claim and aggregate if respondent is a corporation or limited liability partnership; or no less than \$1,000,000.00 each claim and aggregate if respondent is an individual, sole-proprietor, or single-member limited liability company.
- B. The Township reserves the right to reject any or all proposals, if necessary, or to waive any informalities in the proposals, and, unless otherwise specified by the proposer, to accept any item, items or services in the proposals should it be deemed in the best interest of the Township to do so.
- C. In case of failure by the successful proposer, the Township of Cranford may procure services from other sources.
- D. The proposer shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability.
- E. Each proposal must be signed by the person authorized to do so.
- F. The contract shall be in effect through December 31, 2022 unless otherwise stated.

- G. Proposers shall submit one (1) original copy with signatures, (1) hard copy, and one (1) portable document file (“pdf”) via non-returnable, pc compatible data storage (CD, flash drive) and may be hand delivered or mailed consistent with the provisions of the RFP procedures outlined herein. In the case of mailed proposals, the Township assumes no responsibility for Proposals received after the designated date and time and will return late Proposals unopened. Proposals will not be accepted by facsimile or e-mail. Proposals shall be in a sealed opaque envelope clearly marked “**Appraisal Services**”. To be considered, proposals shall be delivered to or received by the Township Clerk no later than **10:00 AM on Wednesday, November 10th, 2021**. RFP’s may be hand delivered to the Clerk’s Office in the Township Building or may be forwarded by personal service, certified mail, U.S. Post and other mail delivery services. The sealed envelope containing the proposal and marked as directed above, must be enclosed in another envelope properly addressed as follows:

Patricia Donahue,
c/o November 10th RFP Opening – “**Appraisal Services**”
Township Clerk
Township of Cranford
Municipal Building
8 Springfield Avenue
Cranford, NJ 07016

- H. Proposers are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27.
- I. By submission of the proposal, the proposer certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful proposer shall, at its expense, defend any and all actions or suits charging such infringement, and will save the Township harmless in any case of any such infringement.
- J. No proposer shall influence, or attempt to influence, or cause to be influenced, any Township officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- K. No proposer shall cause or influence, or attempt to cause or influence, any Township officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the proposer or any other person.
- L. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the Township Administrator’s decision shall be final and conclusive.
- M. The Township of Cranford shall not be responsible for any expenditure of monies or other expenses incurred by the proposer in making its proposal.
- N. The checklist, affidavits, notices and the like presented in this Request for Proposals are a part of this Request for Proposals and shall be completed and submitted as part of this proposal.

BASIS OF AWARD

The contract shall be awarded based upon the following evaluation factors:

- A. Relevance and extent of qualifications, experience, reputation and training of personnel to be assigned
- B. Knowledge of the Township of Cranford and the subject matter to be addressed under this engagement
- C. Relevance and extent of similar engagements performed
- D. Technical proposal contains all required information
- E. Reasonableness of cost proposal

QUALIFICATION STATEMENT CHECKLIST

THIS CHECKLIST MUST BE COMPLETED, INITIALED, SIGNED AND SUBMITTED WITH YOUR PROPOSAL. A PROPOSAL SUBMITTED WITHOUT THE FOLLOWING DOCUMENTS IS CAUSE FOR REFUSAL.

INITIAL BELOW

- | | |
|--|-------|
| A. One (1) original and One (1) hard copy of a printed signed complete proposal | _____ |
| B. One (1) PDF file delivered on PC compatible data storage (CD, flash drive) | _____ |
| C. Non-Collusion Affidavit properly notarized | |
| D. Owners Disclosure Information Form, properly notarized, listing the names of all persons owning ten percent (10%) or more of the proposing entity | _____ |
| E. Authorized signatures on all forms | _____ |
| F. Business Registration Certificate(s) & W9 | _____ |
| G. Disclosure Statement | _____ |
| H. Affirmative Action Statement | _____ |

Note: N.J.S.A 52:32-44 provides that the Township shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors prior to the time a contract, Purchase Order or other contracting document is awarded or authorized. The contracting party must also collect the state use tax where applicable.

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS

Name of Proposer: _____

Firm or Corporation _____

Print Name _____

Signature _____ Title _____

EXHIBIT A
MANDATORY 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 or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not 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 subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

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

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

EXHIBIT A (Cont)

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

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, 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 contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (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 contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF UNION ss:

I am _____ of the firm _____, named in this proposal. Upon my oath, I do depose and say that I executed the said proposal with full authority so to do, and:

1. That this proposer has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of fair and open competition in connection with this engagement;
2. That all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Township of Cranford relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in awarding the contract for the said engagement; and
3. That no person or selling agency has been employed to solicit or secure this engagement agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial selling agencies of the proposer. (N.J.S.A.52: 34-25)

(type or print name of affiant under signature)

Subscribed and Sworn to before me this
_____ day of _____, 2021

NOTARY PUBLIC OF
MY COMMISSION EXPIRES _____, 20____

OWNER DISCLOSURE INFORMATION

Set forth below are the names and addresses of all owners of 10% or more of the proposing business entity.

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

Name of Business Entity _____

Signature _____ Title _____

Subscribed and Sworn to before me this
_____ day of _____, 2021

NOTARY PUBLIC OF
MY COMMISSION EXPIRES _____, 20____