

**City of Union City Request for Proposals From Individuals or Firms  
Interested in Serving as “Tax Appeal Expert” to the City of Union City  
For the Period July 1, 2013 through June 30, 2014**

**Introduction**

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks Request for Proposals (“RFP”) for the position of “Tax Appeal Expert” for a contract period beginning on July 1, 2013 and ending June 30, 2014. All candidates are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. as amended. The successful candidate must have significant experience in municipal real property assessment and must possess a CTA (certified tax assessor) certificate. The candidate must be a licensed real estate appraiser in the State of New Jersey with proven experience in providing narrative reports within the City of Union City and the County of Hudson. The successful candidate will provide the City with services related, but not necessarily limited to:

1. Appearing in Tax Court, the Hudson County Board of Taxation, and any other required forum on behalf of the City in any tax appeal matter;
2. Cooperating and participating in all aspects of tax appeal litigation;
3. Overseeing individual tax assessments;
4. Preparing oral or written preliminary appraisal reports;
5. Preparing USPAP compliant narrative appraisal reports;
6. Conducting site inspections;
7. Participating in settlement and pretrial conferences; and
8. Any other matters as directed by the City.

Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57) and must comply with the Affirmative Action requirement contained at N.J.A.C. 17:27 *et seq.*

**Professional Information and Qualifications**

Copies of this standardized submission requirements and selection criteria are on file and available from the Office of the City Clerk. Each interested candidate shall submit the following information:

1. Name of firm or individual;
2. Address of principal place of business and all other offices and corresponding telephone and fax numbers. Please note specifically which consultants will be assigned to work with the City;
3. Description of candidate's education, experience, qualifications, current licenses and certifications to perform residential and non-residential property appraisals in the State, number of years with the firm and a description of the firm's experience with projects similar to those described above;
4. Experience related to real estate appraisal in the City and in Hudson County;
5. At least four (4) references, three (3) of which must have knowledge of your service to public entities;
6. Examples of your record of success servicing public entities in matters similar to those outlined above;
7. The candidate's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and where appropriate, total cost of "not to exceed" amount; and
9. Statement of corporate ownership (c.52:25-24.2).

### **Selection Criteria**

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Cost competitiveness.

## **Submission Requirements**

Sealed RFPs will be publicly opened by the Union City Clerk in his offices at Union City Hall, 3715 Palisade Avenue, Union City, at 11:00 a.m. on June 28, 2013. The RFP must be received no later than the above stated time and date by:

William Senande, City Clerk  
City of Union City  
3715 Palisade Avenue  
Union City, New Jersey 07087

Please submit one original and five (5) copies of the RFP. Use white 8 ½" x 11" paper.