

SPECIAL PUBLIC NOTICE
CY 2017
REQUEST FOR QUALIFICATIONS/PROPOSALS:
CITY OF SOUTH AMBOY

Purpose:

The following general requirements must be met in order for any firm to be considered to provide professional services covered by N.J.S.A. 44A-20.5 *et seq* with the City. The process is designed to find qualified service providers in an open and fair manner in order to have the most qualified service provider for the City.

Scope:

Any person or firms interested in providing professional services, as defined in the New Jersey Local Public Contracts Law and specifically N.J.S.A. 40: 11-2(6), to the City of South Amboy.

General Requirements:

1. The Request for Qualifications (“RFQ”) shall be used to determine what companies, firms, or individuals offer the City the best opportunity to secure the highest quality professional services.
2. The Request for Proposals (“RFP”) shall be used to determine whether the costs of fees proposed to provide the professional services are fair and reasonable, both in terms of the City’s budgetary interests, the general market rate for the services, and the level of experience, breadth of services, reputation, and expertise of the professional.
3. Advertising of the RFQ/RFP will, at a minimum, include the City website and City official bulletin board.
4. The RFQ shall list the minimum requirements of the service being sought. Where the Request for Qualifications lists separate experience requirements for the firms and for individuals, professionals in solo practice shall meet the experience requirements for a firm.
5. Submissions will be required on the date specified which shall be not less than ten (10) days following the advertisement of the RFQ.

Requirements to Qualify

The requirements listed below are the minimum levels expected from the professional indicated.

Professional Services
Appraisal, Consulting and Expert Witness Services

Professional Services as related to appraisal, consulting, and expert witness services for ad valorem taxes, condemnation and related areas with regard to properties in the City of South Amboy, Middlesex County, New Jersey for CY 2017.

Applicant must have 10+ years of experience in the field of Municipal Valuation, specializing in the areas referred to above.

Responder must provide one (1) original and three (3) copies of their submission. All Submissions for this position are due no later than 1pm on Wednesday, December 14th, 2016. All submissions should be addressed to:

**City of South Amboy
Attn: Laura Kemble, Acting City Clerk
140 North Broadway
South Amboy, NJ 08879**

THE REQUIRED RFQ/RFP SUBMISSION FORMS **MUST** BE OBTAINED BY CONTACTING:

ANGEL ALBANESE, CFO
CITY OF SOUTH AMBOY
140 N. BROADWAY
SOUTH AMBOY, NJ 08879
albanesea@southamboynj.gov

Phone: 732.525.5922
Fax: 732.727.6139

PROPOSAL

Please explain how you or your firm meets the minimum requirements. (Attach additional sheets, if necessary.)

The undersigned individual, firm, or corporation will provide appraisal, consulting, and expert witness services based on the attached compensation schedule.

(Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.)

Responses shall be reviewed by the City according to the above criteria, it should be specifically emphasized that cost is not the determining criteria. The City will award the contract pursuant to this fair and open process by resolution at a public meeting. Upon determining the most qualified, responsive respondent the City shall meet with said respondent to conclude an agreement. If the parties are unable to conclude an agreement, the City may either reject other submissions or negotiate with another qualified respondent.

The City reserves the right to reject any and all submissions with regard to this RFQ.

#