

THE BOROUGH of BOGOTA

375 Larch Avenue
Bogota NJ, 07603

Request for Proposals

For

Professional Services

To

**Conduct a Revaluation of All
Property in the Borough of Bogota
for the year 2024.**

September 2022

REQUEST FOR PROPOSALS

The Borough of Bogota requests proposals for professional services to plan and implement a revaluation of all property in the municipality for the year 2024.

A. BOROUGH INFORMATION

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

Mr. Ed Hynes
Borough Administrator
375 Larch Avenue
Bogota, NJ 07603
201-342-1736

The Real and Exempt property as of 1/20/2022 is as follows:

Vacant Land.....47.....	\$ 2,576,500
Residential.....2,023.....	\$ 533,852,200
Farm (Regular).....0.....	\$ 0
Farm (Qualified).....0.....	\$ 0
Commercial.....129.....	\$ 108,377,800
All Exempt Property.....70.....	\$ 74,366,800

C. PROJECT OVERVIEW

Completion Date

The Bergen County Board of Taxation ordered the Borough of Bogota to implement a municipal-wide revaluation to be completed by October 1, 2022 and be effective for the 2023 tax year. It is the intent of the Borough to comply with this order, **however the Borough has requested that the order be extended to the 2024 tax year**. The only exception to this is if both parties agree that limitations to the ongoing Covid-19 pandemic limit the firm's ability to attain adequate property data from physical inspections to produce a credible assessment model.

Compliance with Law

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

Property Data & Valuation

All classes of property, both real & exempt, must be inspected, physically measured (with a tape measure or other Assessor approved modality) and listed including sketches. If field cards are recorded and drawn by hand, **the field inspectors' original field record and scaled hand drawn sketch must be submitted with final delivery of all files at the conclusion of the program.** The balance of information to be gathered and utilized in the valuation process must 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 are market value units (aka, not exempt). They are to be inspected and valued consistently with other properties in the neighborhood utilizing the same valuation models, unless it is a special purpose facility.

The firm will work cooperatively with the Tax Assessor in developing the land value model, improvement codes & symbols, depreciation schedules and formats of the assessment model. The Borough's existing neighborhood map and neighborhood designations in the existing CAMA should be relied upon as a baseline. Any recommendations to amend the existing neighborhoods or to re-allocate properties to different neighborhoods must be confirmed and approved with the Tax Assessor. Additional modeling points to be discussed prior to the commencement of value modeling include building class codes, type-use codes, condition codes and rates of adjustment and residential (up to 4-family) multi-unit dwelling-coding.

Any work that is not completed at the time of the initial inspection of a property is to be listed on the field record and measured indicating the status at the time of inspection and an appointment card left for the property owner to reschedule for (interior) inspection. The firm must make available any and all personnel for these inspections, including evenings and Saturdays.

The timing of the mailing of any notices to property owners must be approved by the Tax Assessor and Borough Administration in advance of mailing.

Added Assessments calculations will be the responsibility of the firm and this must be presented to the Tax Assessor on or before 9/1/2023. The firm will submit either electronically or by Tape to the Bergen County Board of Taxation of the Added/Omitted Assessments, after approval of same by the Tax Assessor.

The firm will be responsible for the mailing of Chapter 91 income & expense notices in the year 2023. The letter, forms and time of mailing must be pre-approved by the assessor and include the Assessor's signature.

CAMA System

The revaluation must be performed utilizing Microsystems of Northern NJ.com, LLC CAMA system. The most recent software version is to be utilized. Data fields, screen layouts and codes tables will need to be modified to comply with any mandated changes by the Division of Taxation. The changes 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.

Existing Tax Assessor notes listed in the CAMA system must be maintained in the new CAMA system.

Commercial Cost Data

Commercial improvement values are to be calculated by using the Marshall & Swift Commercial Cost Estimator valuation program. The total building cost is to be placed as a “flat add” in the CAMA system for processing of the final value. The property use, gross square footage or number of units must also be listed in the CAMA system in a location to be determined cooperatively between the firm and the Tax Assessor. One (1) copy of the software shall be provided and installed on workstation in the Tax Assessor’s Office. The firm is responsible for providing update service for the duration of the contract.

Once data entry commences information is to be downloaded to the Tax Assessor’s computer system on a regular schedule to be agreed upon.

Public Relations:

An aggressive public relations program must 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
- Borough newsletters
- Web site

- Public appearances with not less than 2 public meetings at dates and times to be agreed upon by Tax Assessor and availability of meeting facilities.

Digital Photographs

Residential:

A minimum of one (1) ‘street-view’ color image is required for each residential structure per property. Photos are also required for out buildings with heated areas and multi-story structures detached from the primary residence. This may result in multiple images per line item. Examples include are: the main home, cabanas, studios/apartments over garages, cottages, cabins, barns, and multiple homes. They do not include one-story garages, pools or other accessory structures. The image must be an angle view showing the front and right or left side. If the entire front of the primary structure can not be clearly seen two (2) images must be taken.

Condominiums:

- Apartment: One (1) color image for each side of building.
- Townhouses: One (1) color image per unit.
- Multi Family: One (1) color image per unit.
- Office: One (1) color image for each side of building.
- All Others: One (1) color image for each side of building.

Commercial, Apartments and Exempt Property:

One (1) color image for each side of the primary structure and one (1) color image for each additional building on the property. This may result in multiple images per line item. 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 must conform to the naming routine established by Microsystems to be compatible with the mspictures software.

(County/District)-(Block)_(Block suffix)-(Lot)_(Lot suffix)-(Qualifier)--(# of image).jpg
 0251-1101_01-1_01--1.jpg, 0251-1101-1--1.jpg

A hard copy of all images will be given to the Borough either in DVD format or an external hard drive. All images must be loaded into the Borough’s existing computer system. All necessary software must be furnished to the Borough to enable them to retrieve and edit the color images.

Defense of Appeals

As an Addendum to your proposal, please provide a proposal to provide consulting and appraisal services in the defense of appeals filed with the Tax Court of New Jersey. For the

first two (2) years following the effective date of the revaluation program, the firm will supply its principals and/or supervisors/project managers to defend the valuations at the Bergen County Board of Taxation without additional cost. The Borough of Bogota shall supply a knowledgeable Attorney in the Tax Appeal defense to represent it in all such proceedings before the Bergen County Board of Taxation and the State of NJ Tax Court.

Available Resources

The Borough will provide the following to assist the firm:

- Tax Map. The Borough shall provide three (3) copies of the Official Tax Map. The Borough will also provide one copy of the digitized tax map so that it can be color coded depicting each neighborhood utilized on the valuation of the Land.
- Land Use and Development Ordinance complete with zoning maps.

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

- Recent Appraisals
- Building Permit Data
- Commercial field cards may be reviewed in the Assessor's Office

The Borough agrees to allow access to information contained within its CAMA system. The Assessor and the firm will determine the type and amount of data exchanged.

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 Borough of Bogota as part of a proposal and implementation of the project shall become the property of the Borough.

Submitted proposals shall be specifically prepared for this project and shall include, in addition to any items described elsewhere in this RFP including but not limited to Exhibits A & B, the following:

1. Compliance with the standard requirements of the Division of Taxation and Bergen County Board of Taxation.
2. The firm's 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. This should include:
 - 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.
 - The firm must be willing to work with the Senior Citizen Organization and meet with them to pick a one week time period with which they can sign up for scheduled appointments. This ensures them that the firm is truly representative of the Revaluation Company and allows them the opportunity to have someone present at the time of the inspection for their safety.
4. List all:
 - Principles of the firm, positions held and their responsibilities if any.
 - Key personnel and their qualifications and availability to perform the work. The proposal should detail the area of responsibility for each person noted and indicate their experience and qualifications to perform those tasks.
 - Qualifications of Field Personnel.
 5. The Completion of work timetable. See “Exhibit “B”
 6. Costs and fees.
 - A cost proposal indicating the item, number of units, unit price and a total. As shown on Exhibit “A”, each class as additional price not included in SR3A card,
 - An itemized list of equipment, hardware, software and other products that the firm will be supplying to complete the project. Along with a cost of Extra Items listed in Exhibit “D”
 - As outlined in Exhibit “C” all requirements must be strictly adhered to and all requirements must be met.
 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 Borough.
 8. Copy of the Respondent’s State of New Jersey Business Registration Certificate.

E. RIGHT TO REJECT

The Borough 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 Borough.

G. ADDENDA

Please review the Supplemental Addenda as well as the Completion of Work Timetable. The Borough reserves the right to amend, add or delete any of the requirements of the RFP. If it becomes a necessity, a written addenda will be issued. Respondents shall acknowledge receipt of such addenda, if issued, in their proposals.

H. PROPOSAL EVALUATION

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

- The respondent's program presented to the Borough, 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 as it relates to the intended project.
 - 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 Borough's timetable.
- Schedule for implementation of the project.
- Cost and compatibility with current systems
- Certificates of Insurance and Coverages.

I. PRESENTATIONS

The Borough may request an oral presentation of qualified respondents, prior to final selection, to assist in its determination. The Borough will schedule this presentation at a time and date to be specified by the Borough.

ONE (1) ORIGINAL OF EACH RESPONDENT'S PROPOSAL SHALL BE SUBMITTED TO THE BOROUGH ADMINISTRATOR ON OR BEFORE 2:00PM ON SEPTEMBER 28, 2022