SANDYSTON TOWNSHIP
REQUEST FOR PROPOSALS

Public Notice is hereby given that on Thursday, March 19, 2026 at 12:00PM, prevailing time, at the Township of Sandyston Municipal Building, **133 Route 645**, Sandyston, New Jersey, the Township Committee will receive Sealed Proposals for RFP-Township-Wide Reassessment Services.

Parties interested in this Request for Proposal (RFP) may obtain an electronic copy of the RFP specifications for the Township of Sandyston by emailing Amanda F. Lobban, Municipal Clerk, at clerk@sandystontownship.com. Requests must include company name, address, phone number and contact person. The RFP can also be located and downloaded from www.sandystontownship.com.

Said proposals must be enclosed in a sealed envelope bearing the name and address of the respondent and must be addressed to the Municipal Clerk of the Township of Sandyston. The envelope must, also, indicate "RFP-Township-Wide Reassessment Services". Respondents must submit one (1) original and four (3) copies.

The Township Committee reserves the right to waive any informality or defect in any proposal, to reject any and all proposals or to accept such proposals that, in the discretion of the Committee, are in the best interest of the Township.

Respondents are required to comply with the requirements of N.J.S.A. 10.5-31 et seq. and N.J.A.C.17:27 regarding equal employment opportunity. Respondents are, also, required to comply with P.L. 2004 c.57 Business Registration Act.

Amanda F. Lobban, RMC
Municipal Clerk

Township of Sandyston

REQUEST FOR PROPOSALS

For

TOWNSHIP- WIDE REASSESSMENT SERVICES

Due Thursday, March 19, 2026

Sandyston Township
133 Route 645
Sandyston, NJ 07826

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TOWNSHIP OF SANDYSTON
REQUEST FOR PROPOSALS
FOR THE PROVISION OF TOWNSHIP-WIDE REASSESSMENT SERVICES
DUE DATE: March 19, 2026

GLOSSARY

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

"Township" refers to Sandyston Township.

"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 Township) 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.

"Program" refers to the Reassessment Services.

SECTION 1
INTRODUCTION AND GENERAL INFORMATION

1.1. Introduction and Purpose.

The Township is soliciting Proposals from interested persons and/or firms for the provision of Township-wide property value reassessment services, as more particularly described herein. Through an RFP process described herein, persons and/or firms interested in assisting the Township with the provision of such services must prepare and submit a Proposal in accordance with the procedure and schedule in this RFP. The Township 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 Township). The Township 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 Township to provide the greatest benefit to the taxpayers of Sandyston.

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 Township 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 Township's Designated Contact Person, in writing.

Designated Contact Person:

Amanda F. Lobban, RMC, Municipal Clerk
Township of Sandyston
133 Route 645
Sandyston, NJ 078826
clerk@sandystontownship.com

Proposals must be submitted to, and be received by, the Township, *via* mail or hand delivery, by 12:00 pm on Thursday, March 19, 2026. Proposals will not be accepted by email or facsimile transmission.

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

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 Township 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 Township 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 Township 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 Township and will not be returned.
- All Proposals will be made available to the public at the appropriate time, as determined by the Township (in the exercise of its sole discretion) in accordance with law.
- The Township may request Respondents to send representatives to the Township for interviews.
- Any and all Proposals **not** received by the Township by 12:00 pm on Thursday, March 19, 2026 may be rejected.

- Neither the Township, 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 Township.

The Township 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 Township 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 Township may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.
- The Township 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 Township may issue addenda, amendments, or answers to written inquiries. Those addenda will be noticed by the Township 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 Township, 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 Township 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 Township to solicit Proposals from Respondents that have expertise in the provision of Township-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 Township of Sandyston consists of the following property types as of October 1, 2025:

Class 1	108 parcels
Class 2	803 parcels
Class 3A	114 parcels
Class 38	197 parcels
Class 4A	47 parcels
Class 4B	4 parcels
Class 4C	0 parcels
Ratables	1,273 (total)
Class 15's	637 parcels

The Township-Wide Reassessment Services will include the following tasks:

- Delineation of homogeneous neighborhoods onto a Neighborhood Map:
- Inspections:
  - I. Since the last complete revaluation was implemented in **Tax Year 2014**, three (3) attempts will be made to inspect ALL properties (including Exempt Properties).
  - II. Photograph the front & rear of all primary buildings, and the front of all assessable accessory buildings.
  - III. Establish the fair market value of ALL properties within the municipality as of October 1, 2026; with assessments to be implemented for Tax Year 2027.
- Mail Introduction letters to all taxpayers in 2026.
- Mail a follow-up letter for inspection to all estimated properties before the value notification letters are mailed in 2026.
- Mail Ch. 91 Income/Expense forms to all commercial properties in 2026.
- Mail value notification letters to all taxpayers in 2026.
- Conduct informal hearings in the Township 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 Township's Tax Assessor.
- All commercial assessments will consider the three (3) acceptable approaches to value; sales approach, cost approach and income approach. All commercial values will be established and given to the Township in excel format.

- Conduct informal hearings if necessary in the Township with taxpayers when tax bills are mailed in 2027.
- All exempt property assessments including land and building values are to be established with the commercial properties not at the end of the process.
- The project manager for the program will be the expert to testify at any County Tax Board hearings.

The Township 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 Township Tax Assessor and agreed upon by the selected firm prior to commencement of any work or financial renumeration. It is the Township's intention to perform the reassessment program in compliance with Division of Taxation regulations and as cost effectively as may be feasible. The Township may meet the requirements for a reassessment program with a combination of services by the Respondent and by the Township'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:

- An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Proposal.

- 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.

- A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure.

- 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.

- 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.

- 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.

- The number of years your organization has been in business under the present name.

- The number of years the business organization has been under the current management.

- 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.

- 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.

- 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:

  I. Description and scope of work by Respondent
  II. Name, address and contact information of references
  III. Explanation of perceived relevance of the experience to the RFP

- Describe the services that Respondent would perform directly.

- Resume of all key employees.

- A narrative statement of the Respondent's understanding of the Township's needs and goals.

- List all immediate relatives of Principal(s) of Respondent who are Township employees or elected officials of the Township. For purposes of the above "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

- At least three (3) references, with name, address and contact information.

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

- A project timeline, broken down by task.

Section 3.4 Legal Information

- A statement that the Respondent is in compliance with all applicable affirmative (or similar) requirements with respect to its business activities, together with evidence of such compliance (see attached).
- Provide evidence of insurance coverage showing coverages for the following:
  - I. Errors and Omissions in an amount of at least $2,000,000.00
  - II. Statutory/Workman's Compensation Insurance.
  - III. General Liability Insurance in an amount of at least $2,000,000.00 combined single limit per occurrence.
  - IV. Auto Insurance Liability for bodily injury or property damage in an amount of at least $1,000,000.00 combined single limit.
  - V. Contractual Hold Harmless Liability coverage for the above.
  - VI. The Township shall be added to all above listed insurance policies as additional insured and a Certificate from said insurance carrier provided.

- Business Registration Certificate and a executed and signed W-9.
- Copies of Professional certificates and licenses.
- Business Entity Disclosure Certification
- C.271 Political Contribution Disclosure Form
- Stockholder Disclosure Certification From
- Certification on Behalf of Company, Partnership or Organization and All Individuals Whose Certification are Attributable to the Entity pursuant to Executive order No. 117 (effective 11/15/2008
- Mandatory Equal Opportunity Language (signed and dated)
- Affirmative Action Certificate
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

SECTION 4
INSTRUCTIONS TO RESPONDENTS

Respondents must submit an original Proposal plus three copies to:

Amanda F. Lobban, RMC
Municipal Clerk
Sandyston Township
133 Route 645
Sandyston, NJ 07826

Proposals must be submitted to, and be received by, the Township, *via* <u>mail or hand delivery</u>, by 12:00 pm on Thursday, March 19, 2026. Proposals will not be accepted by facsimile transmission.

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 Township's objective in soliciting Proposals is to enable it to select a firm or organization that will provide high quality and cost-effective to the citizens of Sandyston. The Township will consider Proposals only from firms or organizations that, in the Township's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Township in the manner described in his RFP,

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

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

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, the qualified respondent agrees as follows:

The qualified respondent will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affection or sexual orientation or sex. Except with respect to affectional or sexual orientation, the qualified respondent 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. The qualified respondent 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 qualified respondent 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.

The qualified respondent 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 qualified respondent commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The qualified respondent 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.

The qualified respondent 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.

The qualified respondent 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.

The qualified respondent 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.

The qualified respondent 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.

The qualified respondent 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).