

PUBLIC NOTICE

Carneys Point Township is soliciting proposals from qualified engineering firms through the fair and open process in accordance with N.J.S.A. 19:44A-20.4 to perform a complete Tax Map update in the digital format approved by the New Jersey Division of Taxation for Township wide revaluation for the tax year 2018. Interested applicants may obtain specifications by contacting the Clerk during regular business hours at 303 Harding Highway, Carneys Point. Responses must be submitted by mail or in person to June Proffitt, Clerk, Carneys Point Township, 303 Harding Highway, Carneys Point, N.J. no later than September 7, 2017 at 10:00 A.M. At that time and place all proposals received shall be publicly opened and announced. No late submissions will be considered.

CARNEYS POINT TOWNSHIP REQUEST FOR PROPOSAL (“RFP”) TAX MAP UPDATING

GENERAL OBJECTIVES

Carneys Point Township (hereafter “Municipality”) is soliciting proposals from qualified engineering firms to perform a complete Tax Map update, in the digital format approved by the New Jersey Division of Taxation. The Municipality has received an order from the Salem County Board of Taxation to perform a town wide revaluation during the tax year 2018, effective for tax year 2019. Mapping is required to meet the standards and comply with specifications set forth by New Jersey Division of Taxation, Property Administration, Engineering Division. The Municipality seeks the Tax Map update to be completed ASAP. The interested applicant must provide a timeline of anticipated scope of work.

The Municipality’s existing Tax Map is 41+/- sheets of varying scales. The Municipality seeks an estimate eliminating pages of 200 and 400 scale maps and using the State Standard of 100 scale map.

MOD IV tax assessment data (3500 +/- line items) is requested to be integrated, sheet by sheet. The data needs to be analyzed by engineer, with potential unreconciled items highlighted for the Assessor’s review and recommended correction.

Scope of work will include integrating current tax map change requests; recording of existing easements; researching highway and railroad features at the State level.

Engineer Firm can anticipate assistance from the Municipality when requested.

Kindly include source of aerial base.

REQUIREMENTS

The information to be submitted in order to be considered is as follows: professional resume and/or other materials which shall include at a minimum full name and business address; dates of licensure in the State of New Jersey; a listing of any professional affiliations or memberships in any professional societies or organizations, with an indication as to any offices held therein; the number of licensed professionals employed by/affiliated with the applicant; a listing of all special accreditations held by the individual licensed professional or business entity; and a listing of all previous public entities served by the business entity or licensed professional, indicating the dates of service and position held, particularly for whom tax map preparation has been performed; a timeline for performing the work and cost of services.

The proposal shall be submitted to the Township Clerk, 303 Harding Highway, Carneys Point, N.J. 08069 in envelopes marked "Proposals for Tax Map Update" no later than 10:00 A.M. on September 7, 2017. The Township is not responsible for late deliveries by the postal service or courier. No fax copies will be accepted. At least six (6) copies of the proposal shall be provided.

Applicants must be able to produce a Copy of NJ State Business Registration Certificate and Affirmative Action Compliance Certification.

Proposals will thereafter be received by the Township who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the required submissions; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the Township; (v) availability to accommodate timeliness of completing the work (vi) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The Township reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the Township.