

SCHEDULE "A"

RE-ADVERTISING

**PROFESSIONAL SERVICES CONTRACT TO BE AWARDED BY
ESTABLISHED QUALIFICATION CRITERIA**

The Township of Gloucester solicits statements of qualifications for applicants for the appointment of Special Tax Appeal Counsel professional. Responses should address the general criteria and mandatory minimum criteria for the positions sought. All responses will be treated as confidential and reviewed only by the governing body, unless otherwise required by law. Responses must be received in the **Office of the Township Clerk, P.O. Box 8, 1261 Chews Landing Rad, Blackwood, NJ 08012, no later than 10:00AM, Wednesday, February 16, 2022.** The Township requires two copies of each response as well as one response on disc. All responses shall be opened and announced publicly, immediately thereafter by the Township Clerk or her representative. Responses will be reviewed by the governing body. All appointments will be announced at a public meeting. Unless otherwise noted appointment shall be for the calendar year of 2022 and subject to the execution of an appropriate contract.

SPECIAL TAX APPEAL COUNSEL

GENERAL CRITERIA: The Township of Gloucester ("Township ") is soliciting Qualifications from interested persons and/or firms for the provision of **Special Tax Appeal Counsel**. As more particularly described herein. Through a Request for Qualification process described herein, persons and or firms interested in assisting the Township with the provision of such services must prepare and submit a Qualifications Statement in accordance with the procedure and schedule in this RFQ. The Township will review Qualifications only from those firms that submit all the information required to be included as described herein (in the sole judgment of the Township).

The Township intends to qualify 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 the Township of Gloucester. The Township of Gloucester reserves the right to reject any and all submissions, to waive any deficiencies and to suspend or abandon this process at any time.

1.0 Nature and Scope of Services

Special counsel to represent the Township in connection with Defense of Appeals for the Township (Affirmative Appeals) to provide the following services:

1. Identify those commercial properties that are substantially under-assessed within the Township.
2. File counter-claim appeals in cases where an appealed property is deemed to be substantially under-assessed as recommended by the tax assessor and approved by the Township attorney.
3. Participate, consult, and represent Gloucester Township in all proceedings including appearance at trials and other court appearances pertaining to tax appeals at the Camden County Board of Taxation and the New Jersey Tax Court.
4. Preparation for trials including discovery and motions.
5. Settle tax appeals with the concurrence of the assessor, township attorney and governing body.

Technical Standard Requirements

Professionals should submit a technical proposal which contains the following:

- A. The name of the professional, the principal place of business and, if different, the place where the services will be provided;
- B. Professional must be a member of the New Jersey Bar for a minimum of fifteen (15) years.
- C. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles;
- D. A listing of all other engagements where services of the types being proposed were provided in the past five (5) years. This should include other Municipal governments and other levels of government. Contact information for the recipients of the similar services must be provided. The City may obtain references from any of the parties listed.
- E. A Statement that neither the firm nor any individuals assigned to this engagement are suspended, or otherwise prohibited from

professional practice by any federal, state, or local agency.
- F. Must maintain a bona fide office in the State of New Jersey;

Cost Proposal:

Professional should submit a cost proposal which would include any proposed retainer, the services to be provided for the retainer, if services will be provided at a flat rate, if all or any services will be billed through hourly rates and what are the established rate(s).

BASIS OF AWARD

- A. Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned
- B. Relevance and Extent of Similar Engagements performed
- C. Technical Proposal contains all required information
- D. Reasonableness of Cost Proposal

E. Any other Qualifications or information, which in the determination of the Business Administrator, s in the best interests of Gloucester Township