

**REQUEST FOR PROPOSAL & QUALIFICATIONS  
FOR  
THE UPDATE AND MAINTENANCE OF OFFICIAL BOROUGH  
TAX MAPS**

**Issued by  
The Borough of Folsom**

**Date Issued: July 13, 2015  
Responses due by: August 5, 2015**

**A. PURPOSE AND INTENT**

Through this Request for Proposal & Qualifications, the Borough of Folsom (hereinafter the “Borough”) seeks to engage an experienced and qualified firm for the development of a New Jersey Certified Tax Map in conformity with the New Jersey Division of Taxation’s publication entitled “Tax Maps – Regulations and Standards – June 2008,” or the latest revisions thereto. This contract will be awarded through a fair and open process pursuant to NJSA 19:44-20.4 et. seq., for a period of one year from the date of appointment.

It has been a number of years since the maps were last fully approved. The last Revaluation in the Borough was implemented in 2000, however the last State certified tax map stamp is dated 1955. It is assumed the maps were certified by the State in 1999. The maps have been updated as needed throughout the years by a NJ Licensed Surveyor, but there are errors in the maps that need to be corrected.

The Borough’s current tax maps consist of 34 sheets depicting approximately 1,417 line items.

It is the Borough’s goal to achieve a fully approved and certified Tax Map to be completed in a time frame that will comply with the recent Order for Revaluation which is to be completed 10/1/2016 for Tax Year 2017. Therefore, a set of state certified maps need to be completed by November 1, 2015.

**B. SCOPE OF SERVICES**

1. Review and update the current Tax Maps of the Borough of Folsom,
2. Make all revision required during the contract period.
3. Provide two (2) bound 24”x36” hard copies of the updated Tax Maps.
4. Provide two (2) hard copies of every map that is modified during the term of the contract.
5. Develop and maintain an electronic file of the Tax Maps.
6. Provide access to the electronic file to the Borough.
7. The Regulations and Standards of *N.J.A.C 18:23A-1.1, et seq.* are incorporated herein by reference and shall constitute the performance specifications of the Borough’s contract.
8. **Optional:** Digital Mapping – Geographic Information Systems Compatibility. Please note price separately.

**C. PROPOSAL SUBMISSION**

1. An original, clearly marked as the “Original” and three (3) full, complete and exact copies of each proposal shall be submitted in sealed envelopes and must be marked with “Update and Maintenance of Official Tax Maps” and addressed to:

Purchasing Agent  
Borough of Folsom  
1700 12<sup>th</sup> Street  
Folsom, NJ 08037

2. **The proposal must be received no later than Wednesday, August 5, 2015 at 11:00 a.m.**

**FAXED PROPOSALS WILL NOT BE ACCEPTED**

3. Any inquiry concerning this RFP should be directed in writing to:

Dawn Stollenwerk, CFO/QPA  
Borough of Folsom  
1700 12<sup>th</sup> Street  
Folsom, NJ 08037

4. All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Borough will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Borough reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Borough reserves the right to re-solicit proposals.

**D. MANDATORY CONTENT OF PROPOSAL**

In addition to demonstrating an ability to meet all minimum qualifications in Section IV, the firm must also include and address the following:

1. **Contact Information:** Provide the name and address of the firm; the name, telephone number, fax number, and email address of the individual responsible for the preparation of the proposal.
2. **A Fee Proposal:** A proposal showing minimum and maximum ranges is not acceptable.
3. **An Executive Summary** of not more than two (2) pages, identifying and substantiating why the vendor is qualified to provide the requested services.
4. **A Staffing Plan** listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendor's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned and include, at minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the vendor.
  - a. **A description of the vendor's experience** in performing services of the type described in this RFQ.
  - b. **The location of the office,** if other than the vendor's main office, at which the vendor proposed to perform services required under this RFQ. Describe your presence in New Jersey and familiarity your firm has with the Atlantic County area.
  - c. **References** for which similar services have been provided. Provide the contact names, titles and phone numbers.

- d. If the vendor or any principal therein has been subject to any **professional disciplinary action** over the last three (3) years, the bidder must provide a description of the litigation and/or disciplinary action.
- e. In its proposal, the vendor must identify any existing or potential **conflicts of interest**, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Borough.
- f. **New Jersey Business Registration Certificate**. Business organizations or individuals doing business in New Jersey are required to register with the Department of Treasury, Division of Revenue. Prospective contractors submitting proposals shall submit a copy of their business registration certificate to the Borough of Folsom at the time the proposal is submitted to the Borough. See N.J.S.A 52:32-44b (1).

**E. INTERVIEW**

The Borough Council or its designees reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Borough reserves the right to request clarifying information subsequent to submission of the proposal.

**F. SELECTION PROCESS**

All proposals will be reviewed by the Borough to determine responsiveness. The Borough will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

1. The vendor's general approach to providing the services required under this RFQ.
2. Experience and reputation of the prospective vendor in the field that is the subject matter of the contract.
3. The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFQ.
4. The qualifications and experience of the vendor's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contract of similar size and scope to the services required by this RFQ.
5. Costs and fee schedules.

## G. INSURANCE REQUIREMENTS

1. **Indemnification:** Vendor shall indemnify, save harmless and defend the Municipality, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the Municipality, from and against any and all claims, losses, costs, attorney's fees, damages or injury including death and/or property loss, expense claims or demands arising out of or caused or alleged to have been caused in any manner by a defect in any equipment or materials supplied under this Contract or by the performance of any work under this Contract, including all suits or actions of every kind or description brought against the Municipality, either individually or jointly with Vendor for or on account of any damage or injury to any person or persons or property, caused or occasioned or alleged to have been caused by, or on account of, the performance of any work pursuant to or in connection with this Contract, or through any negligence or alleged negligence in guarding the work or through any act, omission or fault or alleged act, omission or fault or alleged act, omission or fault of the Vendor, its employees, Subcontractors or agents or others under the Vendor's Contract.
  
2. Upon execution of a contract with the Borough, the vendor shall provide at its own cost and expense proof of the following insurance to the Borough:
  - a. Workers' Compensation - Statutory - in compliance with the Compensation Law of the State of New Jersey
  - b. General Liability - With a minimum combined single limit of liability per occurrence for bodily injury and property damage of one million (\$1,000,000) dollars with a minimum annual aggregate of two million (\$2,000,000) dollars. The Borough of Folsom shall be listed as an "additional insured".
  - c. Automobile Liability Insurance - With a minimum combined single limit of liability per accident of one million (\$1,000,000) dollars for bodily injury and property damage. This insurance must include coverage for owned, hired, and non-owned automobile.
  - d. Errors and Omissions - A minimum limit of liability of one million (\$1,000,000) dollars per incident and in the annual aggregate.

Failure by the vendor to supply written evidence of the insurance coverages listed above upon execution of the contract shall result in default of the contract.

The insurance companies for the above coverages must be licensed by the State of New Jersey and acceptable to the Borough. The vendor shall take no action to cancel or materially change any of the insurance required under this Agreement without the Borough's prior approval. The maintenance of insurance under this section shall not relieve the vendor of any liability greater than the insurance coverage.

## H. SELECTION AND CONTRACT

The Borough will select the vendor deemed most advantageous to the Borough, **price and other factors considered**. The resulting contract will include this RFQ, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.

## I. SUPPLEMENTAL INFORMATION

1. **Americans with Disabilities Act of 1990**: Discrimination on the basis of disability in contracting for the purchase of goods and services is prohibited. Vendors are required to read Americans with Disabilities language and agree that the provisions of Title II of the Act are made a part of the contract. The contractor is obligated to comply with the Act and to hold the owner harmless: AMERICANS WITH DISABILITIES ACT OF 1990 Equal Opportunity for Individuals with Disability The contractor and the Borough of Folsom, (hereafter "owner" or "Municipality") hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") (42 U.S.C. 5121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to

comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

2. **Mandatory Affirmative Action Certification:** No firm may be issued a contract unless it complies with the affirmative action provisions of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27-1 et seq.; During the performance of this contract, the contractor agrees as follows: The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor 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 contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the public agency compliance officer setting for the provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, 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 contractor or subcontractor, where applicable, will send to each labor union or representative or 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 contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. 17:27-5.2 or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, 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 contractor or subcontractor 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.

In conforming with the applicable employment goals, the contractor or subcontractor 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, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance and EEO 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 Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**



**STOCKHOLDER DISCLOSURE CERTIFICATION**

**Name of Business** \_\_\_\_\_

I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

**OR**

I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business organization:**

- |                                                   |                                                        |                                                        |
|---------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Partnership              | <input type="checkbox"/> Corporation                   | <input type="checkbox"/> Sole Proprietorship           |
| <input type="checkbox"/> Limited Partnership      | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Subchapter S Corporation |                                                        |                                                        |

**Sign and notarize the form below, and, if necessary, complete the stockholder list below.**

Stockholders:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Subscribed and sworn before me this \_\_\_ day of \_\_\_\_\_, 2\_\_.

(Notary Public)

My Commission expires:

\_\_\_\_\_  
(Affiant)

\_\_\_\_\_  
(Print name & title of affiant)

(Corporate Seal)

**NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of \_\_\_\_\_

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)  
in the County of \_\_\_\_\_ and State of \_\_\_\_\_  
\_\_\_\_\_ of full age, being duly sworn according to law on my oath depose  
and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ the bidder making this Proposal for the bid

entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Borough of Folsom relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_.

Subscribed and sworn to

before me this day

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Type or print name of affiant under signature)

\_\_\_\_\_  
Notary public of

My Commission expires \_\_\_\_\_

(Seal)