

FIRST YEAR - HYBRID REASSESSMENT

SCOPE OF SERVICES

The Borough of Cresskill is looking to solicit quotations for a Five year Rolling Assessment which the successful company shall inspect 100% of the homes in the initial year and 25% of the homes for the next 4 years. The successful bidder is required annually to notify the residents that the reassessment is ongoing. All letters sent to the general public must first be approved by the tax assessor.

The Firm shall comply with the standards and conditions as herein set forth.

- A. **Standard of Value**
Real property should be valued in accordance with N.J.S.A. 54:4-1 et seq.
- B. **Property Under Construction**
The Firm shall determine the percentage of completion and the appraisal value of property that is under construction or alteration as of October 1 preceding the implementation of the revaluation.
- C. **Tax Exempt Property**
A separate list of exempt properties shall be provided indicating the values of said property as if taxable.
- D. **Qualified Farmland**
Land qualified under the Farmland Assessment Act of 1964 shall be valued in accordance with its qualified value and its highest and best use value.
- E. **Three Approaches to Value**
The Three approaches to value, where applicable, shall be used in appraising all property.
 - 1. The most recent edition of the Real Property Appraisal Manual for New Jersey Assessors, shall be used as a basis in the application of the cost approach to value for residential property. The Marshall-Swift Valuation manual or Real Property Appraisal Manual for New Jersey Assessors will be utilized for the cost approach of class 4 properties.
 - 2. The Firm shall collect and analyze local sales that occurred during the previous three years, in its application of the market data approach. The Firm shall prepare a sample format that will be used in the application of this approach to value.
 - 3. With respect to the income approach to value, the assessor shall facilitate the Firm's performance of this approach by requesting a statement of income and expenses as provided under N.J.S.A. 54:4-34 for income producing property. In conjunction to the information obtained from this source, the Firm shall also analyze the local market place to derive economic rates, rentals and expenses in order to arrive at a supportable indication of value. All supporting data relevant to the capitalization procedure shall be submitted with the property record cards.

4. The three approaches to value shall be reconciled and the final estimate of value shall be clearly noted on the property record card.

F. Real Property Appraisal Manual

To facilitate the use of the approaches to value the most recent edition of the Real Property Appraisal Manual for New Jersey Assessors shall be used for residential properties. The Real Property Appraisal Manual for New Jersey Assessors or the Marshall and Swift Cost Estimator Program shall be used for all commercial and industrial properties. Cost for one year subscription to Marshall and Swift Cost Estimator program shall be supplied by the firm.

G. Property Record Cards

The firm shall include real property identification material on properly labeled individual property record cards similar in form and content to those illustrated in the Real Property Appraisal Manual. Distinct property record cards for each of the four classifications of real property shall be provided.

H. Information on Property Record Cards

The real property identification material to be entered on property record cards shall include, but not necessarily be limited to, the following:

1. A scaled sketch of the exterior of the building dimensions;
2. Notations of significant building components and measurements as ascertained from both an interior and exterior inspection;
3. Entries on the property record cards respecting the values of each lot and building including such items as age, construction, condition, depreciation, obsolescence, additions and deductions, appraised value, recent sales prices, rental data and all other pertinent information pertaining to the valuation of the property.
4. Where more than one property card is required in the description of a property, all cards shall be assembled in a standard file folder and properly labeled;
5. Each property record card shall identify the individual making the inspection and set forth the date when the interior inspection was made;
6. Each interior inspection shall be verified by the owner's or occupant's signature on the property record card.

I. Photographs

The firm shall provide a digitized photograph of every improved parcel within the Township/Borough. These photographs shall be submitted on one CD to be downloaded into the assessors' computer.

J. Inspection Procedure

The inspection of each property shall be performed in the following manner:

1. No less than three attempts shall be made to gain entry to each property;
2. If successful entry has not been made after the first attempt, a card will be left at the property indicating a date when a second attempt to gain entry will be made.

3. The card shall include a phone number and address to permit the property owner to contact the Firm to make other arrangements, if necessary;
4. If entry is not possible upon the second visit, written notice shall be left advising that an assessment will be estimated unless a mutually convenient arrangement is made for a third visit to gain access to the property;
5. The Firm shall schedule inspections during reasonable hours, which shall include evenings and Saturdays;
6. The assessor shall be notified in writing of each failure to gain entry to a property and a list of all non-entries and reasons for same shall be provided to the assessor prior to the mailing of values;
7. The Firm shall notify the assessor of any properties discovered not on the current year tax list. Notification of discovered properties shall be in a timely manner to permit the assessor adequate time to place an added and omitted assessment on the property.

K. Progress and Control

1. The Firm shall commence work within thirty (30) days after the approval of the contract by the Director of the Division of Taxation and complete all the contract terms, except for taxpayer review and defense requirements, by October 1 of the preceding tax year.
2. The Firm shall not be responsible for delays caused by strikes, war, catastrophes or acts of God, which might stop or delay the progress of work.
3. The Firm shall perform the work in accordance with the plan and schedule that is attached to and made part of this contract.
4. A written progress report shall be submitted by the Firm to the assessor at least once a month. The progress reports shall indicate the current status of work and compare the progress of work accomplished with the plan and schedule established. The Firm shall provide written explanation to the assessor where the progress of the work is not in accordance with the contract schedule.
5. The progress report shall serve as a basis for proportional payments by the Municipality. A payment schedule based on completion of the various facets of work shall be followed in this regard. All vouchers shall be accompanied by a progress report and shall be submitted on the 1st day of each month during the year of work. Payments shall be in increments of 10% of contract price. In no event shall the Firm bill more than 90% of the total contract price until full completion and performance of the contract, except the requirement of defense of appeals. The municipality shall make the first payment upon execution of this contract and in the amount of 10% of the total contract.

L. Taxpayer Review

The Firm shall conduct a program of taxpayer orientation and education regarding the revaluation program. The program shall include, but is not necessarily limited to the following:

1. Press releases describing the purpose and nature of the revaluation program;
2. Meetings with public groups in the community; All such meetings shall take place prior to mailing of value letters. After value letters are mailed, all public meetings will be conducted by the one on one informal hearing process.
3. Mailings approved by the assessor, at the Firm's expense, to all property owners explaining the nature and purpose of the revaluation and setting forth a proposed date for the commencement of inspections in the municipality;
4. The Firm providing photographic identification cards to its representatives.

M. Land Value / Neighborhood Map

Following the formulation of land valuations, a land value map shall be prepared for the assessor for his/her review which indicates all unit values and underlying data used to derive unit values. The land value map shall also have delineated all homogeneous neighborhoods. The land values will be derived from the market. Adjustments for lot sizes above and below zoning requirements will be made and listed in a Land Value Manual. The Land Value Manual will be given to the Assessor at the end of the revaluation. Preliminary land values will be given to the assessor as they are developed during the course of the program for the assessors input.

N. Office Space, Furniture and Equipment

The municipality shall provide all office space required in connection with this project.

O. Expert Witness

The Firm shall assist by providing expert witnesses in the defense of all valuations rendered to the Municipality that are appealed to the Bergen County Board of Taxation.

1. The Firm's obligation with respect to this requirement is limited to the initial appeal of an assessment during the year in which the revaluation is implemented and the year thereafter. Such assistance shall include a qualified expert from the Firm who is knowledgeable with the properties that are appealed.

YEARS 2-5 –ROLLING REASSESSMENT
SCOPE OF SERVICES

APPRAISAL FIRM: QUALIFICATIONS OF PRINCIPALS AND EMPLOYEES

- A. The principals of the Firm and the employees of the Firm directly engaged in municipal revaluation programs in this State shall meet the following minimum requirements.
 - 1. Principals shall have ten years practical and extensive appraisal experience in the valuation of the four classifications of property;
 - 2. Supervisors shall have five years of practical and extensive appraisal experience in the appraisal of the particular type of properties for which they are responsible. Two years of this experience must have been in the mass appraisal field and occurred within the past five years;
 - 3. Field personnel, building enumerators and listers shall have received 150 hours of in-service training pertaining to their particular phase of work and shall be generally aware of the other phases of the revaluation project before starting actual field work;
 - 4. Personnel determining final land values shall meet the qualifications prescribed for supervisors in direct charge of the work.
- B. The Firm shall submit a resume in behalf of principals and supervisors assigned to this revaluation program.
- C. Any change in personnel employed under this contract shall be submitted to the assessor and county board of taxation in writing.

CONDITIONS TO BE MET BY THE MUNICIPALITY

The Municipality shall facilitate the Firm's performance of the revaluation by providing the following:

- A. Three (3) copies of an up-to-date tax map that has been reviewed and determined suitable for revaluation use by the Local Property and Public Utility Branch.
- B. Use of abstracts of deeds within the assessor's office.
- C. Use of SR1 - A forms within the assessor's office.
- D. Letters of introduction to facilitate the Firm's representatives access to property.
- E. The mailing addresses of all property owners in the municipality to enable the Firm to maintain a current mailing list.

- F. The use of official records and such other assistance required as an aid to facilitate the Firm's performance of the specifications noted within this contract.

TAXPAYER REVIEW PROCEDURE

- A. The Firm shall provide each taxpayer with an opportunity to review the proposed assessment of his property.
- B. The Firm, at its expense, shall mail a written notice, approved by the assessor, indicating the appraised value of the property and advising the taxpayer of his right to attend an individual informal review. No value notifications will be mailed prior to .
- C. Informal reviews shall be held at a designated location within the Municipality and the Firm shall schedule sufficient time to fully review and discuss the proposed assessment with the taxpayer.
 - 1. Each taxpayer attending a review shall be afforded an individual meeting with a qualified person employed by the Firm.
 - 2. Sufficient time shall be allowed to hear and conclude reviews on or before November 10 of the preceding tax year .
 - 3. A written record of each review shall be provided to the assessor in a format approved by the assessor.
 - 4. Suggested revisions by the Firm resulting from the taxpayer review shall be made with the consent of the assessor.
 - 5. Each taxpayer shall be informed in writing by the Firm of the result of their assessment review within four weeks of the conclusion of all reviews. The notice to the taxpayer will be in a manner approved by the Assessor.

SUMMARY AND DELIVERY

- A. The Firm shall provide the assessor with completed property record cards filed in sequence by block and lot number of all taxable and exempt properties. All supporting data, documentation and special procedures used in deriving value shall be provided to the assessor.
- B. The Firm shall make available qualified personnel for the purpose of giving full explanation and instruction to the assessor and his/her staff with regard to all materials submitted in all phases of the revaluation.
- C. A magnetic tape containing the new values are provided by the Firm shall be in a format consistent with the New Jersey Property Tax System MOD IV so that entry of the data can be made directly into the taxing district's master file.
- D. The data collected and utilized in the development of all values shall be delivered to the Assessor in an ASCII format so that it may be entered into the computer program chosen by the Assessor. In the event that the municipality has in place an appraisal software package (CAMA), the

Assessor may require that the revaluation program be performed on said system.

SUBMISSION OF QUOTE

A. Quote Price for the Rolling Reassessment- _____

B. Please return to:

Borough of Cresskill
James Anzevino- Tax Assessor
67 Union Avenue
Cresskill, NJ 07626

Deadline for submission of quotations is 4:30 p.m., Monday May 22nd.