

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES
City of Somers Point
1 West New Jersey Avenue
Somers Point, New Jersey 08244

Position: Tax Appeal Appraiser Services
Period of: January 1, 2012 through December 31, 2012

All RFQ's must be received by the City Administrator no later than 2:00PM on January 20, 2012 at which time they will be publicly opened, announced and recorded in the Administration Department.

The RFQ must be in a sealed envelope, clearly marked on the outside as "Qualifications for 2012 Tax Appeal Appraiser Services". * (10 COPIES REQUIRED) *****

All statements of qualifications for professional service contracts shall address at a minimum the following information:

1. Professional's basic qualifications for the position.
2. Identification of the person who will be primarily responsible for the required services and provide a description of the experience of the primary person with projects and issues similar to those that will be undertaken by the City of Somers Point.
3. Identification of persons who will serve as backup to the primary person.
4. Identification the business address of key staff that will be responsible for providing services under the contract.
5. Description of staffing.
6. Description of previous experience, specifically in the State of New Jersey.
7. Description of specific familiarity with the services required by the City of Somers Point.
8. A compensation proposal.
9. A list of references including the names, addresses and telephone numbers of persons who can verify experience and record of success.
10. Please indicate how your organization learned of this RFQ. (Example: Website/Word of Mouth/Other)

The City of Somers Point will evaluate qualifications submitted for professional service contracts on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

1. Experience and reputation in the field.
2. Knowledge of the City of Somers Point and the subject matter to be addressed under the contract.
3. Availability to accommodate any required meetings of the agency.
4. Compensation proposal.
5. Other factors if demonstrated to be in the best interest of the City of Somers Point.