

## **SCHEDULE "A"**

### **PROFESSIONAL SERVICES CONTRACTS TO BE AWARDED BY ESTABLISHED QUALIFICATION CRITERIA**

The Township of Gloucester solicits statements of qualifications for applicants for appointment as Tax Appeal Consultant. Responses should address the general criteria and mandatory minimum criteria for the position sought. Responses must be received in the Office of the Township Clerk P.O. Box 8, 1261 Chews Landing Road, Blackwood, NJ 08012 no later than 12:00 PM, Wednesday December 17, 2014. The Township requires two copies of each response. 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, appointments shall be for calendar year of 2015 and subject to the execution of an appropriate contract.

## **TAX APPEAL CONSULTANT**

**GENERAL CRITERIA:** The Township of Gloucester may from time to time appoint a tax appeal consultant to provide general consulting services to the tax assessor relative to tax appeals filed against the Township. Any experience or knowledge of matters directly affecting tax appeals against the Township of Gloucester should be addressed.

### **MANDATORY MINIMUM REQUIREMENTS:**

- 1) Must have a minimum ten (10) years experience in consulting with municipalities regarding tax assessment appeals, including working through revaluations or reassessments and mass appraisal work.
- 2) Must have NJ Tax Assessor Certificate and State Certified NJ Real Estate Appraiser license
- 3) Must have minimum five (5) years experience testifying at NJ Tax Court and County Boards of Taxation
- 4) Must maintain a bonafide principal office in New Jersey.
- 5) Must have sufficient support staff available to provide all general consultation services to the Township Tax Assessor including, but not limited to real estate market research, property income and expense analyzation, and preparation of tax appeal cases for hearings.
- 6) Must list all past and present municipal clients represented.