



REQUESTS FOR PROPOSAL  
TOWNSHIP OF PLAINSBORO  
Special Counsel, Tax Appeals

2019

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Respond by: 11:00 a.m. – November 14, 2018

Respond to: Carol J. Torres  
Township Clerk  
Township of Plainsboro  
641 Plainsboro Road  
Plainsboro, NJ 08536

*This proposal is being solicited through a fair and open process in accordance with  
N.J.S.A. 19:44A-20.5 et seq.*

## ***I. Introduction***

Plainsboro Township is seeking professional services to carry out the duties of Special Counsel, Tax Appeals.

## ***II. Scope of Work***

The duties of Special Counsel, Tax Appeals include:

1. Prepare defense and handle negotiations of tax appeals.
2. Advise Township on ratio matters, including challenges to the state ratio and the usability or non-usability of certain sales.
3. Prepare appeals and counter appeals for municipality.
4. Advise assessor on assessment issues, including advisability of partial assessments and assessment maintenance.
5. Advise assessor on exemption issues, such as partial assessments on incomplete exempt properties.
6. Represent Township at County Tax Board.

## ***III. Contents of Proposal***

Interested firms/professionals should provide the following information:

- Summary of general credentials of the firm (if applicable);
- Detailed information on the credentials and qualifications of the individual(s) to be assigned to Plainsboro Township;
- Demonstration of experience in carrying out the duties of Special Counsel, Tax Appeals or related experience;
- References from clients along with a list of past clients;
- Knowledge of and familiarity with Plainsboro Township; past professional experience in working with or for Plainsboro.

Each submittal shall include one (1) original and four (4) copies.

## ***IV. Fees and Costs***

Interested firms should provide a complete description and itemization of rates. Indicate all consulting titles and classifications and associated hourly billing rates.

**V. *Selection Process***

Township staff will review the proposals and make a recommendation to the Township Committee as to the recommended firm/professional. These recommendations will be based on cost and other considerations. Specifically, the proposals will be evaluated based on the following criteria:

- A. The general experience and qualifications of the firm/professional;
- B. The experience/qualifications of the firm/professional in providing the services specified or similar services;
- C. The proposed cost of the services;
- D. Knowledge of and familiarity with Plainsboro Township; past professional experience in working with or for Plainsboro.

Interested firms/professionals shall be responsible for the cost of preparing the proposals.

**VI. *RESPONSE/INQUIRIES***

All submittals should be clearly labeled and forwarded to:

Carol J. Torres  
Township Clerk  
Township of Plainsboro  
641 Plainsboro Road  
Plainsboro, NJ 08536

Submittals must be received no later than 11:00 a.m. on November 14, 2018.

All inquiries should be directed to Greg Mayers at (609) 799-0909, extension 1401.