

2014 AGENDA REQUEST

April 2, 2014 Meeting

DATE EMAILED TO LEGAL 3/20/14

Department Assessment Office

Division Head Robyn Glocker-Hammond

Phone Number 6449

Department Head Approval YES NO

Awarded by the following procedure

BID# _____ Disclosure Form Received (Proprietary Vendors) YES NO

RFP# 14-016 State Contract # _____ Verified YES NO

Type of Contract

Purchasing Contract & Resolution (Over \$17,500.00) Resolution Only (Extension of Term)

Amendment - Extension of Term Increase of Contract Amount Decrease of contract Amount

New Term for Extension _____ Contract Amount \$ _____

Reason for Amendment _____

Original Resolution Date _____ Original Contract Term _____ Extensions _____

Original Contract Amount \$ _____

* Previous Contracts
RFP-13-018
Passed 2/20/13
Term 2/20/13 -
2/19/14
\$25,000.00

Vendor Information

Name & Address of Company, Vendor or Contractor:

Steven W. Bartelt, MAI
PO Box 8169

Turnersville, NJ 08080

Contact Person Steven W. Bartelt - 856-582-5892

Brief description of services/items to be provided by Vendor or Contractor:

Pool of Appraisers for the County of Gloucester in
Connection with the defense of Assessments

* Contract Term: 4/2/14 - 4/1/15

* Contract Amount: \$25,000.00 Amount not to exceed (Open Ended-No CAF Needed)

CAF # _____ Account # _____

Necessary Documents Included

- If award by Bid, bid summary sheet
- If award by RFP, RFP Cover Sheet and Proposal/Rate Sheet
- If award is Proprietary please include an updated Disclosure Form
- If CAF is required, provide a copy of the CAF form, signed by Purchasing.

Purchasing Director Signature

Date

STEVEN W BARTELT, MAI
REAL ESTATE APPRAISAL CONSULTANTS

PO Box 8169
Turnersville, NJ 08080

Office - 856-582-5892
FAX 856-582-3493
SBartelt22@comcast.net

19 February 2014

Mr. Peter M. Mercanti, Director
Purchasing Department
County of Gloucester
2 South Broad St
Woodbury, NJ 08096

RE: Request for Proposal/Pool of Appraisers/Defense of County Assessments
RFP# 014-016 - County of Gloucester

Dear Mr Mercanti:

Please find attached my response to the above captioned RFP, #014-016. A table of contents immediately follows this introductory letter.

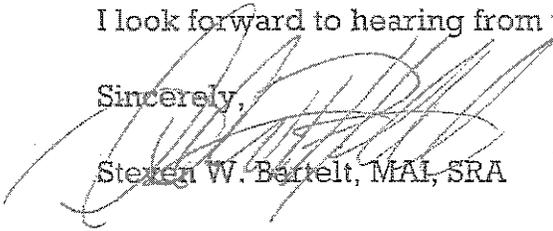
I have been engaged in the full time practice of real property appraisal for more than 30 years. In the past 19+/- years my activity has been largely concentrated in eminent domain, tax appeal and public projects (Green Acres, NJ DOT, Farmland Preservation, County Engineering, and other projects for Burlington, Cumberland, Gloucester & Camden Counties). I am a MAI and SRA member of the Appraisal Institute and a NJ State General Certified Real Estate Appraiser, license #42RG00011400.

I believe that I have submitted all of the required material, in the manner requested. The attached material is rather self-explanatory; a lengthy letter of introduction is not necessary.

Please call should you have any question, or if I may be of further service.

I look forward to hearing from you in the near future.

Sincerely,



Steven W. Bartelt, MAI, SRA

SECTION I - PROPOSED FEE STRUCTURE

I am providing here estimated average costs/appraisal fees for the requested categories of assignments, as contained under item #12 of the RFP. All fees are negotiable.

ESTIMATED AVERAGE COSTS/APPRaisal FEES

Property Type	Preliminary Analysis	Full Report
Single-Family Residential	\$500	\$850
Retail Commercial <10,000 ft. ²	\$1900	\$3200
Retail Commercial > 10,000 ft. ²	\$2300	\$3600
Industrial <25,000 ft. ²	\$1900	\$3200
Industrial >25,000 ft. ²	\$2300	\$3600
Apartment Complex <100 units	\$2200	\$3600
Apartment Complex >100 units	\$2200	\$3600
Assisted-Living/Long-Term-Care	\$3000	\$5800

All of the above fees can be negotiated. Likewise, fees for property categories which may not be represented above may also be negotiated. Appeals which involve multiple tax years would need to be negotiated.

The preliminary analyses with which I had been previously acquainted involve the market research and a conclusion to a range of values which may be applicable to the individual subject parcel or go parcels. Preliminary analyses which I have performed in the past do not necessarily conclude to a specific number and they are normally done orally so that there is no written report in the file for discovery by opposing counsel. If the county has something else in mind, we can certainly explore that, at the appropriate time. There is no reason to go into every iteration of every conceivable property type and every conceivable type of scenario, for RFP purposes.

Other applicable fees:

Fees applicable to testimony, settlement meetings, preparation for testimony, interrogatories and other similar procedures are billed on a per hour basis; \$195 per hour.

There may be circumstances where the base fees would not cover the cost of the appraisal but this would be the exception rather than the rule. This will be thoroughly discussed with the requesting agency prior to the start of any work.

I have always accepted appraisal assignments from Gloucester County irrespective of the difficulty in the assignment for quoted base fee. My sense is that some assignments take more time and some less. In the end, this tends to balance out.

I have never turned down an assignment from Gloucester County because of a disagreement over the proposed fee or the work involved in completing the assignment. I have always been available when the County needed me.