



Municipality of Princeton

*Municipal Building
400 Witherspoon Street
Princeton, NJ 08540-3496*

*Department of Community Development
Office of the Engineer
Telephone (609)921-7077
Fax: (609) 688-2027*

ROBERT V. KISER, P.E.
Director of Engineering

MEMORANDUM

TO: Robert Bruschi, Administrator

FROM: Robert V. Kiser, P.E., Director of Engineering

DATE: August 15, 2014

SUBJECT: **Maintenance of Tax Maps; NTE \$14,000.00**
Gregory Sandusky, P.E., P.L.S.

Proposals were received for the maintenance of the municipality's tax maps for the period from October 1, 2013 thru September 30, 2014. Services include the review of approximately 750 deeds and the updating of the municipal owners' list, the preparation of a red line tax map indicating necessary revisions based on new deeds and filed maps received and the actual revisions to and updating of the physical tax map as detailed in the attached request for proposal.

The proposals received are as follows:

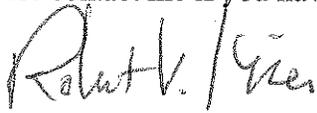
- | | |
|--|-------------|
| 1. Gregory Sandusky, P.E., P.L.S.
Robbinsville, NJ | \$14,000.00 |
| 2. Omland Engineering Associates, Inc.
Cedar Knolls, NJ | \$14,275.00 |
| 3. Van Note-Harvey Associates
Princeton, NJ | \$42,500.00 |

It is recommended that a professional services agreement be entered into with Gregory Sandusky, P.E., P.L.S. in the amount of \$14,000.00 as detailed per the attached proposal dated August 15, 2014. Please note that Mr. Sandusky will be compensated an amount of \$8.00 per deed based on the actual number of deeds received.

Mr. Sandusky has previously performed these services for the former Township and his work has been found to be acceptable.

Consideration of this matter by the Council of Princeton at their meeting on August 25, 2014 will be appreciated. Please find attached a professional services agreement and resolution providing for these services.

Please contact me if you have any questions.



Robert V. Kiser, P.E., Director of Engineering

RVK/cc

c: Linda McDermott, Municipal Clerk
Trishka Waterbury Cecil, Municipal Attorney
Kathy Monzo, Deputy Administrator/Director of Finance
Sandy Webb, CFO
Neil Snyder, Tax Assessor
Deanna Stockton, P.E., Assistant Municipal Engineer
Jack West, P.E., Land Use Engineer
Fred Schulz, CAD Design Manager
Rosanna Roberto, Secretary

**RESOLUTION 2014-R
OF THE MAYOR AND COUNCIL
OF THE MUNICIPALITY OF PRINCETON
AUTHORIZING PROFESSIONAL SERVICES AGREEMENT
FOR THE MAINTENANCE OF TAX MAPS**

WHEREAS, the Municipality desires to enter into a professional services agreement in connection with certain activities being conducted by the Municipality, as hereafter more particularly stated, and

WHEREAS, the services to be performed are professional services which are exempt from public bidding under the Local Public Contracts Law.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Municipality of Princeton as follows:

The Mayor and Clerk are hereby authorized to enter into a contract for professional services with **Gregory Sandusky, P.E.,P. L.S.** (hereinafter referred to as "Provider") to review approximately 750 deeds and the updating of the municipal owners' list, the preparation of a red line tax map indicating necessary revisions based on new deeds and filed maps received and the actual revisions to and updating of the physical tax map, as hereafter more particularly stated.

1. The contract so authorized shall require the Provider to provide services and other related duties, as follows:

Provider shall serve as a professional land surveyor on behalf of the Municipal Department of Engineering to review of approximately 750 deeds and the updating of the municipal owners' list, the preparation of a red line tax map indicating necessary revisions based on the new deeds and filed maps received and the actual revisions and updating of the physical tax map. Specifically, the Provider shall perform the services provided for in their proposal dated August 15, 2014.

Under this Agreement, Provider shall at all times act as an independent professional contractor and not as an employee of the Municipality, and shall have no authority to act as an agent or representative of the Municipality or to enter into any financial or other

contractual commitment on behalf of the Municipality without the prior written approval of same granted in accordance with law.

Payment of fees will be made upon the submission to the Provider to the Municipality of invoices in duplicate in the form prescribed by the Municipality not later than the tenth (10th) day of the month following that covered by the invoice, and shall specify in detail the periods for which fees are claimed for the services performed. The provider shall give written notice to the Municipality when the Provider has billed eighty (80%) of the compensation set forth in paragraph I of the Agreement.

2. The form of contract shall include standard provisions common to professional service agreements entered into by the Municipality and shall be subject to approval by the Municipal Attorney.

3. The contract shall be awarded without competitive bidding as a contract for professional services under the provisions of the Local Public Contracts Law because the subject services will be performed by a person or persons authorized by law to practice a recognized profession and whose practice is regulated by law.

4. A notice of this action shall be published in the Princeton Packet as required by law within ten (10) days of its passage.

Councilperson	Absent	Present	1 st	2 nd	Yea	Nay	Abstain	Disqualified
Ms. Butler								
Mrs. Crumiller								
Ms. Howard								
Mr. Liverman								
Mr. Miller								
Mr. Simon								
Mayor Lempert								

I, Linda S. McDermott, Clerk of the Municipality of Princeton, do hereby certify that the above is a true and complete copy of a resolution adopted by the Mayor and Council of said Municipality at a meeting held August 25, 2014.

IN WITNESS WHEREOF, I hereunto set my hand and affix the corporate seal of said Municipality, this August _____, 2014.

Linda S. McDermott
Municipal Clerk

**MUNICIPALITY OF PRINCETON
PROFESSIONAL SERVICES AGREEMENT 2014**

AGREEMENT, made this ____ day of August, 2014, by Gregory Sandusky, P.E., P.L.S., 505 Willow Street, Robbinsville, NJ 08691 (hereinafter referred to as "Provider"), and the Municipality of Princeton, a municipal corporation in the County of Mercer and State of New Jersey (hereinafter referred to as the "Municipality") located at 400 Witherspoon Street, Princeton, New Jersey 08540.

WHEREAS, the Municipality wished to enter into a professional service agreement with the Provider for the performance of professional services in connection with certain activities being conducted by the Municipality, as hereafter more particularly stated in the Providers' proposal dated August 15, 2014, hereby attached; and

WHEREAS, the services to be performed are professional services which are exempt from public bidding under the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., and

NOW, THEREFORE, in consideration of the mutual obligations hereafter set forth, the parties hereto agree as follows:

1. STATEMENT OF WORK: The Provider shall use its best efforts to perform professional services detailed by the municipality's request for proposals as follows:

Review of deeds and updating owners' list and daybook @ \$8.00 per deed.
Redline tax map with revisions based on deed and filed maps
Additional services – revisions to physical tax map
Total not to exceed amount of \$14,000.00.

Under this Agreement the Provider shall at all times act as an independent professional contractor and not as an employee of the Municipality and shall have no authority to act as an agent or representative of the Municipality or to enter into any financial or other contractual commitment on behalf of the Municipality without the prior written approval of same granted in accordance with law. This Agreement shall be supplemented by the terms of the Provider's proposal including the standard provisions of the proposal except where such terms are contradicted by the terms of this Professional Services Agreement in which case the terms of this Agreement shall apply. The Agreement will be effective from August 15, 2014 through December 31, 2014 subject to available budgetary funding.

2. PAYMENT:

- a. Total not to exceed amount of **fourteen thousand and no cents. (\$14,000.00).**

- b. Rendition of Invoices: Payment of fees and reimbursement for such expenses incurred will be made upon the submission by the Provider to the Municipality of invoices in duplicate in the form prescribed by the Municipality not later than the tenth (10th) day of the month following that covered by the invoice, and shall specify in detail the periods for which fees or other compensation are claimed, the services performed, and an itemized listing of all expenses incurred for which reimbursement is claimed. The Provider shall give written notice to the Municipality when the Provider has billed eighty percent (80%) of the compensation set forth in paragraph 2.a of this Agreement.

3. TERMINATION.

This Agreement shall be effective for the period provided above, although it may be sooner terminated, with or without cause for any reason whatsoever, at any time by the Municipality by giving thirty (30) days written notice to the Provider.

4. NON-CONFLICTS OF INTEREST.

The Provider represents that neither it nor its firm is now performing and expressly agrees to refrain during the period of effectiveness of this Agreement from so performing, any professional services for any person, firm or corporation which results or might result in a conflict of interest between the Provider and the Municipality, directly or indirectly. The Provider agrees to disclose in writing to the Municipality any and all such conflicts of interest, which may arise, giving full particulars.

5. TITLE TO DATA AND PROPERTY PRODUCED BY THE PROVIDER.

The Provider agrees that title to and all rights and other legal interest in all correspondence, Memoranda, records, data, analysis, graphs, reports, physical property and other subject matter prepared, procured or produced in the rendition of services hereunder shall vest exclusively and remain jointly with the Municipality and Provider and the Provider shall not have the right to sell, disclose, or make same available to third parties without the prior written consent of the Municipality.

6. CONFIDENTIALITY.

The Provider agrees to, treat and maintain as confidential, and not to disclose to any third party or to use for its own benefit, reproduce or have reproduced, any information or other such document or data obtained, learned or produced as a result of the services rendered hereunder (except to the extent required by law) without the prior written consent of the Municipality, which consent shall not unreasonably be refused, and to both require and furnish copies to the Municipality of an identical covenant executed by all agents, employees, or subcontractors of the Provider participating in the rendering of the services hereunder.

7. COMPLIANCE WITH LAWS.

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

The contractor or subcontractor, where applicable, will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation;

The contractor or subcontractor where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment;

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975. c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act;

The contractor or subcontractor agrees to attempt, in good faith, to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975. c. 127. as amended and supplements from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975. c. 127, as amended and supplemented from time to time;

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices;

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions;

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions;

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

8. COMPLETE AGREEMENT.

This Agreement and any attachments hereto or incorporated by the reference represents the entire contract between the parties and shall take precedence over all other prior or existing understandings or agreements, if any, whether oral or written, and shall not be modified, assigned or transferred except upon the written consent of both parties hereto. All notices by either party to the other required or permitted hereunder may be sent by regular mail to their respective addresses first set forth above unless sooner revised by written notice.

WITNESS

MUNICIPALITY OF PRINCETON

Linda S. McDermott, Clerk

By: _____
Elizabeth Lempert, Mayor

Gregory Sandusky, P.E., P.L.S.

By: _____
Gregory Sandusky, P.E., P.L.S.

Request for Proposal

Maintenance of Municipality of Princeton Tax Maps

The Princeton Department of Engineering is requesting to receive proposals for a professional land surveyor (Consultant) to render services necessary for the maintenance of the Municipalities Tax Maps. The New Jersey Treasury Department, Division of Taxation, Local Property Branch, approved the current Tax Map on October 1, 2012. These tax maps have been updated to reflect changes as of October 1, 2013 in conformance with the State of New Jersey Tax Map Regulations and Standards dated February, 2008 and The NJ Digital Tax Maps Computer-Aided Drafting (CAS) Standards.

This request for proposal sets forth a scope of services and outlines requirements to be incorporated into an agreement between the Municipality and the consultant selected to perform these services.

Scope of Services

The time period for this review of records and updating of the tax maps would be from October 1, 2013 thru September 30, 2014. Princeton anticipates receiving approximately 750 transfer title deeds during this tax year. Princeton will supply the Consultant with the deeds in groups, pdf format, as deemed appropriate by the Municipality and logged by the Tax Assessor. The Consultant shall complete the review process (all facets as herein described) of the group of deeds provided within a given period of time. The consultant shall have a licensed professional land surveyor in the State of New Jersey (required) be responsible for the review of each title transfer deed description. This shall be done specifically to ensure that the property described accurately reflects the pictorial and geometric measurement representations of a given parcel on the tax map. Any differences or discrepancies between the tax map and deed description shall be redlined in a clear and concise manner on the previous year tax map so that an ongoing record of any changes can be properly documented. The Princeton Engineering Department shall be responsible for all final drafting of the revisions to the tax map and the professional land surveyor (Consultant) shall review the redlined tax map and revised tax map to ensure that all corrections have been satisfactorily completed. The licensed professional land surveyor shall sign and seal the revised and updated tax map when all drafting revisions have been satisfactorily completed under his or her direct supervision.

Princeton currently maintains a Daybook and an Owner's List that reflects the date of transfer of ownership from grantor to grantee, street address of property, volume and page numbers of the deed book where the transfer was recorded at the Mercer County Clerk's Office, tax map sheet number, block, lot, consideration, comments (acreage), and shall include the new owners name(s) and the new deed transfer number. See attached sample pages of the Daybook entry sheets (Exhibit I and II). The licensed professional land surveyor shall be responsible for maintaining and updating the Daybook and Owner's List in an excel format. The excel database allows for single page data entry and will propagate to create the Daybook and Owner's List. Upon completion of each deed group update, a working excel file will be provided to the Municipality. Within sixty (60) days of all information being provided to the Consultant, a final excel file shall be provided to Princeton.

Additional Services

In addition to the scope of services detailed above, the consultant shall revise the physical tax map in AUTOCAD 2013 format. These additional services shall include but not be limited to, any address changes, assignment of lot and block numbers, and the correction of previous errors found throughout the year. Princeton reserves the right to include or not include these services within a Professional Services Agreement.

Time of Completion

Deeded lots shall be reviewed and all revisions to the final tax map, Daybook and Owners List shall be completed within sixty (60) days after receiving the final grouping of deeds from Princeton. It is imperative that the excel file is returned to Princeton within the sixty (60) day period since Princeton's Tax Office/Collector refers to the deeds on a daily basis. All work, including the finalized tax map revisions, shall be completed no later than sixty (60) days after receiving the closing deed.

Compensation

Proposals shall detail compensation for the above services as follows:

1. Review of deeds and updating of Owner's List and Daybook
Estimated 750 deeds @ _____ per deed = _____
2. Redline tax map with revisions based on deeds and filed maps
and all other related work. _____
3. Additional Services - Revisions to physical tax map _____

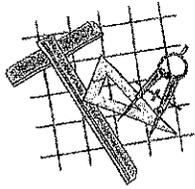
Progress payments will be made based on the value of the work completed.
Final payment amount will be based on the actual number of deeds reviewed.

Exhibit I

<u>NEW BLOCK</u>	<u>NEW LOT</u>	<u>OLD BLOCK</u>	<u>OLD LOT</u>	<u>STREET ADDRESS</u>	<u>DEED #</u>	<u>REF DEED #</u>	<u>OWNER</u>
0	0.0000	12.05	12.0000	Alexander Street			TOWNSHIP OF PRINCETON - NOT SHOWN 12' STRIP ALEXANDER ROAD - ROW
101	4.0000			5111 Province Line Road	26868, 26870		D & R GREENWAY LAND TRUST, INC.
101	5.0000			5073 Province Line Road	26869, 26871		NICHOLAS deB & LYDIA KATZ
102	1.0000	1.02	106.0000	461 Drakes Corner Road	18726		JOHN A. MCPHEE & YOLANDA W. MCPHEE, T.I.C.
102	4.0000	1.02	59.0000	559 Drakes Corner Road	27741		THE OXON HILL LAND CO, LLC
102	5.0000	1.02	61.0000	5159 Province Line Road	22470	17024	VINCENT LATHBURY & JOYCE LATHBURY, H/W
102	6.0000	1.02	92.0000	Drakes Corner Road	20460E		LANWIN DEVELOPMENT CORP.
102	7.0000	1.02	2.0000	5279 Province Line Road	15177		ROBERT J. & MARCY A. MAGUIRE
102	8.0000	1.02	1.0000	200 Cherry Valley Road	26664	22631E	PIYUSH PATEL
102	9.0100	1.02	3.0000	900 Cherry Valley Road	27103		PINAKIN D. PATHAK & KIRTI P. PATHAK, H/W
102	9.0200			908 Cherry Valley Road	27820, 27824		PINAKIN D. PATHAK & KIRTI P. PATHAK, H/W
102	10.0000	1.02	21.0000	680 Cherry Valley Road	25592		RAQUEL K. SHECHTEL
102	11.0100	1.02	5.0000	660 Cherry Valley Road	25591		RAQUEL K. SHECHTEL
102	12.0000	1.02	11.0000	628 Cherry Valley Road	25736		SAUNDRA RATTNER, SINGLE
102	13.0000	1.02	78.0000	155 Drakes Corner Road	19975E		RAQUEL K. SHECHTEL, MARRIED
102	14.0000	1.02	77.0000	203 Drakes Corner Road	25030		OLIVIA COX FILL & DENNIS C. FILL, TIC, 70.6% TO OLIVIA COX-FILL & 29.4% TO DENNIS C. FILL
102	15.0000	1.02	79.0000	237 Drakes Corner Road	21621		MARGARET WONG
102	16.0000	1.02	80.0000	271 Drakes Corner Road	20624	23479	CHARLES C. BABER & ELLEN G. BABER, H/W
102	17.0000	1.02	81.0000	305 Drakes Corner Road	27009		EDWARD MEYERCORD & ANDREA MEYERCORD
102	18.0100	1.02	82.0000	16 Fredrick Court	27506		H. COURTNEY MCLAUGHLIN & MARIA MCLAUGHLIN, H/W
102	18.0200			30 Fredrick Court			
102	18.0300			19 Fredrick Court	24838		IRINA BERNARD, MARRIED
102	18.0400			11 Fredrick Court	27198		JAN SCHADRACK & NGOC NGUYEN, H/W
102	19.0000	1.02	87.0000	Drakes Corner Road	20460E		LANWIN DEVELOPMENT CORP.
102	19.0100			Drakes Corner Road	23341E	23355	LEON PODOLSKY & STELLA PODOLSKY, H/W

Exhibit II

DEED #	DATE	GRANTOR	GRANTEE	LOCATION	VOL/YG	SHEET	SECTION	LOT	CONSIDERATION	REMARKS
22480	10/09/97	Governors Lane, L.L.C., a NJ Limited Liability Company	David A. Davidson & Karen Lynn, Trustees UTA dtd August 7, 1997	3 Governors Lane	3248-210	56	5601	14.03	\$485,999.91	1.5269% interest
22481	9/04/97	Donald H. Straszheim & Elizabeth P. Straszheim, h/w	Anthony F. Matzco & Janice Josi-Matzco, h/w	57 All Saints Road	3234-097	44	4401	8	\$660,000.00	1.55 AC
22482	10/10/97	Columbia Savings Bank	Rajan S. Mathews	72 Company Ave	3245-24	54	5408	56	\$0.00	0.40AC
22483	10/14/97	Karen D. Curtis & John R. Curtis	Nicholas S. Gimbel	44 McComb Road	3250-188	43	4301	1.44	\$284,900.00	2% interest
22484	10/14/97	George T. Harvey & Laurel B. Harvey, h/w	Werner White, married	240 Riverside Drive	3250-227	78	7801	8	\$365,000.00	0.70 AC
22485	10/16/97	Ridgeview Associates L.P., of New Jersey	Princeton Ridge, Inc	64 & 48 Pettit Place	3251-205	22	2201	14.820	\$0.00	1.01 AC & 1.48 AC
22486	10/16/97	M. Lyn Finelli	Evan L. Goldstein	720 Prospect Ave	3251-080	69	5903	15	\$0.00	0.32 AC
22487	10/16/97	Robert S. Pichholz & Josephina A. Pichholz, h/w	Ronald Ching & Jacqueline Ching, h/w	6 Foudat Drive	3251-143	53	5301	3	\$842,500.00	0.60 AC
22498	10/17/97	Harvey A. Susman & Marion S. Susman, h/w	Robert A. Koster & Laura A. Koster, h/w	84 Heather Lane	3252-034	2	201	5	\$385,000.00	1.49 AC
22489	10/17/97	Robert A. Koster & Laura A. Koster, h/w	The Trustees of Princeton University	84 Heather Lane	3252-059	2	201	5	\$195,000.00	Memorandum of T.L.C. Agreement
22500	10/20/97	Raymond Hirschman & Elizabeth C. Hirschman, h/w	Elizabeth C. Hirschman	218 Gallup Road	3252-183	85	9501	13	\$0.00	2.00 AC
22501	10/20/97	Elitresh Ann Kalkin, single	Baojin Li & Yili Fan, h/w	97 William Patterson Court	3253-001	8	802	1.0804	\$91,000.00	0.401% interest
22502	10/21/97	Pond View Associates of Princeton, L.L.C.	Dennis Kalkman & Lauren Kalkman, h/w	24 Derwent Drive	3253-015	35	3503	7	\$912,750.00	0.71 AC
22503	10/23/97	Frank W. Long & Thelma K. Long, his wife	The Prudential Home Mortgage Company, Inc	292 Riverside Drive	3254-060	79	7801	P.O. 4	\$7,300.00	970SF
22504	10/23/97	The Prudential Home Mortgage Company, Inc	Frank W. Long & Thelma K. Long, his wife	278 Riverside Drive	3254-064	78	7801	P.O. 5	\$0.00	247 SF
22505	10/23/97	The Prudential Home Mortgage Company, Inc	The Prudential Home Mortgage Company, Inc.	278 Riverside Drive	3254-070	78	7801	9	\$0.00	0.59 AC
22506	10/23/97	Frank W. Long & Thelma K. Long, his wife	Frank W. Long & Thelma K. Long, his wife	292 Riverside Drive	3254-077	78	7801	4	\$0.00	0.546 AC
22507	10/23/97	Ruth S. Bailey, Ralph J. Bailey, Trustees Bailey and Eunice Davis	Ruth S. Bailey, an unmarried widow	421 Basin Street	3254-124	115	11503	5	\$0.00	0.24 AC
22508	10/26/97	Ira N. Weinstein & Martha F. Weinstein	James P. Hering & Kathleen K. Hering	41 Fairway Drive	3255-076	83	6503	9	\$595,000.00	2.15 AC
22509	10/28/97	Governors Lane, L.L.C.	Nancy G. Beer, widow	2 Governors Lane	3255-080	56	5601	14.02	\$408,920.96	1.9368% interest
22510	10/28/97	Ernest Maria & Gregory C. Harris	Dennis Mosner & Michelle Mosner, h/w	890 Lawrenceville Road	3255-107	94	9401	9	\$462,500.00	2.40 AC
22511	10/28/97	Albert John Newton & Julia M. Newton, h/w	Albert John Newton & Julia M. Newton, h/w	871 Mt. Lucas Road	3255-156	10	101	9	\$0.00	
22512	10/30/97	Shari Patterson & Lisa Patterson, h/w	Kevin Falley & Anna Falley, h/w	964 Princeton-Kingston Rd	3257-690	47	4763	25	\$665,000.00	1.00 AC



Gregory Sandusky
505 Willow Street
Robbinsville, New Jersey 08691
Professional Engineer and Land Surveyor
(609) 223-0207
Email-gregpels@optonline.net



August 15, 2014

Mr. Robert V. Kiser, P.E.
Director of Engineering
400 Witherspoon Street
Princeton, New Jersey 08540-3496

RE: Tax Map Request for Proposal

Dear Mr. Kiser:

This is in response to your request for proposal I received on August 1, 2014 for the updating and maintenance of the Municipality of Princeton's Tax Map. I am very much interested in continuing this work and I would like to thank you and the Municipality of Princeton for the invitation. As you are aware, I am very familiar with the Princeton Map and qualified to do the work as outlined in the request for proposal.

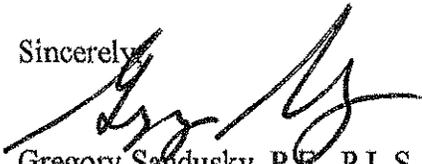
It is my proposal to do this work for the following fee:

1. Review of deeds and updating of Owner's List and Daybook Estimated 750 deeds @ \$8.00 per deed	\$6000.00
2. Redline tax map with revisions based on deed and filed maps and all other related work	\$6500.00
3. Additional Services-Revisions to Physical tax map	<u>\$3000.00</u>
Total Amount (Items 1, 2 and 3 combined)	\$15,500.00

If the Municipality of Princeton choses to award Item #1, Item #2 and including Item #3, Additional Services under this Professional Services Agreement, I would be willing to combine Item #2 and Item #3 for an amount of \$8000.00 making the total amount including Item #1 \$14,000.00.

I would like to thank you and the Municipality of Princeton for requesting my services and look forward to working with Princeton again.

Sincerely,



Gregory Sandusky, P.E., P.L.S.

Attachment (1)

c: Princeton Township Tax Map File

Request for Proposal

Maintenance of Municipality of Princeton Tax Maps

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This request for proposal sets forth a scope of services and outlines requirements to be incorporated into an agreement between the Municipality and the consultant selected to perform these services.

Scope of Services

The time period for this review of records and updating of the tax maps would be from October 1, 2013 thru September 30, 2014. Princeton anticipates receiving approximately 750 transfer title deeds during this tax year. Princeton will supply the Consultant with the deeds in groups, pdf format, as deemed appropriate by the Municipality and logged by the Tax Assessor. The Consultant shall complete the review process (all facets as herein described) of the group of deeds provided within a given period of time. The consultant shall have a licensed professional land surveyor in the State of New Jersey (required) be responsible for the review of each title transfer deed description. This shall be done specifically to ensure that the property described accurately reflects the pictorial and geometric measurement representations of a given parcel on the tax map. Any differences or discrepancies between the tax map and deed description shall be redlined in a clear and concise manner on the previous year tax map so that an ongoing record of any changes can be properly documented. The Princeton Engineering Department shall be responsible for all final drafting of the revisions to the tax map and the professional land surveyor (Consultant) shall review the redlined tax map and revised tax map to ensure that all corrections have been satisfactorily completed. The licensed professional land surveyor shall sign and seal the revised and updated tax map when all drafting revisions have been satisfactorily completed under his or her direct supervision.

Princeton currently maintains a Daybook and an Owner's List that reflects the date of transfer of ownership from grantor to grantee, street address of property, volume and page numbers of the deed book where the transfer was recorded at the Mercer County Clerk's Office, tax map sheet number, block, lot, consideration, comments (acreage), and shall include the new owners name(s) and the new deed transfer number. See attached sample pages of the Daybook entry sheets (Exhibit I and II). The licensed professional land surveyor shall be responsible for maintaining and updating the Daybook and Owner's List in an excel format. The excel database allows for single page data entry and will propagate to create the Daybook and Owner's List. Upon completion of each deed group update, a working excel file will be provided to the Municipality. Within sixty (60) days of all information being provided to the Consultant, a final excel file shall be provided to Princeton.

Additional Services

In addition to the scope of services detailed above, the consultant shall revise the physical tax map in AUTOCAD 2013 format. These additional services shall include but not be limited to, any address changes, assignment of lot and block numbers, and the correction of previous errors found throughout the year. Princeton reserves the right to include or not include these services within a Professional Services Agreement.

Time of Completion

Deeded lots shall be reviewed and all revisions to the final tax map, Daybook and Owners List shall be completed within sixty (60) days after receiving the final grouping of deeds from Princeton. It is imperative that the excel file is returned to Princeton within the sixty (60) day period since Princeton's Tax Office/Collector refers to the deeds on a daily basis. All work, including the finalized tax map revisions, shall be completed no later than sixty (60) days after receiving the closing deed.

Compensation

Proposals shall detail compensation for the above services as follows:

1. Review of deeds and updating of Owner's List and Daybook
Estimated 750 deeds @ _____ per deed = _____
2. Redline tax map with revisions based on deeds and filed maps
and all other related work. _____
3. Additional Services - Revisions to physical tax map _____

Progress payments will be made based on the value of the work completed.
Final payment amount will be based on the actual number of deeds reviewed.