

**City of Union City Requests Proposals From Law Firms Interested in  
Serving as “General Counsel” for the City of Union City For the  
Period July 1, 2015 through June 30, 2016**

**Introduction**

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks Request for Proposals (“RFP”) from law firms licensed to practice law in the State of New Jersey that wish to provide general counsel services to the City as directed by the Board of Commissioners or other appropriate official within the City for a contract period beginning on July 1, 2015 and ending June 30, 2016. All candidates are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. as amended. (Affirmative Action). Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57). The successful firm must have significant experience in representing New Jersey municipalities as general counsel. The successful firm will provide the City with legal guidance relating to, but not necessarily limited to:

1. Legal research and/or advisory opinions as needed;
2. Represent the City in federal and state courts and administrative forums;
3. Review, analyze and advise the City on any application before it;
4. Review and/or draft resolutions and ordinances;
5. Attend all meetings of the Board of Commissioners and any other board or committee as directed;
6. Perform all requirements of the position of General Counsel pursuant to the City of Union City Code at Ordinance, Section 2:23.1, et seq.
7. Conduct programs on various municipal issues for appropriate elected officials, city employees, Board members or other persons upon request;
8. Notify the City of changes in law or regulations, as well as Court decisions, that impact the City and its officials; and
9. Any other matters as directed by the appropriate City official(s).

Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57) and must comply with the Affirmative Action requirement contained at N.J.A.C. 17:27 *et seq.*

## **Professional Information and Qualifications**

Copies of these standardized submission requirements and selection criteria are on file and available from the Office of the City Clerk. Each interested firm shall submit the following information:

1. Name of Firm;
2. Address of principal place of business and all attorneys or firm's offices and corresponding telephone and fax numbers. Please note specifically which attorneys will be assigned to work with the City;
3. Areas of Practice;
4. Description of firm's attorneys' education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;
5. Experience related to representation of municipalities as general counsel in an urban environment in New Jersey which is substantially similar to the City of Union City;
6. At least four (4) references, three (3) of which must have knowledge of your representation of municipalities as general counsel;
7. Examples of your record of success representing municipalities as general counsel;
8. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
9. Cost details, including the hourly rates of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and where appropriate, total cost of "not to exceed" amount taking into account that the City will not pay more than \$150.00 per hour for the services of any attorney;
10. Statement of corporate ownership (c.52:25-24.2).

## **Selection Criteria**

The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience in representing municipalities as general counsel in urban environments substantially similar to Union City and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Ability to be available with the appropriate personnel at all times necessary to accomplish the representation; and
5. The cost and expense that will be necessary to familiarize the attorney with the municipal issues facing the City.
6. Cost competitiveness in light of all of the above factors; and
7. Proven experience as a municipal attorney and extensive knowledge of municipal law, including, but not limited to, the Open Public Meetings Act, the Open Public Records Act and municipal pay to play laws, rules and regulations.
8. Experience in representing municipality(ies) operating under the commission form of government.

## **Submission Requirements**

Sealed RFPs will be publicly opened by the Union City Clerk in his offices at Union City Hall, 3715 Palisade Avenue, Union City, at 11:00 a.m. on Friday June 5, 2015. The RFP must be received no later than 11:00 a.m. on Friday June 5, 2015 by:

Dominic Cantatore Acting City Clerk  
City of Union City  
3715 Palisade Avenue  
Union City, New Jersey 07087

Please submit one original and two (2) copies of the RFP. Use white 8 ½" x 11" papers.