City of Union City Request for Proposals From Law Firms Interested in Serving as "Conflict Counsel – Planning Board" of the City of Union City For One Year From August 1, 2014 through June 30, 2015

Introduction

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks Requests for Proposals ("RFP") from law firms licensed to practice law in the State of New Jersey that wish to provide conflicts counsel and litigation services to the City and its Planning ("Board") as directed by the Corporation Counsel, the Board or other appropriate official within the City for a contract period beginning on August 1, 2014 and ending on June 30, 2015. The successful firm must have significant experience in representing New Jersey municipal planning boards in land use matters. If awarded a contract, your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et. seq. and N.J.A.C. 17:27. The successful firm will provide the City and/or the Board with legal guidance relating to, but not necessarily limited to:

1. Legal research and/or advisory opinions as needed in conflict matters;

2. Represent the City and/or the Board in land use matters in federal and state courts and administrative forums when there is a conflict with the planning board attorney;

3. Review, analyze and advise the Board on any applications before it when there are conflicts with the Planning Board attorney;

4. Review and/or draft land use resolutions and ordinances if there are conflicts;

5. Attend meetings of the Board when there are conflict matters;

6. Attend meetings of the City Commissioners and/or Board Committees upon request; and

7. Any other matters as directed by the City or the Board.

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 this 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 New Jersey municipal planning boards;

6. At least four (4) references, three (3) of which must have knowledge of your representation of New Jersey municipal planning boards;

7. Examples of your record of success representing New Jersey municipal planning boards;

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. The City will pay no more thant $150.00 per hour for attorney services.; and

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 and references;

3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and

4. Cost competitiveness.

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 July 22, 2014. The RFP must be received no later than 11:00 a.m. on July 22, 2014 by:

Dominick 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" paper.