

**City of Union City Library Board Request for Proposals From Law Firms Interested in Serving as “Counsel to the Library Board of 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 and litigation services to the Library Board of the City of Union City (“Board”) as directed by the Board or other appropriate official within the City for a contract period beginning on July 1, 2015 and ending June 30, 2016. The successful firm must have significant experience in representing New Jersey municipal library boards, including knowledge of the law and administrative code regulations governing libraries. 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 Board with legal guidance relating to, but not necessarily limited to:

1. Legal research and/or advisory opinions as needed;
2. Represent the Library Board in library matters in federal and state courts and administrative forums;
3. Review, analyze and advise the Board on any legal matters before it;
4. Review the monthly library directors’ report and advise the Board as to any legal issues;
5. Attend meetings of the Board or any additional meetings as requested by the Board;
6. Notify the Board of changes in the laws governing libraries or regulations, as well as Court decisions, that impact the Board; and
7. Any other matters as directed by 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, City of Union City, 3715 Palisades Avenue, Union City, N.J.. 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 Library Board;
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 library boards;
6. At least four (4) references, three (3) of which must have knowledge of your representation of New Jersey library boards;
7. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. 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, a total cost of "not to exceed" amount;
9. 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 Tuesday July 28, 2015. The RFP must be received no later than 11:00 a.m. on Tuesday July 28, 2015 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" papers.