

**City of Union City Requests Proposals From Law Firms
Interested in Serving as Tax Appeal 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 legal and litigation services to the City with regard to tax appeals, as directed by the Corporation Counsel, the Board of Commissioners of Commissioners of 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). The successful firm must have significant experience in representing New Jersey municipalities in Tax Court and County Boards of Taxation. The successful firm will provide the City with legal guidance relating to tax appeals, but not necessarily limited to:

1. Legal research and/or advisory opinions as needed;
2. Draft pleadings and stipulations of settlement related to tax appeals.
3. Represent the City in litigation in federal and state courts and administrative forums with regard to tax appeal issues;
4. Attend meetings of the Board of Commissioners and/or Committees upon request;
5. Conduct programs on specified legal issues for appropriate elected officials and/or city employees upon request;
6. Any other matters as directed by the City.

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 public entities with regard to tax appeal issues;
6. At least four (4) references, three (3) of which must have knowledge of your representation of a public entity on tax appeal issues;
7. Examples of your record of success representing public entities on tax appeal issues;
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 and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter;

4. Cost competitiveness; and
5. Due consideration will be given to familiarity with pending tax appeal litigation against the City and its officials.

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.