

**City of Union City Request for Proposals From Law Firms Interested  
in Serving as “Conflict Counsel of the City of Union City For One  
Year From 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 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, as directed by the Corporation Counsel, the Board or other appropriate official within the City for a contract period beginning on July 1, 2015 and ending on June 30, 2016. The successful firm must have significant experience in representing New Jersey municipalities. 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 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 in federal and state courts and administrative forums when there is a conflict;
3. Represent the City when a legal dispute arises;
4. Attend meetings of the City Board of Commissioners when there are conflict matters or upon request; and
5. Any other matters as directed by the City or by the Mayor and the Board of Commissioners.

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 than \$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 Tuesday August 11, 2015. The RFP must be received no later than 11:00 a.m. on Tuesday August 11, 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.