City of Union City Requests Proposals ("RFP") From Law Firms Interested in Serving as "Special Counsel" for the City of Union City for the Period July 1, 2016 through June 30, 2017

Introduction

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et seq., the City seeks Proposals from law firms licensed to practice law in the State of New Jersey that wish to provide special counsel and litigation services to the City, as directed by the Corporation Counsel, the Board of Commissioners or other appropriate official within the City for a contract period beginning on July 1, 2016 and ending on June 30, 2017. 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 firms must have significant experience in representing New Jersey municipalities. 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. Research and draft ordinances and/or resolutions;

3. Represent the City in litigation in federal and state courts and administrative forums;

4. Review and/or draft contracts, bid specifications and legal notices;

5. Attend meetings of the Board of Commissioners and/or individual Commissioners upon request;

6. Conduct programs on specified legal issues for appropriate elected officials and/or city employees upon request;

7. 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;

6. At least four (4) references, three (3) of which must have knowledge of your representation of a public entity;

7. Examples of your record of success representing public entities in an urban environment;

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, all expenses, 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); and

11. Statement, see attached, executed by a corporate officer, member, partner or sole proprietor certifying that there are no prior or pending ethics complaints against them or their company.

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 litigation against the City and its officials for which special counsel may be necessary.

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, 2016. The RFP must be received no later than 11:00 a. m. on July 22, 2016 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.

STATEMENT CONCERNING ETHICS COMPLAINTS

I, _____, of full age and to the best of my knowledge and belief, as of the date of this Certification, hereby certify as follows:

1. I am the _____ in connection with the firm, entity, partnership, sole proprietorship which entity is submitting this proposal to the City of Union City.

2. I am aware of no prior or pending ethics complaints against myself or any firm or entity.

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated: _____ By: _____

Print Name: _____