

**City of Union City Requests Proposals From Law Firms Interested in
Serving as “Chief Municipal Court Prosecutor – to the City of Union
City” For the period September 21, 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 Request for Proposals (“RFP”) from law firms licensed to practice law in the State of New Jersey that wish to serve as Chief Municipal Court Prosecutor to the City of Union City for a contract period beginning on September 21, 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). Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57). The successful firm must have significant experience in the prosecution of cases in municipal courts in New Jersey. The successful firm will perform the following duties relating to, but not necessarily limited to:

1. All necessary and desirable legal counsel and advice for the preparation and prosecution of cases;
2. Conducting the prosecution of such cases except such crimes and offenses as it may be the duty of the County or State officials to prosecute;
3. Attend, schedule, and conduct such meetings with the Union City Police Department and its police officers as are necessary to the successful prosecution of cases;
4. Assign cases to the municipal court and substitute municipal court prosecutor and review cases as needed.
5. Any other matters as directed by the Municipal Court.

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 serve in the position of Municipal Court Prosecutor;
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 positions similar to those described above;
5. Experience related to the prosecution of cases in Municipal Court in an urban environment in New Jersey which is substantially similar to the City of Union City;
6. At least four (4) references, three (3) of which must have knowledge of your municipal court and criminal law practice;
7. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
8. The City shall pay the Chief Municipal Court Prosecutor \$300.00 per court session. In addition, the City shall pay \$125.00 per hour for the additional Chief Municipal Court Prosecutor services of assigning cases and reviewing cases not to exceed \$10,000.00 for the year;
9. Statement of corporate ownership (c.52:25-24.2); and
10. 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. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
3. Ability to be available with the appropriate personnel at all times necessary to accomplish the representation; and
4. The cost and expense that will be necessary to familiarize the attorney with the

legal issues arising in the prosecution of municipal offenses.

5. Cost competitiveness in light of all of the above factors; and

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 11:30 am on September 9, 2016. The RFP must be received no later than 11:30 am on September 9, 2016.

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: _____