City of Union City Request for Proposals From Law Firms Interested in Serving as "Counsel to the Zoning Board of Adjustment" of the City of Union City

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 City and its Zoning Board of Adjustment ("Board") as directed by the Corporation Counsel, the Board or other appropriate official within the City. The successful firm must have significant experience in representing New Jersey municipal zoning boards of adjustment in land use matters. 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 and/or the Board with legal guidance relating to, but not necessarily limited to:

1. Legal research and/or advisory opinions as needed;

2. Represent the City and/or the Board in land use matters in federal and state courts and administrative forums;

3. Review, analyze and advise the Board on any applications before it;

4. Review and/or draft land use resolutions and ordinances;

5. Attend meetings of the Board;

6. Attend meetings of the City Commissioners and/or Board Committees upon request;

7. Conduct programs on specified land use issues for appropriate elected officials, city employees, Board members or other persons upon request;

8. Notify the City and the Board of changes in land use law or regulations, as well as Court decisions, that impact the City and the Board; and

9. Any other matters as directed by the City or 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. 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 zoning boards of adjustment;

6. At least four (4) references, three (3) of which must have knowledge of your representation of New Jersey municipal zoning boards of adjustment;

7. Examples of your record of success representing New Jersey municipal zoning board of adjustment;

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;

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 her offices at Union City Hall, 3715 Palisade Avenue, Union City, at 11 a.m. on January 17, 2014. The RFP must be received no later 11 a.m. on January 17, 2014 by:

Laura M. Miller - City Clerk
City of Union City
3715 Palisade Avenue
Union City, New Jersey 07087

Kindly mark the outside packaging containing your submission with a notation of the RFP to which you are responding. Please submit one original and three (3) copies of the RFP. Please use white 8 ½" x 11" paper. Please staple the original and three (3) copies in the upper left corner. Please do not bind the submissions in any manner or place each copy in folders.