

**City of Union City Request for Proposals From Law Firms Interested
in Serving as “Alcoholic Beverage Control Prosecutor” for the City of
Union City For the Period July 1, 2013 through June 30, 2014**

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 prosecutor of Alcoholic Beverage Control (“ABC”) charges against liquor licensees in the City before the Board of Commissioners sitting in their capacity as an ABC Board, 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, 2013 and ending June 30, 2014. 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 ABC prosecuting. The successful firm will provide the following services relating to, but not necessarily limited to:

1. Prosecuting violations of state and municipal ABC laws;
2. Legal research and/or advisory opinions as needed;
3. Represent the Board in federal and state courts and administrative forums;
4. Review and/or draft ABC resolutions and ordinances;
5. Attend meetings of the Board of Commissioners sitting in their capacity as ABC Board;
6. 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 providing services as ABC Prosecutor 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 representation of ABC Boards;
7. Examples of your record of success representing ABC 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 taking into account that the City will not pay more than \$150.00 per hour for the services of any attorney;
10. Civil trial experience.
11. 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 in representing ABC boards in urban environments substantially similar to Union City and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Ability to be available with the appropriate personnel at all times necessary to accomplish the representation; and

5. The cost and expense that will be necessary to familiarize the attorney with the municipal issues pending before the ABC board.
6. 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 11:00 a.m. on June 28, 2013. The RFP must be received no later than the above stated time and date by:

William Senande, City Clerk
City of Union City
3715 Palisade Avenue
Union City, New Jersey 07087

Please submit one original and five (5) copies of the RFP. Use white 8 ½" x 11" paper.