

**City of Union City Request for Proposals From Firms Interested in
Serving as “Federal and State Grant Consultant” 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 firms that wish to serve as federal and state grant consultant, as directed by the Corporation Counsel, the Board of Commissioners or other appropriate official within the City for a contract period beginning on 1, 2013 and ending June 30, 2014. 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 et seq. The successful firm will provide the City with legal guidance relating to, but not necessarily limited to:

1. Prepare formal appropriation request documentation for Union City projects, in accordance with documentary formats and timetables required by the Appropriations Committees and cognizant Authorizing Committees of the U.S. House of Representatives and U.S. Senate with respect to the Congressional authorization and appropriations legislative process. Also, prepare appropriation request documentation and related supportive materials requested or required by individual Members of Congress and U.S. Senators through whom such federal appropriations or authorization requests are to be submitted on behalf of Union City for consideration and action by the U.S. House of Representatives and the U.S. Senate.
2. Serve as legislative liaison with cognizant House and Senate professional staff, and professional staff of the Appropriations Committees and cognizant Authorizing Committees of the U.S. House of Representatives and the U.S. Senate regarding Union City projects for which federal appropriations or authorizations are requested.
3. Prepare evidentiary materials and supportive documentation required to be submitted to assist evaluation of federal appropriations and authorizations requests for Union City projects by the Appropriations Committees and cognizant Authorizing Committees of the U.S. House of Representatives and the U. S. Senate.
4. Conduct research that may be required to support specific federal appropriations or authorizations requests for Union City projects proposed for appropriations or authorization funding, including legislative precedents for proposed Union City projects established through appropriations and authorization legislation enacted in prior fiscal years.

5. Be a liaison, as may be required, to facilitate coordination between House and Senate legislative staffs with respect to inclusion of earmarked funding for Union City projects in Conference Committee proceedings which are convened to resolve differences between House and Senate-passed versions of federal appropriations legislation, and also with respect to inclusion of Union City projects in the Conference Report(s) issued by the Congress on such federal appropriations legislation.
6. Be a liaison with cognizant Congressional and Executive Branch program officials with respect to formal application and budgetary documentation required to be submitted following Congressional approval of federal appropriations earmarked for Union City projects.
7. Provide technical assistance that may be required by the City relative to pre-award application requirements, post-award reporting requirements and compliance features/requirements of federal programs under which funding is appropriated by Congress for Union City projects.
8. Provide assistance as may be necessary to enable the City to identify federal and/or State discretionary grant programs which could provide additional funding assistance to support projects and activities that address specific needs and priorities identified by the City, particularly with respect to community revitalization and economic development, enhancement of public safety emergency response capacity, and improvement of transportation infrastructure. Also provide technical assistance to designated City to assist development of competitive proposals/grant applications which properly reflect evaluation criteria, program priorities, budgetary considerations, applicable compliance features and regulatory/statutory requirements, and policies of the cognizant federal or State grantor agency (ies).
9. Provide assistance as may be necessary to enable the City to identify foundation and/or corporate grant programs which could provide additional funding assistance for Union City projects, and also provide technical assistance to designated City of Union City staff to assist development of competitive proposals/grant applications which properly reflect pertinent evaluation criteria, program priorities, budgetary considerations and policies of the grantor foundation or corporate grantor.
10. Provide direct liaison with cognizant Federal and State officials responsible for the administration of grant program funding assistance to the City, to facilitate timely and accurate communication on applications submitted and projects undertaken by the City.
11. Provide related professional assistance as may be required by the City to resolve questioned costs, disputed issues and adverse technical findings

resulting from federal or State monitoring or audit examinations of Federal and State programs monitored by the City.

12. 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;
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;
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 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.