

**City of Union City Request for Proposals From Law Firms Interested
in Serving as “General Counsel – to the City of Union City Rent
Leveling Board” 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 provide general counsel and litigation services to the Union City Rent Leveling Board (“Board”), as directed by the Corporation Counsel, the Board or other appropriate official within the City for a contract period beginning on July 1, 2013 and ending on 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). 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 representing New Jersey municipalities with respect to Rent Leveling issues. The successful firm will provide the Board with legal guidance relating to, but not necessarily limited to:

1. Legal research and/or advisory opinions as needed;
2. Represent the Board in federal and state courts and administrative forums;
3. Review, analyze and advise the Board on any application before it;
4. Review and/or draft resolutions and ordinances;
5. Attend meetings of the Board;
6. Attend meetings of the City Commissioners upon request;
7. Conduct programs on Board issues for appropriate elected officials, city employees, Board members or other persons upon request;
8. Notify the City and the Board of changes in the 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 Rent Leveling Boards, other Boards of a public entity and familiarity with landlord/tenant issues 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 Rent Leveling Boards, other Boards of a public entity and/or your familiarity with landlord/tenant issues;
7. Examples of your record of success representing Rent Leveling Boards, other Boards of a public entity and familiarity with landlord/tenant issues;
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. Statement of corporate ownership (c.52:25-24.2); and

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 Rent Leveling Boards, other Boards of a public entity and familiarity with landlord/tenant issues substantially similar to Union City in urban environments 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 Board.
6. Cost competitiveness in light of all of the above factors.

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.