

**City of Union City Requests Additional Proposals From Law  
Firms Interested in Serving as “Special Hearing Officer” for the  
City of Union City For the Period  
July 1, 2014 through June 30, 2015**

**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 a Special Hearing Officer to the City, as directed by the Corporation Counsel, the Board of Commissioners or other appropriate official within the City for contract period beginning on July 1, 2014 and ending June 30, 2015. 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 representing New Jersey municipalities as a hearing officer. The successful firm will provide the City with the following services relating to, but not necessarily limited to:

1. Serving as a hearing officer for various civil disputes including, but not limited to, disputes as to the imposition of tax liens, license revocation, suspension or termination, disciplines of all kinds;
2. Prepare detailed findings of fact and conclusions of law with respect to hearings;
3. Render fair and impartial decisions with respect to hearings;
4. Legal research and/or advisory opinions as needed;
5. Attend meetings of the Governing Body upon request;
6. Any other matters as directed by the City;
7. Extensive civil trial experience.

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 with regard to administrative hearings;
6. At least four (4) references, three (3) of which must have knowledge of your representation of a public entity;
7. Proven experience representing public entities on administrative 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).

### **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; 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 July 22, 2014. The RFP must be received no later than 11:00 a.m. on July 22, 2014 by:

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.