

**City of Union City Requests Proposals From Law Firms  
Interested in Serving as “Labor Counsel” for the City of Union  
City For the period July 1, 2016 through June 30, 2017**

**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 labor counsel and litigation services to the City, 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, 2016 and ending June 30, 2017. 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 labor counsel. The successful firm will provide the City with legal guidance relating to, but not necessarily limited to:

1. Legal research and/or advisory opinions as needed;
2. Research and draft ordinances, resolutions and collective bargaining agreements;
3. Represent the City in litigation in federal and state courts and administrative forums;
4. Review and/or draft contracts and other legal documents;
5. Attend meetings of the Board of Commissioners or with individual commissioners upon request;
6. Conduct programs on specified legal issues for appropriate elected officials and/or city employees upon request; and
7. 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 with regard to labor issues;
6. At least four (4) references, three (3) of which must have knowledge of your representation of a public entity on labor issues;
7. Examples of your record of success representing public entities on labor 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;
10. Statement of corporate ownership (c.52:25-24.2); and
11. Statement, see attached, executed by a corporate officer, member, partner or sole proprietor certifying that there are no prior or pending ethics complaints against them or their company.

### **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
5. Due consideration will be given to familiarity with pending labor litigation against the City and its officials for which special labor counsel may be necessary.

### **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 May 25, 2016. The RFP must be received no later than 11:00 a. m. on May 25, 2016 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.

**STATEMENT CONCERNING ETHICS COMPLAINTS**

I, \_\_\_\_\_, of full age and to the best of my knowledge and belief, as of the date of this Certification, hereby certify as follows:

1. I am the \_\_\_\_\_ in connection with the firm, entity, partnership, sole proprietorship which entity is submitting this proposal to the City of Union City.

2. I am aware of no prior or pending ethics complaints against myself or any firm or entity.

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_