

**City of Union City Request for Proposals (“RFP”) From
Lawyers Interested in Serving as “Legal Aide” for the City of
Union City For the Period
October 12, 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 Proposals from lawyers licensed to practice law in the State of New Jersey that wish to provide legal aide 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 October 12, 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). The successful lawyer must have significant experience in representing New Jersey municipalities. 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 on general municipal matters;
2. Assist with constituent concerns at Union City City Hall as needed.
3. The legal aid must be available to provide legal services for up to 40 hours per week;
4. 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 Lawyer;
2. Address of principal place of business;
3. Areas of Practice;

4. Description of the attorneys' education, experience, qualifications, number of years with the firm and a description of his/her 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 in an urban environment;
8. The lawyer's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
9. Provide a flat monthly fee for this service;
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 individual who will perform the tasks;
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. Bilingual skills are preferred but not required.

Submission Requirements

Sealed RFPs will be publicly opened at the Union City Clerk's offices at Union City Hall, 3715 Palisade Avenue, Union City, at 11 a.m. on October 8, 2013. The RFP must be received no later than 11 a.m. on October 8, 2013 by:

City Clerk's Office
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.