

### PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that sealed submissions will be received by the East Orange Parking Authority (the "Authority") for applicants to provide General Counsel Services. This Request for Proposals ("RFP") is being issued pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.4 *et seq.* Proposals should address the general criteria and mandatory minimum criteria for the position sought. All proposals will be treated as confidential and reviewed only by the governing body, unless otherwise required by law. Proposals must be received by the Authority at 60 Evergreen Place, Suite 503, East Orange, New Jersey 07018, ATTN: Tasha Jackson, Operations Manager, no later than 11:00 AM, Wednesday, April 13, 2022. Respondents must submit an original and one (1) hard copy, along with one (1) CD, of any proposal, which shall be contained in a sealed envelope, clearly marked "EAST ORANGE PARKING AUTHORITY - PROPOSAL FOR GENERAL COUNSEL SERVICES". Due to the COVID-19 Pandemic the office is closed to the public, and all proposals shall be opened and announced publicly, at 11:30 AM, Wednesday, April 13, 2022, via Zoom. Proposals will be reviewed by the governing body of the Authority and all appointments will be announced at a public meeting. Unless otherwise noted, appointments shall be for a one year period and subject to the execution of an appropriate contract.

#### Join Zoom Meeting

<https://us02web.zoom.us/j/84409418705?pwd=dVJOWmFueVE2dUE4NCtVWHZuTGJRZz09>

Meeting ID: 844 0941 8705

Passcode: 678636

One tap mobile

+16465588656,84409418705# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

### GENERAL PROPOSAL REQUIREMENTS

A proposal submitted in response to this RFP must include, identify and/or demonstrate, as applicable, the following:

- Understanding of the Scope of Services to be provided for the Authority
- Proposed Fee Schedule
- Qualifications & Experience
- Resume & Qualifications of Key Personnel
- Client/Reference List
- Conflict of Interest(s) - disclose any potential conflicts of interest that the firm may have in performing these services for the Authority
- Miscellaneous/Other information (ie, any further pertinent data and information not included elsewhere in the RFP and found necessary by the proposer).

## MISCELLANEOUS REQUIREMENTS

1. The Authority will not be responsible for any expenses incurred by any firm in preparing or submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.
2. The contents of the proposal submitted by the successful firm(s) and this RFP may become part of the contract for these services. The successful firm(s) will be expected to execute said contract with the Authority.
3. Proposals shall be signed in ink by the individual or authorized principal of the responding party. Proposals submitted shall be valid for a minimum of sixty (60) days from the date of opening.
4. The Authority anticipates engaging primary general counsel, as well as a firm or attorney to serve as general counsel in the event of a conflict of interest on the part of the primary general counsel. The Authority reserves the right to reject any and all proposals received by reason of this RFP, or to negotiate separately in any manner necessary to serve the best interests of the Authority.
5. Any selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of any agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the prior written consent of the Authority.
6. The selected firm(s) shall be required to comply with the requirements for Business Entity Disclosure Certification, Equal Employment Opportunity laws and regulations, American With Disabilities Act of 1990, P.L. 2004, C19, "The New Jersey Local Unit Pay-to-Play" law (N.J.S.A. 19:44A-20.4 et seq.), and New Jersey Campaign Contributions and Expenditure Reporting Act (N.J.S.A. 19:44A-1 et seq.).
7. The selected firm(s) 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. (see **Exhibit A** attached hereto – Mandatory Equal Employment Opportunity Language) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of the contract for the services detailed herein.
8. The selected firm(s) may be required to provide Proof of Insurance.

## EVALUATION OF PROPOSALS

Proposals will be independently evaluated on the basis of the criteria listed below:

- ♦ Proven record of experience, including referrals, in providing the type of services detailed herein.
- ♦ Ability to provide services in a cost-effective and timely manner.

- ♦ Personnel qualifications.
- ♦ Understanding of the services requested (including completeness and clarity of submission), the Authority and the qualitative nature of the services detailed herein.
- ♦ Additional criteria described below.

#### **SPECIFIC PROPOSAL REQUIREMENTS**

**GENERAL CRITERIA:** The Authority desires to appoint an attorney or firm who will be general counsel to the Authority, either as primary, general counsel or who can serve as counsel to the Authority in the event of a conflict of interest by the Authority's primary general counsel. Applicants should demonstrate knowledge of general State of New Jersey municipal and parking authority law. Any experience or knowledge of matters directly affecting the Authority should also be addressed.

#### **MANDATORY MINIMUM REQUIREMENTS:**

1. Must have a minimum of ten (10) years' experience in the general representation of public bodies, such as municipalities and/or municipal authorities.
2. Must list past and present municipal authorities represented as general counsel and/or bond counsel.
3. Must maintain a bona fide principal office in the State of New Jersey.
4. Must have sufficient support staff available to provide all general legal services required by the Authority including, but not limited to, legal research, preparation of resolutions, preparation of ordinances, and preparation of contracts and other legal documents.
5. Must propose a compensation structure for general counsel services that includes a flat fee in connection with attendance at regularly scheduled or special meetings of the Authority Board (typically one (1) meeting per month), plus an hourly rate for additional general counsel services.