

**EAST ORANGE PARKING AUTHORITY  
REQUEST FOR PROPOSAL**

**LEGAL SERVICES – LABOR/PERSONNEL/GENERAL COUNSEL/SPECIAL  
CONFLICT**

The East Orange Parking Authority seeks responses from qualified firms for Legal Services for a one (1) year period. The Authority will select one (1) firm or multiple firms to provide legal services in the following areas:

- A. General Counsel Matter(s),
- B. Labor/Personnel Matter(s), and
- C. Special Conflict Counsel.

All legal services must be provided in accordance with existing law(s), rules, orders, directives and regulations, provided that such compliance is in the best interest of the Authority and is required by law.

All proposals should be placed in a sealed envelope marked: "**Proposal for Legal Services for - Labor/Personnel/General Matters**" and delivered to the East Orange Parking Authority, 60 Evergreen Place, Suite 503, East Orange, New Jersey 07018 **on or before** 3:00pm, March 18, 2024. Any proposal received for whatever reason by the Authority for this matter after 3:00pm am on March 18, 2024 shall be invalid and not considered.

**SCOPE OF LEGAL SERVICES**

If selected the scope of legal services may be as follows:

- A. Legal advice and guidance concerning general legal activities/issues/matters for the organization
- B. Handle all personnel, labor and employment related matters
- C. Prepare written documents to the Authority about general/labor and employment/conflict related matters
- D. Confer with and advise the Authority on general/labor and employment/conflict matters
- E. Defend the Authority and file all necessary court documents where applicable
- F. Other matters and topics approved by the Authority

These matters will be billed at the approved hourly rate. The Authority reserves the right to reject any and all proposals received for these services. It also reserves the right to terminate the contract, for convenience, at any time during the term of the contract.

**QUALIFICATIONS**

- A. Must be licensed to practice law in the State of New Jersey.
- B. Should have experience representing other Parking Authorities and related public authorities and agencies.

C. Should be fully versed in New Jersey law and other specific areas such as labor/personnel laws and cases applicable thereto.

### **PROPOSAL SUBMISSION**

All qualified candidates interested in submitting a proposal for Legal Services should submit an original and five (5) copies of a written proposal for a twelve (12) month period commencing April 1, 2024 and ending March 31, 2025. The proposal must detail the area of services that the firm is interested in providing legal representation for:

- A. General Counsel Matter(s),
- B. Labor/Personnel Matter(s), and
- C. Special Conflict Counsel

The proposal should describe the candidate's qualifications and experience representing authorities and similar entities and should address those matters identified herein. A copy of the candidate's resume should be attached to the proposal listing all previous experience and qualifications.

The proposal should also include:

The Respondent must include, as part of its Proposal, the following documentation and information in addition to the requirements above:

- Name of Firm;
- Address of principal place of business and all of the firm's offices and corresponding telephone and fax numbers. Please note specifically which persons will be assigned to work with the Authority;
- An executive summary (two (2) pages maximum);
- Name, address and telephone number of the individual or firm submitting the Proposal and the name of the key contact person;
- Resumes of key employees who will be assigned;
- The number of years in practice, and number of years representing public sector entities;
- Any judgments within the last three years in which Respondent has been adjudicated liable for professional malpractice. If any, please provide the docket numbers;
- Whether Respondent or its firm is now or has been involved in any bankruptcy or re-organization proceedings in the last ten years. If so, please provide the docket numbers;
- A description of its overall scope of work experience in providing the same or similar services, including areas of firm's expertise with public entities;
- At least three (3) references, two (2) of which must have knowledge of firm's prior Auditing service with a public entity, including contact information;
- Examples of firm's record of success representing public entities in an urban environment;
- The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
- Statement of corporate ownership (c.52:25-24.2).
- Signed Stockholder Disclosure Certification,
- Signed Non-Collusion Affidavit, and
- NJ Business Registration Certificate.

The successful attorney/firm will receive a maximum of \$750.00/meeting, which shall be all inclusive of all work in preparation for and subsequent to each meeting, including the preparation of any and all paperwork such as resolutions and memorandums. The overall maximum hourly rate shall be \$200.00/hour for attorneys, \$50.00/hour for paralegals, and \$25.00/hour for support staff. Furthermore, the contract will include a not to exceed amount for all work outside of meetings. The proposal must provide an itemization of all requested reimbursables.

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All questions and/or information concerning this solicitation must be submitted in writing to [tcooper.eopa@gmail.com](mailto:tcooper.eopa@gmail.com). No information concerning this solicitation will be provided in response to telephone calls. The East Orange Parking Authority reserves the right to reject any or all proposals.

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

1. The firm must employ a minimum of two (2) attorneys.
2. Must have a minimum of ten (10) years' experience in providing legal representation to public bodies, including parking authorities, within the State of New Jersey.
3. Must maintain a current principal office within the State of New Jersey.

#### **MISCELLANEOUS REQUIREMENTS**

1. The Authority is not responsible for any expenses incurred for the preparation and/or proposal submission.
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 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) shall provide proof of Insurance.