

**NOTICE POSTED:** October 26, 2016

**DUE DATE:** November 21, 2016 @ 1:00 p.m. prevailing time

**PUBLIC READING:** All proposals/responses will be opened at the City Council Chambers on November 21, 2016 @ 3:00 p.m.

**TAKE NOTICE:** The City of Bayonne, 630 Avenue C, Rm. 15, Bayonne, NJ 07002 (hereinafter referred to in this notice and the various submission documents as the "Client/Owner," "City of Bayonne" and/or "City") is seeking Qualifications and/or Proposals for Professional Services Providers (hereinafter referred to in this notice and the various submission documents as the "respondent," "provider," "contractor," "submitting party," "applicant," "vendor," "service provider," and/or "professional service provider") for the following professional services in accordance with a "fair and open" contracting process as defined in the New Jersey Local Unit Pay to Play Law (N.J.S.A. 19:44-20.4 et seq.):

The CITY OF BAYONNE is soliciting responses/proposals to the City's RFQ/RFP for the provision of the following professional services:

**PROFESSIONAL SERVICE/TITLE SOUGHT:**

**PROFESSIONAL LEGAL SERVICES – RENT CONTROL BOARD ATTORNEY**

The City desires to appoint an attorney to handle and represent the City of Bayonne Rent Control Board in all matters, including but not limited to, hearings and appeals held before the Rent Control Board. Applicants should demonstrate knowledge of general New Jersey law. Any experience or knowledge of matters directly affecting the City of Bayonne rent Control Board should be addressed.

**CONTRACT TERM:**

The contract time period will be for a period not to exceed one (1) year commencing from the contract date.

**GENERAL REQUIREMENTS:**

AT A MINIMUM, THE RESPONDING FIRM OR ENTITY:

1. Must be licensed to practice law in the State of New Jersey for a period of not less than five (5) years preceding the proposed appointment, and eligible to appear before all state and federal courts in New Jersey, as well as New Jersey administrative agencies and the Office of Administrative Law.
2. Must have a minimum of five (5) years experience in the representation of municipal governments in rent control board related matters.
3. Must list past and present municipal or government authorities represented.
4. Must maintain a bona fide principal office in the State of New Jersey.

5. Must have sufficient support staff available to provide all legal services required by the City with respect to rent control issues including, tracking, researching, fully litigating such appeals, preparing any settlement documents and related resolutions and fully coordinating and communicating the status of these activities with the appropriate City of Bayonne personnel.  
6. MUST OBTAIN THE SOLICITATION PACKAGE AND COMPLETE AND RETURN THE SEALED SUBMISSION FORM AND ENCLOSURES BY THE DUE DATE SET FORTH IN THIS NOTICE.

### **INSURANCE AND INDEMNIFICATION:**

The Contractor shall be required to have the following insurance coverage. Said coverage or certification of ability to obtain said coverage immediately upon contract award, shall be applicable to this proposal and be made a part of the proposal documents:

### **INSURANCE REQUIREMENTS:**

#### **Worker's Compensation Insurance**

Workers Compensation Insurance shall be maintained in full force during the life of the contract, covering all employees engaged in performance of the contract pursuant to N.J.S.A. 34:15-12(a) and N.J.A.C. 12:235-1.6

#### **General Liability Insurance**

The contractor shall furnish evidence to the City prior to commencement of the work that he/she or any of his/her subcontractors perform and will provide Standard Liability for any operations to be performed by contractor or subcontractors as follows:

General liability insurance shall be provided with limits of not less than \$1,000,000 for any occurrence and \$1,000,000 aggregate for bodily injury and property damage. Coverage shall be maintained in full force during the life of the contract.

#### **Automotive Liability Insurance**

Automotive liability insurance covering the contractor for claims arising from owned, hired and non-owned vehicles with limits of not less that \$1,000,000 for any one occurrence and \$1,000,000 aggregate for bodily injury and property damage. Coverage shall be maintained in full force during the life of the contract.

## **Professional Liability Insurance**

Professional liability insurance covering contractor for claims arising from its representation of the municipality with limits of not less than \$1,000,000 for any one occurrence, which shall be claim based, and coverage shall be maintained in full force and effect during the life of the contract.

**The preceding insurance requirements maybe amended before the issuance of the final contract at the sole and absolute discretion of the City on a case-by-case basis.**

## **CERTIFICATES OF THE REQUIRED INSURANCE**

Certificates of Insurance for those policies required shall be with an insurance company authorized to do business in the State of New Jersey and shall name the City as an additional insured.

## **INDEMNIFICATION**

The contractor shall indemnify, defend, and save harmless the City, at the contractor's own cost and expense, from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against him, by reason of any act or omission of the said contractor, his agents or employees, in the delivery of goods or services, execution of the work, or in the guarding of it.

## **WORK PRODUCT/DELIVERABLES:**

All work products of the Contractor which result from this contract are the exclusive property of the City of Bayonne.

## **FEE SCHEDULE:**

Provide a cost proposal consisting of information on your fee structure(s) based on the scope of services indicated herein, including anticipated reimbursable costs.

## **EVALUATION PROCESS:**

An evaluation team will review all proposals/responses to the RFP/RFQ. The team will determine if the proposals/responses satisfy the RFP/RFQ Requirements, determine if a response should be rejected and then evaluate the proposals/responses based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the governing body for award of contract, based on rates and other factors. Multiple contracts may be awarded at the City's discretion. Listed below are the criteria that the CITY OF BAYONNE

will consider in the evaluation of each response. The arrangement of the criteria does not imply order of importance in the selection process. All criteria will be used to select the successful respondent.

### **1. Requirements**

Possess the general requirements stated herein.

### **2. Understanding of the Requested Work**

The responses will be evaluated for general compliance with instructions and requests issued in the RFQ/RFP. Non-compliance with significant instructions shall be grounds for disqualification of responses.

### **3. Knowledge and Technical Competence**

This includes the ability of the respondent to perform all of the tasks and fulfill adequately the stated requirements.

### **4. Management, Experience and Personnel Qualifications**

Expertise of the respondent shall be demonstrated by past contract successes providing government agencies with similar services. The respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to those requested in this RFQ/RFP. In addition to relevant experience, respondents shall provide personnel qualifications in the Response.

### **5. Ability to Complete the Services in a Timely Manner**

This is based on the estimated duration of the tasks and the respondent's ability to accomplish these tasks as stated.

### **6. Cost**

The contract shall be based on rates set forth in the response to this RFQ in an amount not to exceed the specified contract amount, or where a cost proposal is required (RFP), as submitted in the cost proposal. Prices are firm for twelve (12) months. Any services not included as part of any resulting contract scope of services or cost proposal must be approved and authorized by the CITY OF BAYONNE before such work is initiated. The CITY OF BAYONNE shall pay for such approved services, at the rate or cost agreed upon between the CITY OF BAYONNE and contractor.

## **BASIS OF AWARD** **EVALUATION CRITERIA**

**Professional Services**  
**Professional Legal Services – Rent Control Board Attorney**  
**Term: Not to Exceed One Year Commencing from the Contract Date**

The following is the criteria for evaluation of the proposal/response. Points shall be awarded based on the information contained in the proposal/response for each category as listed below on a scale of 1-10, with 10 meeting all required criteria and 1 not meeting the required criteria. The highest total score shall be the basis for the contract award.

| <b>EVALUATION CRITERIA</b>                                                                                | <b>SCORE/<br/>POINTS</b> |
|-----------------------------------------------------------------------------------------------------------|--------------------------|
| <b>TECHNICAL CRITERIA</b>                                                                                 |                          |
| Vendor's proposal/response demonstrates a clear understanding of the scope of work and related objectives |                          |
| Vendor's proposal/response is complete and responsive to the technical RFP/RFQ requirements               |                          |
| Vendor evidences successful past performance of like projects                                             |                          |
| <b>MANAGEMENT CRITERIA</b>                                                                                |                          |
| History and experience in performing similar work                                                         |                          |
| Availability of personnel, facilities, equipment, etc.                                                    |                          |
| Qualification and experience of support personnel                                                         |                          |
| Comprehensive work plan and schedule, if applicable                                                       |                          |
| Significant experience in <b>Rent Control</b> matters                                                     |                          |
| Proof of licensure                                                                                        |                          |
| <b>COST CRITERIA</b>                                                                                      |                          |
| Cost of goods/services to be provided                                                                     |                          |
| Quality and quantity of vendor's services to previous clientele                                           |                          |
| Vendor's financial ability to meet obligations                                                            |                          |
| <b>POINT TOTALS</b>                                                                                       |                          |

**BE ADVISED THAT** absent an express written notice to the contrary in the detailed requirements, all responses:

1. Are to be submitted on "The Standardized Profession Service RFQ-RFP SUBMISSION FORMS" AND
2. Are Subject to the Standardized "General Instructions, Submission and Selection Criteria for Professional Service Contracts".

The above mentioned standardized documents are available on the City of Bayonne Website (<http://www.BayonneNJ.org>) under the heading "Forms" by clicking on the link "Professional Service Contract Proposal\Qualification and Costs Submission" under the Purchasing Bureau heading. Should you be unable to obtain these from the website, copies of the solicitation package are also available at the office of the City Law Division, 630 Avenue C, 1st Floor, Rm. 15,

Bayonne, NJ 07002. The Law Division is open during regular business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

**SEALED RESPONSES SHOULD INCLUDE:**

1. The above noted Standardized Profession Service RFQ-RFP SUBMISSION FORMS which include:
  - a. The "Proposal, Qualifications and Costs Submission Form" signed and dated by the provider and clearly referencing any additional sheets or attachments (such as a submission letter, provider service or experience description, and/or fee schedule).
  - b. A signed and notarized "Non-Collusion Affidavit."
  - c. A signed Disclosure of Ownership form.
2. A copy of the vendor's current "NJ Business Registration Certificate." Information on this certificate can be obtained on the web at "<http://www.state.nj.us/treasury/revenue/busregcert.htm>".
3. Such other documents and materials as may be appropriate to show the qualifications and experience of the provider or to meet the requirements of this RFQ-RFP.

**SUBMISSION DEADLINE AND PUBLIC READING:**

Sealed responses must be received in the City Law Division, 630 Avenue C, 1st Floor, Room 15, Bayonne, New Jersey 07002 on or before the date and time ("due date" set forth in this notice (also referred to as the "submission deadline"). The City's Law Director and/or his designated representative will receive submissions up to the submission deadline.

The City reserves the right to extend the submission deadline at any time prior to opening of the sealed submissions, to reject all submissions without the need for cause or prior notice, to reject particular submissions due to defects in mandatory items, to waive non-mandatory items and to accept any submissions that in its judgment is in the best interest of the City.

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John F. Coffey II, Esq., Law Director, 630 Avenue C, Rm. 15, Bayonne, NJ 07002