CITY OF PLAINFIELD

REQUEST FOR QUALIFICATIONS FOR VARIOUS LEGAL SERVICES

LITIGATION/DEFENSE COUNSEL

BOND COUNSEL

LABOR / PERSONNEL COUNSEL

MUNICIPAL COURT DEFENSE COUNSEL – PLAINFIELD POLICE OFFICERS

REDEVELOPMENT COUNSEL

SPECIAL COUNSEL FOR TAX APPEALS, IN REM TAX

FORECLOSURE AND ABANDONED PROPERTIES REHABILITATION ACT ENFORCEMENT

One Year Contract Term

SUBMISSION DEADLINE

JANUARY 21, 2015 AT 11:00 A.M.

ADDRESS ALL QUALIFICATIONS TO:

PURCHASING DIVISION
CITY HALL, 515 WATCHUNG AVENUE
PLAINFIELD, NEW JERSEY 07060

ATTN: CINDYLEA WEBER, PURCHASING AGENT

GENERAL INFORMATION & SUMMARY

ORGANIZATION REQUESTING QUALIFICATIONS

CITY OF PLAINFIELD
515 WATCHUNG AVENUE
PLAINFIELD, NEW JERSEY 07060

CONTACT PERSON

CINDYLEA WEBER, PURCHASING AGENT
PURCHASING DIVISION
CITY OF PLAINFIELD
515 WATCHUNG AVENUE
PLAINFIELD, NEW JERSEY 07060
(908) 226-2568

PURPOSE OF REQUEST

The City of Plainfield is requesting submissions from qualified Attorneys and Firms to provide the following legal services:

- Litigation/Defense Counsel Services of a specialized;
- Bond Counsel
- Labor / Personnel Counsel
- Municipal Court Defense Counsel – Plainfield Police Officers
- Redevelopment Counsel
- Counsel for Tax Appeals, In Rem Tax Foreclosure and Abandoned Properties Rehabilitation Act Enforcement
- Workers Compensation

Submissions will be evaluated in accordance with the criteria set forth in this RFQ. One or more Attorneys or Firms may be selected to provide services.

PERIOD OF CONTRACT

One Year

CONTRACT FORM

The successful Attorney / Firm shall be required to execute the City's form contract, which includes the indemnification, insurance, termination and licensing provisions. A complete copy of a draft City form contract is available upon request.

It is also agreed and understood that the acceptance of the final payment by the Attorney / Firm shall be considered a release in full of all claims against the City arising out of, or by reason of, the work done under this Contract.

GENERAL TERMS and CONDITIONS

1. **CITY OF PLAINFIELD FACTS AND FIGURES** – The City of Plainfield is a municipal government entity. The City was incorporated in 1869 and operates pursuant to N.J.S.A. 40A:61-1 et seq.

The City's population is approximately 47,800 and it consists of approximately 6 square miles of area. The City employs approximately 475 people in about 12 departments and agencies. It owns various municipal buildings, parks and recreation facilities.

2. **NATURE/ SCOPE OF SERVICES – The City of Plainfield is requesting submissions for various legal services as listed below and attached to this RFQ in the Appendix I thru VIII:**

Appendix I -**Litigation/Defense Counsel Services;**

Appendix II - **Bond Counsel;**

Appendix III-- **Labor / Personnel Counsel;**

Appendix IV- **Municipal Court Defense Counsel – Plainfield Police Officers;**

Appendix V- **Redevelopment Counsel;**

Appendix VI- **Special Counsel for Tax Appeals, In Rem Tax; and Foreclosure and Abandoned Properties Rehabilitation Act Enforcement.**

Appendix VII – **Workers Compensation**

The Attorney / Firm shall indicate in its submission the specific services for which the Qualifications are being submitted. THE SUBMISSION MUST BE IN A SEALED ENVELOP WHICH SPECIFICALLY IDENTIFIES THE SERVICES FOR WHICH THE QUALIFICATIONS ARE BEING SUBMITTED. Include the SUBMISSION COVER SHEET and check off the applicable area of law for which the Qualifications are being submitted.

3. **STANDARD REQUIREMENTS OF PROFESSIONAL QUALIFICATIONS** – Attorney(s) / Firms are to submit their professional qualifications and the following documents:

a. The name of the Attorney/Firm, the principal place of business and, if different, the place where the services will be provided;

b. Submitters must have a minimum of ten (10) years of experience in litigation/defense work and a minimum of five (5) years servicing the City of Plainfield or other governmental entities.

c. Resume or Professional Profile of the attorney(s) who will be providing professional services, if awarded. A copy of the Certificate of Good Standing of the attorney(s) who will be providing professional services. The professional profile shall specifically identify related experience with the City of Plainfield and/or other governmental agencies;

d. A listing of all other engagements where services of the types being proposed were provided in the past by the Attorney or Firm members. This should include other City governments and other levels of government. Contact information for the recipients of the similar services must be provided. The City may obtain references from any of the parties listed; A description of all other areas of litigation/defense work of the submitter, with emphasis on a description of those services of interest to a City government client;

e. A completed Non-Collusion Affidavit (copy of form attached);

f. A copy of the submitter's Business Registration Statement.

g. An Affirmative Action Statement (copy of form attached);

h. A completed Owner Disclosure Statement (copy of form attached);

i. A completed Partnership Disclosure Statement.

j. A copy of the Certificate of Good Standing for each attorney that has been designated to service this account;

k. A statement that the submitter will comply with the General Terms and Conditions required by the City and enter into the City's standard Professional Services Contract;

l. Please provide a description of any particular area(s) of expertise you or your firm may possess that have not been included in the response provided above;
m. The Attorney / Firm shall maintain Professional Liability Insurance in an amount not less than $1,000,000.00 ;
n. Proof of Compliance with the Americans with Disabilities Act of 1990;
o. Disclosure of Investment Activities in Iran

4. **SPECIALIZED REQUIREMENTS OF TECHNICAL PROPOSAL**- Litigation involving Employment Law, Tort Claims under N.J.S.A. 59:1-1 et seq., CEPA claims, LAD claims, 1983 actions, and Redevelopment, Attorney(s) / Firms must demonstrate extensive trial experience in Federal and State Courts and administrative agencies.

5. **LEGAL FEES: - Unless, otherwise specifically covered detailed in the Appendix, Attorney(s) / Firms should submit their proposed hourly rate. Hourly rates are paid for actual legal services rendered. Travel time is not a billable expense. The City does not provide payment for or reimbursement for travel expenses.** All work commissioned and performed will be on an **"as needed basis"**; the contract maximum will only dictate the maximum amount of payment, and will not establish any guaranteed levels of work.

6. **SUBMSSION EVALUATION** – The City will select the most advantageous submissions based on all of the evaluation factors set forth at the end of this RFQ. The City will make the award(s) that is in the best interest of the City.

Each submission must satisfy the objectives and requirements detailed in this RFQ. The successful submitter shall be determined by an evaluation of the total content of the qualifications submitted. The City reserves the right to:

a. Not select any of the submissions;

b. Select only portions of a particular submitter's qualifications for further consideration;

c. Award a contract for the requested services at any time within the calendar year after review of the Qualifications and approval of same by the City Council. Every submission should be valid through this time period.

7. **SUBMISSION LIMITATIONS** - This RFQ is not intended to be an offer, order or contract and should not be regarded as such, nor shall any obligation or liability be imposed on the City by issuance of this RFQ.

8. **GENERAL CONDITIONS** –

a. The City reserves the right to reject any or all submissions, if necessary, or to waive any informalities in the submissions, and, unless otherwise specified by the

submitter, to accept any item, items or services in the submissions should it be deemed in the best interest of the City of Plainfield to do so.

b. The Attorney / Firm shall submit proof of insurance coverage of not less than $1,000,000.00 to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability.

c. Each submission must be signed by the person authorized to do so.

d. The term of the contract is for a period of one year and professional services will be utilized on an as needed basis.

e. Submissions may be hand delivered or mailed consistent with the provisions of the legal notice to submitters. The sealed submission shall be clearly marked and include the **SUBMISSION COVER SHEET**, which is to identify the specific services for which the qualifications are being submitted. **In the case of mailed submissions, the City assumes no responsibility for submissions received after the designated date and time and will return late submissions unopened. Submissions will not be accepted by facsimile or e-mail.**

f. In accordance with Affirmative Action Law, P.L. 1975, c.127 (N.J.A.C. 17:27) with implementation of July 10, 1978, successful proposers must agree to submit individual employer certifications and numbers or complete Affirmative Action employee information report (form AA-302). Also, during the performance of this contract, the contractor agrees as follows: (a) The contractor or subcontractor where applicable, will not discriminate against any employee because of age, race, creed, color, national origin, ancestry, marital status or affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and section for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause: (b) the contractor or subcontractor, where applicable, will in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex or handicap; (c) the contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or worker's representative of the contractor's commitments under this act and shall post copies of the notice; (d) the contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the treasurer pursuant to the P.L. 1975, c.127, as

amended and supplemented from time to time.

g. By submission of qualifications, the submitter certifies that the service to be furnished will not infringe upon any valid patent, trademark or copyright and the successful submitter shall, at its expense, defend any and all actions or suits charging such infringement, and will save the City harmless in any case of any such infringement.

h. No submitter shall influence, or attempt to influence, or cause to be influenced, any City officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

i. No submitter shall cause or influence, or attempt to cause or influence, any City officer or employee to use his/her official capacity to secure unwarranted privileges or advantages for the submitter or any other person.

j. Should any difference arise between the contracting parties as to the meaning or intent of these instructions or specifications, the City Corporation Counsel's decision shall be final and conclusive.

k. The City of Plainfield shall not be responsible for any expenditure of monies or other expenses incurred by the submitter in making its request for consideration.

l. The checklist, affidavits, notices and the like presented at the end of this Request for Qualifications are a part of this Request for Qualifications and shall be completed and submitted as part of this submission.

END OF GENERAL INSTRUCTIONS

REQUEST FOR QUALIFICATIONS CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH YOUR QUALIFICATION PACKAGE:

Please initial below, indicating that your proposal includes the itemized document.
A SUBMISSION WITHOUT THE FOLLOWING DOCUMENTS MAY BE CAUSE TO DISQUALIFY THE SUBMISSION.

	DOCUMENTS TO BE SUBMITTED	INITIAL
A.	A signed original and three (3) copies of the Qualification submission w/ Hourly Rates Proposed	
B.	Notarized "Non-Collusion Affidavit" (copy of form "B" attached)	
C	Executed "Mandatory Equal Employment Opportunity Language" form (copy of form "C" attached)	
D	Executed " Owner Disclosure and Political Contribution Certification" form (copy of form "D" attached)	
E	Executed "American w/ Disabilities Act of 1990" form (copy of form "E" attached)	
F	Executed "State of NJ – Ownership Disclosure Form" (copy of form "F" attached)	
G	Executed "State of NJ Disclosure of Investigations and other Actions Involving Bidder Form	
H	Executed "State of NJ Disclosure of Investment Activities in Iran"	
I	Attorney / Firm to provide a Statement that the Attorney(s) / Firms will comply with the General Terms and Conditions required by the City and enter into the City's standard Professional Services Contract.	
J	A copy of the Certificate of Insurance evidencing Professional Liability Insurance in an amount not less than $1,000,000.00 to protect against all claims under Workmen's Compensation, General, Professional and Automobile Liability;	
K	A copy of the submitter's Business Registration Certificate	
L	A copy of the attorney Certificate of Good Standing	

Note: N.J.S.A 52:32-44 provides that the City shall not enter into a contract for goods or services unless the other party to the contract provides a copy of its business registration certificate and the business registration certificate of any subcontractors at the time that it submits its qualifications. The contracting party must also collect the state use tax where applicable.

THE UNDERSIGNED HEREBY ACKNOWLEDGES THE ABOVE LISTED REQUIREMENTS.

Name of Attorney / Firm:

_____
Attorney, Firm or Corporation

By: _____
(Name) (Title)

[DOCUMENT B]

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY
COUNTY OF UNION ss:

I AM _____

OF THE FIRM OF _____

UPON MY OATH, I DEPOSE AND SAY:

1. THAT I EXECUTED THE SAID PROPOSAL WITH FULL AUTHORITY SO TO DO;

2. THAT THIS PROPOSER HAS NOT, DIRECTLY OR INDIRECTLY ENTERED INTO ANY AGREEMENT, PARTICIPATED IN ANY COLLUSION, OR OTHERWISE TAKEN ANY ACTION IN RESTRAINT OF FAIR AND OPEN COMPETITION IN CONNECTION WITH THIS ENGAGEMENT;

3. THAT ALL STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THIS AFFIDAVIT ARE TRUE AND CORRECT, AND MADE WITH FULL KNOWLEDGE THAT THE CITY OF PLAINFIELD RELIES UPON THE TRUTH OF THE STATEMENTS CONTAINED IN SAID PROPOSAL AND IN THE STATEMENTS CONTAINED IN THIS AFFIDAVIT IN AWARDING THE CONTRACT FOR THE SAID ENGAGEMENT; AND

4. THAT NO PERSON OR SELLING AGENCY HAS BEEN EMPLOYED TO SOLICIT OR SECURE THIS ENGAGEMENT AGREEMENT OR UNDERSTANDING FOR A COMMISSION, PERCENTAGE, BROKERAGE OR CONTINGENT FEE, EXCEPT BONA FIDE EMPLOYEES OR BONA FIDE ESTABLISHED COMMERCIAL SELLING AGENCIES OF THE PROPOSER. (N.J.S.A.52: 34-25)

SUBSCRIBED AND SWORN TO
BEFORE ME THIS _____ DAY
OF _____ 20____.

_____
(TYPE OR PRINT NAME OF
AFFIANT UNDER SIGNATURE)

_____
Notary Public

My Commission Expires: _____, 20____.

[DOCUMENT C]

(REVISED 4/10)

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment
without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

ACCEPTED BY: _____

Title: _____

Date: _____

[DOCUMENT D]

OWNER DISCLOSURE and POLITICAL CONTRIBUTION CERTIFICATION
This Statement *MUST BE INCLUDED* with RFQ Submissions

OWNER DISCLOSURE STATEMENT

Name of Business_____

☐ I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

OR

☐ I certify that there are no stockholders

Check the box that represents the type of business organization:

☐Partnership ☐Corporation ☐Sole Proprietorship

☐Limited Partnership ☐Limited Liability Corporation ☐Limited Liability Partnership
☐Subchapter S Corporation ☐Other (describe)_____

AND

POLITICAL CONTRIBUTION DISCLOSURE SECTION

(The following section must be completed)

☐ I hereby attest that the undersigned business entity, it's subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution, that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to any political party committee in the *City of Plainfield and/or County of Union,* if a member of that political party is serving in an elective public office of that *City of Plainfield and/or County of Union* when the contract is awarded, or to any candidate committee of any person serving in an elective public office of that *City of Plainfield and/or County of Union* when the contract is awarded.

OR

☐ I hereby attest that the undersigned business entity, its subsidiaries, assigns or principals controlling in excess of 10% of the company has made reportable political contributions (more than $300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed below:

Contributor Name	Recipient Name	Date	Dollar Amount
			$

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders:

Name: _____

Home Address: _____

_____

Name: _____

Home Address: _____

_____

Name: _____

Home Address: _____

_____

Name: _____

Home Address: _____

_____

Subscribed and sworn before me this ___ day of _____, 2015 .

(Notary Public)

My Commission expires:

_____
(Affiant)

_____
(Print name & title of affiant)

(Corporate Seal)

[DOC. -E]

AMERICANS WITH DISABILITIES ACT OF 1990
Equal Opportunity for Individuals with Disability

The contractor and the _City_ of _Plainfield:__, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans With Disabilities Act of 1990 (the "Act") *(42* U.S.C. *8121 01* et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any
aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense; appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

_____
Signature

STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
OWNERSHIP DISCLOSURE FORM

Solicitation Number: _____ **Bidder/Offeror:** _____

PART 1: PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR "NO" BOX.
ALL PARTIES ENTERING INTO A CONTRACT WITH THE STATE ARE REQUIRED TO COMPLETE THIS FORM PURSUANT TO N.J.S.A. 52:25-24.2
PLEASE NOTE: IF THE BIDDER/OFFEROR IS A NON-PROFIT, THIS FORM IS NOT REQUIRED. PLEASE COMPLETE THE SEPARATE DISCLOSURE OF INVESTIGATIONS FORM.

	YES	NO
1. Are there any individuals, corporations or partnerships owning a **10% or greater** interest in the bidder/offeror?	☐	☐

IF THE ANSWER TO QUESTION 1 IS NO, PLEASE SIGN AND DATE THE FORM. YOU DO NOT HAVE TO COMPLETE ANY MORE QUESTIONS ON THIS FORM. IF THE ANSWER TO QUESTION 1 IS YES, PLEASE ANSWER QUESTIONS 2-4 BELOW.

2. Of those parties owning a 10% or greater interest in the bidder/offeror, are any of those parties **individuals**?	☐	☐
3. Of those parties owning a 10% or greater interest in the bidder/offeror, are any of those parties **corporations or partnerships**?	☐	☐
4. If your answer to Question 3 is "YES", are there any parties owning a **10% or greater** interest in the corporation or partnership referenced in Question 3?	☐	☐

IF ANY OF THE ANSWERS TO QUESTIONS 2-4 ARE YES, PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2 BELOW.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO QUESTIONS 2-4 ANSWERED AS "YES".

For Questions 2-4 answered "YES", you **must** disclose identifying information related to the individuals, partnerships and/or corporations owning a 10% or greater interest in the bidder/offeror. Further, if one or more of these entities is itself a corporation or partnership, you must also disclose all parties that own a 10% or greater interest in that corporation or partnership. This information is required by statute.

TO COMPLETE PART 2, PLEASE PROVIDE THE REQUESTED INFORMATION PERTAINING TO EITHER INDIVIDUALS OR PARTNERSHIPS/CORPORATIONS HAVING A 10% OR GREATER INTEREST IN THE BIDDER/OFFEROR. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ENTRY" BUTTON IN THE APPROPRIATE ENTITY TYPE.

Individuals

Name: _____ **Date of Birth:** _____

Office Held: _____ **Ownership Interest** _____ %

Home Address: _____

City _____ **State** _____ **Zip Code** _____

Are there **additional** entities holding **10% or greater** ownership interest in the bidder/offeror and its parent corporation/partnership?

☐ Yes or ☐ No

Delete Entry

Add An Additional Individuals Entry

Partnerships/Corporations

Entity Name: _____

Partner Name: _____ Ownership Interest _____ %

Business Address: _____

City _____ State _____ Zip Code _____

Delete Entry

Are there **additional** entities holding **10% or greater** ownership interest in the bidder/offeror and its parent corporation/partnership?

☐Yes or ☐No

Add An Additional Partnerships/Corporations Entry

ONCE YOU HAVE IDENTIFIED ALL PARTIES HAVING A 10% OR GREATER OWNERSHIP INTEREST IN THE BIDDER/OFFEROR AND ITS PARENT CORPORATION/PARTNERSHIPS, PLEASE SIGN AND DATE BELOW AND PROCEED TO THE DISCLOSURE OF INVESTIGATIONS FORM.

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

FEIN/SSN: _____

ALL BIDDER/OFFERORS SHOULD COMPLETE THE DISCLOSURE OF INVESTIGATIONS FORM

STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTIGATIONS AND OTHER ACTIONS INVOLVING BIDDER FORM

Solicitation Number: _____ **Bidder/Offeror:** _____

PART 1: PLEASE COMPLETE THE QUESTIONS BELOW BY CHECKING EITHER THE "YES" OR "NO" BOX.

PLEASE REFER TO THE PERSONS AND/OR ENTITIES LISTED ON YOUR OWNERSHIP DISCLOSURE FORM WHEN ANSWERING THE QUESTIONS BELOW.

NON-PROFIT ENTITIES: PLEASE LIST ALL OFFICERS/DIRECTORS IN PART 2 OF THIS FORM. YOU WILL BE REQUIRED TO ANSWER THE QUESTIONS BELOW WITH RESPECT TO THESE INDIVIDUALS.

	YES	NO
1. Has any person or entity listed on this form or its attachments ever been arrested, charged, indicted, or convicted in a criminal or disorderly persons matter by the State of New Jersey (or political subdivision thereof), any other state or the U.S. Government?	☐	☐
2. Has any person or entity listed on this form or its attachments ever been suspended, debarred or otherwise declared ineligible by any government agency from bidding or contracting to provide services, labor, materials or supplies?	☐	☐
3. Are there currently any pending criminal matters or debarment proceedings in which the firm and/or its officers and/or managers are involved?	☐	☐
4. Has any person or entity listed on this form or its attachments been denied any license, permit or similar authorization required to engage in the work applied for herein, or has any such license, permit or similar authorization been revoked by any agency of federal, state or local government?	☐	☐

IF ANY OF THE ANSWERS TO QUESTIONS 1-4 ARE YES, PLEASE PROVIDE THE REQUESTED INFORMATION IN PART 2 BELOW.
IF ALL OF THE ANSWERS TO QUESTIONS 1-4 ARE NO, PLEASE READ AND SIGN THE FORM BELOW. NO FURTHER ACTION IS NEEDED.
IF YOU ARE A NON-PROFIT, YOU MUST DISCLOSE ALL OFFICERS/DIRECTORS IN PART 2 BELOW.

PART 2: PROVIDING ADDITIONAL INFORMATION

For Questions 1-4 answered "YES", you **must** provide a detailed description of any investigation or litigation, including but not limited to administrative complaints or other administrative proceedings, involving public sector clients during the past 5 years. This description must include the nature and status of the investigation, and for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and if applicable, disposition. Please provide this information in the box labeled "Additional Information" below. The box will prompt you to provide the information referenced above. Please provide thorough answers to each question. Click on the "Add Additional Information" button below the box if you need to make additional entries.

Non-profit bidder/offerors must disclose the individuals serving as officers or directors for purposes of this form. Please indicate all individuals acting in either capacity by providing the information located in the "Officers/Directors" box. If additional entries are needed, click the "Add an Officer/Director Entry" button.

Once all required information has been disclosed, complete the certification beneath the "Additional Information" section below. Failure to complete this form may render your proposal non-responsive.

Additional Information

Person or Entity _____ Date of Inception: _____

Current Status _____

Brief Description _____

Caption of Action (if applicable) _____ Disposition of Action (if applicable) _____

Bidder/Offeror Contact Name _____

Contact Phone Number _____

Delete Entry

Add Additional Information

Officers/Directors

Name: _____

Title _____ DOB _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ E-Mail _____

Delete Entry

Add An Additional Officer/Director Entry

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

STATE OF NEW JERSEY -- DIVISION OF PURCHASE AND PROPERTY
DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Quote Number: _____ **Bidder/Offeror:** _____

PART 1: CERTIFICATION
BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf. Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a bidder's proposal non-responsive.** If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party

PLEASE CHECK THE APPROPRIATE BOX:

☐ **I certify, pursuant to Public Law 2012, c. 25, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed** on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. **I will skip Part 2 and sign and complete the Certification below.**

OR

☐ **I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below.** Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN
You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, CLICK THE "ADD AN ADDITIONAL ACTIVITIES ENTRY" BUTTON.

Name _____ Relationship to Bidder/Offeror _____

Description of Activities _____

_____

Duration of Engagement _____ Anticipated Cessation Date _____

Bidder/Offeror Contact Name _____ Contact Phone Number _____

ADD AN ADDITIONAL ACTIVITIES ENTRY

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the State of New Jersey is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the State to notify the State in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the State of New Jersey and that the State at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): _____ Signature: _____

Title: _____ Date: _____

State of New Jersey
DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
OFFICE OF THE DIRECTOR
33 WEST STATE STREET
P. O. BOX 039
TRENTON, NEW JERSEY 08625-0039
Telephone (609) 292-4886 / Facsimile (609) 984-2575

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

ANDREW P. SIDAMON-ERISTOFF
State Treasurer

JIGNASA DESAI-MCCLEARY
Director

The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25"):

1.	Amona
2	Bank Saderat PLC
3.	Bank Sepah
4.	Bank Markazi Iran (Central Bank of Iran)
5.	Bank Mellat
6.	Bank Melli Iran
7.	Bank Tejarat
8.	Belaz
9.	Belneftkhim (Belarusneft)
10.	China International United Petroleum & Chemicals Co., Ltd. (Unipec)
11.	China National Offshore Oil Corporation (CNOOC)
12.	China National Petroleum Corporation (CNPC)
13.	China National United Oil Corporation (ChinaOil)
14.	China Petroleum & Chemical Corporation (Sinopec)
15.	China Precision Machinery Import-Export Corp. (CPMIEC)
16.	Grimley Smith Associates
17.	Indian Oil Corporation
18.	Industrija Nafte (INA)
19.	Kingdream PLC

20.	Maire Tecnimont SpA
21.	Naftiran Intratrade Company (NICO)
22.	National Iranian Tanker Company (NITC)
23.	Oil and Natural Gas Corporation (ONGC)
24.	Oil India Limited
25.	Panyu Chu Kong Steel Pipe Company, Ltd.
26.	Persia International Bank
27.	PetroChina Company, Ltd.
28.	Petroleos de Venezuela (PDVSA Petróleo, SA)
29.	Sameh Afzar Tajak Company (SATCO)
30.	Schwing America Inc.
31.	Shandong FIN CNC Machine Company, Ltd.
32.	Sinohydro
33.	SK Energy
34.	SKS Ventures
35.	Som Petrol AS
36.	Sonangol
37.	Zhuhai Zhenrong Company

List Date: October 17, 2014

FIRM INFORMATION

Firm Name: _____ **Phone:** _____

Address: _____ **Fax:** _____

_____ **E-mail:** _____

Description of all other related areas of litigation/defense work:
Description of any particular areas of expertise you or your firm may possess that have not been included in the response.

ATTORNEY INFORMATION

Attorney Name:	Number of years of Litigation/Defense Experience:	Number of years servicing the City of Plainfield or other governmental agencies:	Listing of all other engagements:
			Public Entity: _____ Period of Service: _____ Contact Information: _____ (Name) Telephone No.: _____
			Public Entity: _____ Period of Service: _____ Contact Information: _____ (Name) Telephone No.: _____
			Public Entity: _____ Period of Service: _____ Contact Information: _____ (Name) Telephone No.: _____
			Public Entity: _____ Period of Service: _____ Contact Information: _____ (Name) Telephone No.: _____

DETAILED REQUIREMENTS OF THE REQUEST FOR QUALIFICATIONS

FOR

VARIOUS LEGAL COUNSEL SERVICES

APPENDIX

I - VII

Appendix I

Litigation/Defense Counsel Services

Litigation/Defense Counsel Services - The City of Plainfield is called upon to provide outside counsel for the defense and representation of City officials/officers/directors and employees. The subject matter of such litigation includes, but is not limited to, Tort Claims under N.J.S.A. 59:1-1 et seq., CEPA claims, LAD claims, 1983 actions, municipal court defense, personnel matters and/or challenges to governmental actions. Counsel will have a close working relationship with the Corporation Counsel.

STANDARD REQUIREMENTS OF PROFESSIONAL QUALIFICATIONS – Attorney(s) / Firms are to submit their professional qualifications and the following information:

a. The name of the Attorney/Firm, the principal place of business and, if different, the place where the services will be provided;

b. Submitters must have a minimum of ten (10) years of experience in litigation/defense work and a minimum of five (5) years servicing the City of Plainfield or other governmental entities.

c. Resume or Professional Profile of the attorney(s) who will be providing professional services, if awarded. A copy of the Certificate of Good Standing of the attorney(s) who will be providing professional services. The professional profile shall specifically identify related experience with the City of Plainfield and/or other governmental agencies.

   A listing of all other engagements involving litigation, inclusive but not limited to, Tort Claims under N.J.S.A. 59:1-1 et seq., CEPA claims, LAD claims, 1983 actions, personnel matters and/or challenges to governmental actions services of the types being proposed were provided in the past by the Attorney or Firm members. **Successful outcomes are important, include in your submission a brief summary of cases in which you or your firm have obtained favorable results in the identified categories. Additionally, provide a listing of cases where the firm has successfully provided defense counsel in litigation involving Police and Professionals**. This should include other City governments and other levels of government. Contact information for the recipients of the similar services must be provided. The City may obtain references from any of the parties listed.

LEGAL FEES: - Attorney(s) / Firms should submit their proposed hourly rate. Hourly rates are paid for actual legal services rendered. Travel time is not a billable expense. The City does not provide payment for or reimbursement for travel expenses. All work commissioned and performed will be on an **"as needed basis"**; the contract maximum will only dictate the maximum amount of payment, and will not establish any guaranteed levels of work. [Note: For information purposes, the general hourly rate paid in 2014 ranged from $125.00 to $150.00 per hour.]

Appendix II

Bond Counsel

NATURE/ SCOPE OF SERVICES – The City of Plainfield is requesting submissions for Bond Counsel Services. Bond Counsel Services will have a close working relationship with the Department of Administration and Finance and will be required to provide the following professional services:

a. on an "as needed" basis, prepares, reviews and provides opinions on bond ordinances related to capital projects.

b. assists in reviews and updates of official statements associated with debt issuances.

c. assists in relationship management with rating agencies.

d. provides advice on legal and financial matters to ensure City's fiscal strengths.

e. provides Legal opinions on sale of bonds and notes.

f. attends meetings when requested.

Counsel may also be called upon to provide other types of legal services of a specialized nature.

STANDARD REQUIREMENTS OF TECHNICAL QUALIFICATIONS – Submitters should submit technical qualifications which contain the following:

a. The name of the submitter, the principal place of business and, if different, the place where the services will be provided.

b. Submitter must have a minimum of ten (10) years of experience as Bond Counsel with the City of Plainfield or other governmental agency.

c. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles.

d. A listing of all other engagements where services of the types being proposed were provided in the past five (5) years. This should include other municipal governments and other levels of government. Contact information for the recipients of the similar services must be provided. The City may obtain references from any of the parties listed. A description of all other areas of Bond Counsel services of the submitter, with emphasis on a description of those services of interest to a municipal government client.

LEGAL FEES: - Attorney(s) / Firms should submit their proposed Fee Schedule. Hourly rates are paid for actual legal services rendered. Travel time is not a billable expense. The City does not provide payment for or reimbursement for travel expenses. All work commissioned and performed will be on an "as needed basis"; the contract maximum will only dictate the maximum amount of payment, and will not establish any guaranteed levels of work.

- END OF APPENDIX II - BOND COUNSEL -

Appendix III

Labor / Personnel Counsel

NATURE/ SCOPE OF SERVICES – The City of Plainfield is requesting submissions for Labor/Personnel Counsel Services. The City of Plainfield employs numerous employees which are covered by Collective Bargaining Agreements. There is a need from time to time, on an "As Needed" basis, to provide legal counsel to negotiate and interpret agreements; prepare revisions; and represent the City in arbitrations, disciplinary and related matters arising thereof. Assignment of matters will be at the discretion of the Corporation Counsel, and may include, but not be limited to the following:

A. **General Policy Review**
Provide review and advice regarding the City's personnel policies and practices, especially regarding compliance with and interpretation of applicable federal, state and local statutes, rules, regulations and related operating parameters.

B. **Third Party Representation**
Provide assistance and advice regarding case presentation and representation of the City in arbitrations, mediation, PERC, and appeal boards for personnel and collective bargaining cases and disputes. Specifically, prepare cases for and provide representation usually before, but not limited to Disciplinary Hearing Officers, the New Jersey Public Employees Relations Commission (PERC), the New Jersey Department of Personnel (Civil Service), Office of Administrative Law and the Equal Employment Opportunity Commission (EEOC).

C. **Internal Disciplinary Hearings**
Represent the City in internal disciplinary hearings.

D. **Collective Bargaining Agreement Review**
Provide review and advice regarding legal clarity, sufficiency and compliance with federal and state statutes for collective bargaining agreements; and provide specific interpretations of agreement provisions and statutory changes, which may affect agreement provisions. When requested by the City, attend and participate in collective bargaining negotiations.

E. **Related Work**
Prepare and present staff training seminars on specific legal topics, especially in areas of statutory and regulatory personnel issues, e.g., anti-sexual harassment and discrimination policy, progressive discipline, Americans with Disabilities Act accommodations etc.

STANDARD REQUIREMENTS OF PROFESSIONAL QUALIFICATIONS – Attorney(s) / Firms are to submit their professional qualifications and the following information:

The name of the Attorney/Firm and the principal place of business.

-Attorney / Firms must have a minimum of ten (10) years of experience in litigation/defense work and a minimum of five (5) years servicing the City of Plainfield or other governmental entities.

-Resume or Professional Profile of the attorney(s) who will be providing professional services, if awarded. A copy of the Certificate of Good Standing of the attorney(s) who will be providing professional services. The professional profile shall specifically identify related experience with the City of Plainfield and/or other governmental agencies;

- **Successful outcomes are important, include in your submission a brief summary of cases in which you or your firm have obtained favorable results in the identified categories.** A description of all other areas of litigation/defense work of the Attorney / Firm, with emphasis on a description of those services of interest to a City government client;

LEGAL FEES: - Attorney(s) / Firms should submit their proposed hourly rate. Hourly rates are paid for actual legal services rendered. Travel time is not a billable expense. The City does not provide payment for or reimbursement for travel expenses. All work commissioned and performed will be on an **"as needed basis"**; the contract maximum will only dictate the maximum amount of payment, and will not establish any guaranteed levels of work. [Note: For information purposes, the general hourly rate paid in 2014 was $125.00 per hour.]

- END OF APPENDIX III - LABOR / PERSONNEL COUNSEL -

Appendix IV

Municipal Court Defense Counsel – Plainfield Police Officers

PURPOSE OF REQUEST

The City of Plainfield is desirous of establishing a pool of qualified legal counsel who have appropriate professional expertise in defending against alleged violations of, among other things, quasi criminal charges contained in Title 2C of the New Jersey Statutes. For these reasons, the City of Plainfield is requesting submissions from qualified attorneys and/or law firms ("counsel") to provide Defense Counsel Services for Plainfield Police Officers who may be charged with quasi criminal violations regarding actions taken during the performance of their official duties. Three (3) or more attorneys/law firms may be selected to provide these services. Submissions will be evaluated in accordance with the criteria set forth in this RFQ.

NATURE/ SCOPE OF SERVICES – The City of Plainfield ("City") is frequently called upon to provide outside counsel for the defense and representation of Plainfield Police Officers regarding alleged quasi criminal infractions of, among other things, Title 2C of the New Jersey Statutes for actions taken during the performance of their official duties. The City is requesting qualifications for a pool of attorneys to serve as legal defense counsel for such Plainfield Police Officers in the Plainfield Municipal Court or such other appropriate Municipal Court as may be designated from time to time. Counsel will have a close working relationship with the Corporation Counsel.

The approved defense counsel will, on an "as needed" basis, be assigned, appointed or otherwise chosen by the Corporation Counsel or the police officer against whom charges have been filed in the Plainfield Municipal Court or such other appropriate Municipal Court as may be designated to hear such matters from time to time. Approved defense counsel will be required to provide complete representation in all aspects of the litigation, excluding Appeals, if any.

Counsel may be called upon to present a status report(s) to the City Council as directed by the Corporation Counsel.

STANDARD REQUIREMENTS OF PROFESSIONAL QUALIFICATIONS – Attorney(s) / Firms are to submit their professional qualifications and the following information:

The name of the Attorney/Firm and the principal place of business.

-Attorney / Firms must have a minimum of ten (10) years of experience in litigation/defense work and a minimum of five (5) years servicing the City of Plainfield or other governmental entities.

-Resume or Professional Profile of the attorney(s) who will be providing professional services, if awarded. A copy of the Certificate of Good Standing of the attorney(s) who will be providing professional services. The professional profile shall specifically identify related experience with the City of Plainfield and/or other governmental agencies;

-A listing cases involving successful outcomes in the related areas. **Successful outcomes are important, include in your submission a brief summary of cases in which you or your firm have obtained favorable results in the identified categories.** A description of all other areas of litigation/defense work of the Attorney / Firm, with emphasis on a description of those services of interest to a City government client;

LEGAL FEES: - The allowable fee for each case is an amount not to exceed $750.00, plus related expenses up to an aggregate total of $150.00 as approved by the Corporation Counsel of the City of Plainfield. All work commissioned and performed will be on an **"as needed basis"**; the contract maximum will only dictate the maximum amount of payment, and will not establish any guaranteed levels of work.

END OF APPENDIX IV
MUNICIPAL COURT DEFENSE COUNSEL – PLAINFIELD POLICE OFFICERS

Appendix V

Redevelopment Counsel

NATURE/ SCOPE OF SERVICES – The City of Plainfield is requesting submissions for Redevelopment Counsel Services.

The City of Plainfield is frequently requires outside counsel for matters relating to redevelopment projects in the City, including approvals, planning, negotiations, litigation and representation of the City, City officials/officers/directors and employees, and including eminent domain actions, tax abatement negotiations and financing matters.

The City of Plainfield is requesting proposals for Redevelopment Counsel. Counsel will, on an "as needed" basis, be assigned and required to provide representation in all aspects of redevelopment.

Counsel may be called upon to attend meetings.

Counsel may also be called upon to provide other types of legal services of a specialized nature.

STANDARD REQUIREMENTS OF TECHNICAL PROPOSAL - Submitters should submit technical qualifications which contain the following:

a. The name of the submitter, the principal place of business and, if different, the place where the services will be provided.

b. Submitter must have a minimum of ten (10) years of experience in redevelopment work and licensed to practice law in the State of New Jersey.

c. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles.

d. A listing of all other engagements where services of the types being proposed were provided in the past. This should include other City governments and other levels of government. Contact information for the recipients of the similar services must be provided. The City may obtain references from any of the parties listed. **Successful outcomes are important, include in your submission a brief summary of cases in which you or your firm have obtained favorable results in the identified categories.**

e. A description of all other areas of redevelopment work of the proposer, with emphasis on a description of those services of interest to a City government client.

f. Please provide a description of any particular area(s) of expertise you or your firm may possess that have not been included in the response provided above.

LEGAL FEES: - Attorney(s) / Firms should submit their proposed hourly rate. Hourly rates are paid for actual legal services rendered. Travel time is not a billable expense. The City does not provide payment for or reimbursement for travel expenses. All work commissioned and performed will be on an **"as needed basis"**; the contract maximum will only dictate the maximum amount of payment, and will not establish any guaranteed levels of work. [Note: For information purposes, the general hourly rate paid in 2014 was $125.00 per hour.]

- END OF APPENDIX V - REDEVELOPMENT COUNSEL -

Appendix VI

Special Counsel for Tax Appeals, In Rem Tax Foreclosure & Abandoned Properties Rehabilitation Act Enforcement

NATURE/ SCOPE OF SERVICES – The City of Plainfield is requesting qualifications for Special Counsel to provide representation of the City in Real Estate Tax Appeals, Valuation matters and other Real Estate Tax matters. Counsel will also be required to represent the City in all aspects of the In-Rem and In Personam Tax Foreclosures process and Abandonment Actions, litigation at all levels (including, but not limited to preparation of pleadings, motions, and discovery documents; and related court appearances).

The City of Plainfield is required to conduct In-Rem foreclosures and other related legal proceedings.

Counsel will, on an "as needed" basis, be assigned and required to provide representation in all aspects of Real Estate Tax Appeals, litigation at all levels, including but not limited to, preparation of pleadings, motions, and discovery documents; participation in all discovery including attendance at all depositions; participation in and attendance at settlement conferences, pre-trial motions and trials.

Counsel may be called upon to attend meetings.

Counsel may also be called upon to provide other types of legal services of a specialized nature.

STANDARD REQUIREMENTS OF TECHNICAL QUALIFICATIONS - Respondents should submit technical qualifications which contain the following:

a. The name of the respondent, the principal place of business and, if different, the place where the services will be provided;

b. Respondent must have a minimum of ten (10) years of experience in Special Tax Counsel work and a minimum of five (5) years servicing the City of Plainfield or other governmental entities.

c. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles;

d. A listing of all other engagements where services of the types being proposed were provided in the past. This should include other City governments and other levels of government. **Successful outcomes are important, include in your submission a**

brief summary of cases in which you or your firm have obtained favorable results in the identified categories. Additionally, as the City continues to enhance the quality of life standards for its citizens, abandoned properties have had a negative impact on communities and the City's ability to maximize its redevelopment potential. There are approximately 220 abandoned properties. In 2015 a strategic approach will be taken to address this challenge. Include in your submission experience in abandonment actions. Contact information for the recipients of the similar services must be provided. The City may obtain references from any of the parties listed;

e. A description of all other areas of legal work of the respondent, with emphasis on a description of those services of interest to a City government client;

f. Please provide a description of any particular area(s) of expertise you or your firm may possess that have not been included in the response provided above.

LEGAL FEES: - Attorney(s) / Firms should submit their proposed hourly rate. Hourly rates are paid for actual legal services rendered. Travel time is not a billable expense. The City does not provide payment for or reimbursement for travel expenses. All work commissioned and performed will be on an **"as needed basis"**; the contract maximum will only dictate the maximum amount of payment, and will not establish any guaranteed levels of work. [Note: For information purposes, the general hourly rate paid in 2014 was $125.00 to $150.00 per hour.]

END OF APPENDIX VI
- SPECIAL COUNSEL FOR TAX APPEALS, IN REM TAX FORECLOSURE AND ABANDONED PROPERTIES REHABILITATION ACT ENFORCEMENT -

Appendix VII

Workers Compensation

NATURE/ SCOPE OF SERVICES – The City of Plainfield is requesting submissions for Defense Counsel Services for the City's Workers Compensation Program. The City of Plainfield is called upon to provide outside counsel for the defense and representation of the City's Workers Compensation Program, through the Corporation Counsel, and the City of Plainfield's Insurance Administrator. Counsel will have a working relationship with the Corporation Counsel and Insurance Administrator. Counsel will, on an "as needed" basis, be assigned and required to provide representation. Counsel may be called upon to attend meetings with the Administration and City Council.

2014 Case Volume: During the calendar year of 2014 there were approximately 64 active cases. Currently there are approximately 56 active cases, of which are in the following vicinages:

-36 – Elizabeth, 1 – Freehold. 8 – Lebanon, and 11 in New Brunswick

STANDARD REQUIREMENTS OF TECHNICAL QUALIFICATIONS - Submitters should submit technical qualifications which contain the following:

a. The name of the submitter, the principal place of business and, if different, the place where the services will be provided.

b. Attorney / Firm must have a minimum of five (5) years of experience as Defense Counsel for Workers Compensation matters, and maintains an office for the General Practice of Law.

c. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles.

d. A listing of all other engagements where services of the types being proposed were provided in the past. This should include other City governments and other levels of government. **Successful outcomes are important, include in your submission a brief summary of cases in which you or your firm have obtained favorable results in the identified categories.** Contact information for the recipients of the similar services must be provided. The City may obtain

references from any of the parties listed.

e. A description of all other areas of litigation/defense work of the submitter, with emphasis on a description of those services of interest to a City government client.

f. Please provide a description of any particular area(s) of expertise you or your firm may possess that have not been included in the response provided above.

LEGAL FEES: - A Flat Rate of $600.00 (six hundred dollars) is applicable to each case. In the event of a trial, an hourly rate of $125.00 will apply for work performed during the trial.

- END OF APPENDIX VII - WORKERS COMPENSATION COUNSEL -