

# **REQUEST FOR PROPOSAL**

## **LEGAL SERVICES FOR THE PARTICIPATING FIRE DISTRICTS TOWNSHIP OF HAMILTON MERCER COUNTY**

**PROPOSALS MUST BE SUBMITTED BY:  
APRIL 1, 2015**

**Hamilton Township  
Fire District No. 3  
Office of the Fire Chief  
13 Rennie Street  
Hamilton, NJ 08610-5446**

### **Statement of Intent**

Fire District No. 3 in the Township of Hamilton, Mercer County, is soliciting proposals on behalf of Fire Districts 2, 3, 4 and 7 within Hamilton Township, for Legal Services for the two (2) year period beginning on the date of the quote award. Our facilities are located in Hamilton Township, Mercer County, NJ

Proposals received from Vendors in response to this request will be used to aid the Fire District in its efforts to provide continued reliable service at the lowest reasonable cost.

**I. GENERAL INFORMATION.**

- a. Purpose. This request for proposal (RFP) is to contract for legal services to be provided for Hamilton Township Fire Districts 2, 3, 4 and 7 for the two (2) year period beginning on the date of the quote award
- b. **Who May Respond.** Only attorneys, who are currently licensed to practice law in New Jersey and maintain an office in New Jersey, or law firms including such attorneys, may respond to this RFP.
- c. **Instructions on Proposal Submission.**
  - i. **Closing Submission Date.** Proposals must be submitted no later than **5:00 P.M. on April 1, 2015.**
  - ii. **Inquiries.** Inquiries concerning this RFP should be mailed to:

Thomas T. Gribbin  
Chief of Department  
Hamilton Twp. Fire Districts 2, 3, 4 and 7  
13 Rennie Street  
Hamilton, NJ 08610  
Or e-mailed to: [TGRIBBIN@HTFD3.ORG](mailto:TGRIBBIN@HTFD3.ORG)

- iii. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Hamilton Township Fire Districts 2, 3, 4 and 7, (hereinafter referred to as (HTFD)).
- iv. **Instructions to Prospective Contractors.** Your proposal should be addressed as follows:

Thomas T. Gribbin  
Chief of Department  
Hamilton Twp. Fire Districts 2, 3, 4 and 7  
13 Rennie Street  
Hamilton, NJ 08610

It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal  
[TIME] [DATE]  
SEALED PROPOSAL for Legal Services

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the Offeror to insure that the proposal is received by HTFD, by the date and time specified above. Late proposals will not be considered.

- v. **Right to Reject.** HTFD reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.
  - vi. **Small and/or Minority-Owned Businesses.** Efforts will be made by HTFD to utilize small businesses, women and/or minority owned businesses. Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 C.F.R. § 121.201).
  - vii. **Notification of Award.** It is expected that a decision selecting the successful Firm will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Firm, all Offerors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful consultant. It is expected that the contract shall BE A TWO (2) YEAR FIXED PRICE CONTRACT WITH OPTION FOR RENEWAL
- d. **Description of Entity.** HTFD are Fire Districts within the Township of Hamilton, County of Mercer, and State of New Jersey. HTFD are Governmental Agencies that are governed by a five (5) member elected Board of Commissioners in each District, which meets a minimum of twelve (12) times per year. HTFD employs sixty-seven (67) full time employees. District offices (Fire Stations) are located at:
- |            |                        |                                 |
|------------|------------------------|---------------------------------|
| Station 12 | 2711 Nottingham Way    |                                 |
|            | Hamilton, NJ 08919     |                                 |
| Station 13 | 13 Rennie Street       | (Office of Chief of Department) |
|            | Hamilton, NJ 08610     |                                 |
| Station 14 | 1805 East State Street |                                 |
|            | Hamilton, NJ 08609     |                                 |
| Station 17 | 200 Mercer Street      |                                 |
|            | Hamilton, NJ 08690     |                                 |

HTFD's mission is to establish a trust with our community and provide exceptional fire suppression, prevention, education, First Responder Emergency Medical Services and Technical Rescue Services to the residents of Hamilton Township, Mercer County and our surrounding communities.

**II. SCOPE OF SERVICES.** The Offeror shall be readily available to perform the following legal services, as requested by the Chief of Department and/or Board of Commissioners:

1. Review, draft, and negotiate contracts and leases
2. Advise on corporate and tax-exempt organization legal issues
3. Advise on individual labor and employment matters
4. Review personnel, fiscal and other policies, as well as corporate by-laws
5. Attend Board of Commissioner and Committee meetings as necessary
6. Advise on government grant and contract issues
7. Advise on responses to subpoenas, court orders, and requests for information from third parties
8. Defend lawsuits, administrative claims, or other legal claims
9. Conduct litigation as necessary
10. Other legal services as needed

Although it is preferable for an attorney or firm to submit a proposal covering all of the above areas, CAA will consider proposals for subsets of these areas.

Offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate, if any, broken down into time increments of no more than a quarter hour.

Offeror shall also include summaries of work performed and time spent on services performed under the flat monthly fee, as discussed below.

- III. **PROPOSAL CONTENTS.** The Offeror, in its proposal, shall, as a minimum, include the following;
- a. **Legal Experience.** The Offeror should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to HTFD. Experience should include the following categories:
    - i. Experience advising Fire Districts and/or Local Government Agencies.
    - ii. Experience negotiating labor agreements.
    - iii. Experience with Public Employment Law and the Public Employment Relations Commission (PERC).
    - iv. Experience advising clients conducting similar programs and government-funded services
  - b. **Organization, Size, Structure, and Areas of Practice.** If the Offeror is a firm, it should describe its organization, size, structure, areas of practice, and office location(s). Indicate, if appropriate, if the firm is a small or minority/owned business. Also include copy of Equal Opportunity/Affirmative Action Policy, if the firm has one.
  - c. **Attorney Qualifications.**

The Offeror should have experience in the following areas:

    1. Fire District
    2. Local Government
    3. Fire Prevention Regulations
    4. Labor and Employment
    5. Real Estate, including bond financing
    6. Government Grants and Contracts
    7. General Business Operations

The Offeror should describe the qualifications of attorneys to be assigned to the representation. Descriptions should include:

    1. Professional and education background of each attorney.
    2. Overall supervision to be exercised.
    3. Prior experience of the individual attorneys with respect to the required experience listed above. Only include resumes of attorneys likely to be assigned to the representation. Education, position in firm, years and types of experience, and continuing professional education will be considered.

- d. **Price.** The Offeror's proposed price should include information on the hourly billing rates of each attorney or other legal staff who is expected to work on this representation and charges for expenses, if any, such as legal research, copies, and faxes. Also include a monthly flat fee that would be charged to advise on routine matters that could be handled over the telephone or otherwise without extensive research or other legal work. HTFD reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.

#### **IV. PROPOSAL EVALUATION**

- a. **Submission of Proposals.** All proposals shall include an original and five (5) copies. The proposal should also be available for electronic distribution after the closing date of April 1, 2015 for distribution to the different Boards of Commissioners. The electronic version will be requested by the Chief of Department following the opening of the original proposals.
- b. **Evaluation Procedure and Criteria.** HTFD's Chief of Department and appropriate staff will review proposals and make recommendations to the Board of Commissioners for final approval. The Chief of Department and/or Board of Commissioners may request a meeting with some qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following criteria:
  - 1. Proposed approach to scope of work.
  - 2. Level of experience of the individual(s) identified to work on this matter.
  - 3. The Offeror's experience with similar clients and legal matters.
  - 4. Response from references.
  - 5. Cost.
  - 6. Interviews, (if conducted).