

**Parking Authority of the Township of Weehawken  
4528 Park Avenue  
Weehawken, New Jersey 07086**

**REQUEST FOR QUALIFICATIONS**

PLEASE TAKE NOTICE, the Parking Authority of the Township of Weehawken, hereinafter referred to as WPA, requests qualifications for legal services for the position of "Labor Counsel" for the year 2020, in accordance with the "Fair and Open Process" pursuant to N.J.S.A. 19:44A-20.5, et seq.

Responses must be enclosed in a sealed envelope. The service provider must submit eight (8) copies and indicate the following on the outside of the envelope:

- (1) The name and address of the service provider;
- (2) The service for which the response is submitted "Labor Counsel";
- (3) "Sealed RFQ Response".

Responses may be delivered by hand, overnight courier or mail. The envelope containing the response must be submitted to the Executive Director of the WPA at the address set forth above, on or before **Thursday, December 5<sup>th</sup>, 2019 at 3:00 pm**. At that time, the responses will be publicly opened and read.

**The successful firm will provide the WPA with legal guidance relating to, but not necessarily limited to:**

1. Legal research and/or advisory opinions as needed;
2. Represent the WPA in litigation in federal and state courts and administrative forums;
3. Review and/or draft contracts and other legal documents;
4. Attend meetings of the Board of Commissioners or with individual commissioners upon request;
5. Conduct programs on specified legal issues for appropriate officials and/or WPA employees upon request;
6. Any other matters as directed by the WPA.

**Each interested firm shall submit the following information:**

1. Name of Firm;
2. Address of principal place of business and all attorneys or firm's offices and corresponding telephone and fax numbers. Please note specifically which attorneys will be assigned to work with the WPA;

3. Areas of Practice;
4. Description of firm's attorneys' education, experience, qualifications, number of years with the firm and a description of their experience with projects similar to those described above;
5. Experience related to representation of public entities with regard to labor issues;
6. At least four (4) references, three (3) of which must have knowledge of your representation of a public entity on labor issues;
7. Two (2) samples of the attorney's work product prepared within the past 24 months;
8. The firm's ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff);
9. Each candidate shall submit proof of business registration with the New Jersey Division of Taxation (P.L. 2004, C.57) and must comply with the Affirmative Action requirement contained at N.J.A.C. 17:27 *et seq.*

**The selection criteria used in awarding a contract or agreement for professional services as described herein shall include:**

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter;
4. Other factors if demonstrated to be in the best interests of the WPA.

Carmela Silvestri-Ehret  
Executive Director  
Dated: November 15, 2019

CSE/en