

Request for Proposal Village Attorney

Introduction

Located 60 miles west of Chicago on Illinois Route 38, the Village of Maple Park, Illinois (Kane and DeKalb Counties) is a rural community that has grown in population from 765 in 2000 to almost 1,300 in 2009.

The Village of Maple Park ("The Village") is governed by a Trustee form of government consisting of one Village President and six Village Trustees. Each position is an elected position using a staggered four-year term, with one half of the board elected every two years. (Most recent elections were held in April 2009. Next Village President election will be April 2013.) Policy development and municipal oversight is provided by a series of standing committees of which each are chaired by a Village Trustee: (1) Personnel & Communications; (2) Finance and Public Relations & Development; and (3) Infrastructure. Village Board Meetings are held at 7 pm on the first Tuesday of each month and Committee of the Whole Meetings are held at 7 pm on the third Monday of each month.

Position

The Village Attorney is the legal representative of the Village and advises the Village Board and Village President in matters relating to their official powers and duties and performs such other duties as the Village Board and Village President may prescribe by ordinance or resolution.

The Village Attorney is NOT an employee of the Village and therefore is not eligible for any benefits, etc. through the Village. The Village Attorney is a lawyer or legal firm contracted to provide representation to, and perform legal work on behalf of, the Village including but not limited to:

- Attend all regularly and specially scheduled Village Board and Committee of the Whole meetings. (24 regularly scheduled meetings.)
- Preparation of Village resolutions, ordinances, regulations, etc. as directed by the Village President and/or Board of Trustees.
- Preparation of routine reports to the Village regarding the status of Village matters.
- Legal research and review of correspondence generated or received by the Village.
- Representation of the Village in litigation matters, including lawsuits brought against or initiated by the Village.
- Representation of the Village in connection with labor matters.
- Miscellaneous research and preparation of extraordinary legal memoranda involving projects, topics and ordinances which require extensive additional time, research and preparation, including but not limited to projects of annexation, real estate acquisitions, engineering, construction, zoning or planning nature.
- Such other matters as may be assigned by the Village President and Village Board Trustees.

Village Attorney is appointed by the Village Board and serves at the pleasure of the Village Board.

Required Qualifications

Village Attorney requirements:

- Must be an attorney-at-law admitted to practice in the State of Illinois, having been in active practice for at least ten (10) years prior thereto.
- Must have at least five (5) years of legal experience as an attorney actively and primarily representing municipalities of comparable size to the Village of Maple Park in administrative proceedings and litigation in various areas relevant to municipal government such as Illinois-based land use, annexations, real estate acquisitions, engineering, public finance, construction law, contract negotiations and drafting, and employment law.
- Availability to accommodate the legal needs of the Village. As reasonable accessibility is relevant consideration, the attorney should have an office within reasonable distance to the Village of Maple Park.

Proposal Content

Proposals must be in writing and include the following:

1. The name of the attorney seeking the position and the law firm the attorney is affiliated. The resume and/or a detailed summary of the attorney's experience and qualifications relevant to the position, including a detailed statement of the attorney's current and past professional experience, appointment/positions, important or relevant cases and case citations, and work relative to the positions and the periods during which such positions or cases were performed.
2. The names and resumes of principals/partners in the attorney's law firm.
3. A statement certifying that the attorney(s) providing counsel to The Village of Maple Park has never been reprimanded, censured, or suspended for ethics violations. An attorney who has been reprimanded, censured or suspended will be disqualified.
4. A description of the location and facilities that the attorney will be available at and providing services from, and the staff regularly at that office/facility.
5. Information regarding policies, procedures and safeguards in place to ensure the security of all confidential information or other sensitive information related to the Village of Maple Park.
6. A copy of your *Alcohol and Drug Free Workplace Policy* and a copy of your *Background Check* policy. If you do not have such a policy, please provide an explanation as to why not.
7. A list of current municipality clients and the date you started providing legal counsel to said municipality.
8. A listing of municipality clients that have or are expected to cancel services with you. Please include dates of service and reason for canceling services agreement..
9. A listing of any clients that have had, or are expected to have, interactions with the Village of Maple Park.
10. Statement setting forth Malpractice Coverage.
11. Statement as to any affiliations, political party offices, or political or elected offices held by the responding attorney.
12. Proposed form of engagement letter containing proposed rate / fee structure.

Proposal Submission

Responses are due by 4:00 pm (CT) on Friday, July 10, 2009. Those responding to this request should submit eight (8) paper copies and one (1) electronic device (i.e., cd or jump drive) containing a pdf version of the proposal to:

Ms. Debra Armstrong, Village Trustee
Village of Maple Park, IL
302 Willow St
PO Box 220
Maple Park, IL 60151

Proposals must be submitted in a sealed envelope marked "Maple Park Village Attorney" on or before July 10, 2009 at 4:00 pm (CT). Proposals submitted by facsimile or email will not be accepted. Proposals will be publicly opened in the Village Hall on Friday, July 10, 2009 at 4:30 pm.

The Village of Maple Park will not be obligated for the expenses of any interested parties arising out of preparation and/or submittal of responses to this RFP.

Proposal Evaluation

After receipt of all Proposals, the Village President and Village Trustees will review and evaluate the proposal content, qualifications, experience of the attorney and quotes at the July 20, 2009 Committee of the Whole Meeting. During this meeting, an interview list will be established.

Attorneys/firms identified for the interview phase of the evaluation will be contacted (in no particular order) by phone and provided with interview time. All interviews conducted by the Committee of the Whole will be held at the Maple Park Village Civic Center on Tuesday, July 28, 2009 starting at 7:00 pm (CT). Each interviewee will be allowed to speak directly to the Committee of the Whole for five (5) minutes followed by a fifteen (15) minute questions and answers session.

Selection of Provider

Selection of a Village Attorney shall be determined by the Village Board and President in its sole discretion. The Village of Maple Park reserves the right to reject any and all proposals received if such action is considered by the Village Board to be in the best interests of the Village regardless of any variation from the criteria contained in this Request for Proposal. The Village of Maple Park also reserves the right to accept a provider other than the lowest cost provider. The rate and fee structure will be considered but will not be the controlling factor.

In the absence of unusual circumstances, the Village anticipates adopting a resolution appointing the Village Attorney on August 4, 2009 at the Village Board Meeting. If the current Village Attorney is not reselected, transition to the newly appointed Village Attorney would begin on August 5, 2009.

At the conclusion of the selection process, all interested parties who have submitted proposals will receive written notification concerning their selection status.

Contact Information

Any questions regarding this Request for Proposal must be submitted in writing to Debra Armstrong, Village Trustee at DebraArmstrong.MPTrustee@yahoo.com. Do NOT call the Village of Maple Park with questions.

Thank you for your consideration of this request.

Publication Date: June 19, 2009

Closing Date: July 10, 2009 @ 4 pm (Central Time)

Contact Person: Debra Armstrong, Village Trustee, DebraArmstrong.MPTrustee@yahoo.com

Fee: None