

The Village of Barrington Hills requests detailed information regarding the qualifications of attorneys or law firms interested in providing legal services to the Village of Barrington Hills in order to establish a list of qualified attorneys or law firms from which legal counsel may be selected for the office of Village Attorney.

The Office of the Village Attorney is responsible for providing all legal services for the Village of Barrington Hills, as well as certain boards and commissions. The Village retains outside legal counsel for three types of matters/cases: (1) cases that require prosecution of traffic or housing violations; (2) cases that require representation in labor collective bargaining; and, (3) matters involving subdivision before its Plan Commission. The Village engages legal counsel for the Office of Village Attorney through the Office of the Village President by and with the approval of the Board of Trustees. Further details about the Office of the Village Attorney may be found in the Village Code Section 1-6-6.

The goal is to establish through a Request For Qualifications a list of firms and individuals in a variety of practice areas for work that the Village may need during the upcoming fiscal year (January 1, 2015 through December 31, 2015). The Village is interested in considering for the position a firm or individual that will provide high-quality services and dedicated to containing legal costs. The Village seeks to build an ongoing relationship with a firm or individual that shares its commitment to quality and to cost containment. Selection of a Village Attorney for all matters -- large and small -- is based on the quality of their work, commitment to controlling costs, adherence to budgets and commitment to providing consistent service over time. Respondents to the RFQ are encourage to present innovative approaches to billing, e.g., fixed rate per project, blended hourly rate per project, and discounted rates.

When a firm or individual is selected to represent the Village of Barrington Hills it will be upon a demonstrated knowledge, skills and abilities in a variety of areas, including the following:

- 1) General Municipal Law in Illinois, including the Open Meetings Act and Freedom of Information Act;
- 2) Parliamentary Procedure and Robert's Rules of Order;

- 3) Land Use Law and Zoning Processes and Procedures;
- 4) Easements or other Property Interests Law;
- 5) Defense of insurance claims, including knowledge of the Illinois Tort Immunity Act;
- 6) State of Illinois Liquor and Raffle Licensing Requirements;
- 7) Knowledge of intergovernmental agreements and shared services;
- 8) Municipal Code Violations;
- 9) Legal issues relating to franchising agreements involving utilities;
- 10) Police Pension Rules and Regulations (separate legal counsel is provided to the Pension Board).

**REQUESTED INFORMATION (FIRM DATA & SCOPE OF SERVICES)**

Respondents to the RFQ should provide general background information about the law firm and attorneys, with special focus on the area(s) of activity in which representation is sought, and as to the size and experience of the firm in these specific areas.

Please provide two (2) copies of the response. A firm brochure should also be provided. In addition, the Respondents should include the following information:

1. Number of attorneys in the firm with relevant experience;
2. The name of each attorney along with the number of years of relevant experience in the specified areas of practice;
3. A statement of the percentage of practice of each qualified attorney devoted to the practice of the issues listed above;
4. The partner/senior shareholder in charge of the areas(s) for which representation is sought;
5. The names of the responsible individuals who will be assigned to each area as senior attorneys;

6. A description of the nature and scope of specific projects handled by each qualified attorney, or significant matters that may be relevant to representation of the Village in such disputes;
7. The names of other government clients for whom each qualified attorney has been retained to provide legal services in the relevant substantive area(s);
8. Identify each of the practice areas listed in a Firm Data and Scope of Service section that the firm desires to be considered for in this RFQ process.

### FEE STRUCTURE

Respondents should provide the following information:

Hourly rates;

Senior Partner / Shareholder / Senior Associate;

Junior Associate;

Paralegal.

The hourly rate quoted should include all salary and compensation, and all overhead expenses, profits and other employee costs, including but not limited to clerical. Respondents should list all expenses they propose to bill in addition to legal fees and the basis for such expenses.

If rates are to be adjusted during the course of representation, the method for such adjustment should be described.

Respondents should include alternatives to hourly billing, including fixed price representation.

The Professional Services Agreement should provide for usual and customary reimbursement of third party costs based on the actual expense. The Village does not reimburse without prior approval for additional overhead on third party costs.

The Village will establish with selected firms or individuals legal fees and expense budgets for each assigned matter.

### SUBMISSION CALENDAR

[To be determined]

### REVIEW OF SUBMISSIONS

The office of the Director of Administrator will develop a list of firms based upon the responses to this Request For Qualifications.

Responses will be evaluated by the Office of the Village President. Price will not be the controlling factor in selecting firms for the list, but price may be a factor in making work assignments. A firm is not entitled to be placed on the list or entitled to work solely on the basis of submission of a low price quotation. The Village President will evaluate the responses in the areas of Firm Data and Information, Scope of Services, and Fee Structure.

### SELECTION PROCESS.

Once the list is established, specific firms and individual attorneys may be selected from the list for execution of the Professional Services Agreement, PSA, required fee schedules and Scope of Service / Retention Agreement as the need for legal services occurs or in anticipation of the need for such services. Execution of the PSA and related documents will not guarantee that any case or matter or the number of cases or matters will be assigned to counsel. The decision to use legal counsel will be that of the Village President on a case-by-case or matter-by-matter basis. A PSA will remain in effect for a period of not less than one year from the date of execution thereof unless they are terminated before expiration by providing written notice, or unless they are renewed or extended.