

**VILLAGE OF BARRINGTON HILLS
REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL LEGAL SERVICES**

I. PURPOSE

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 Village of Barrington Hills is a home rule municipality incorporated in 1957 in the northwestern portion of the Chicago metropolitan area. It has a residential population of approximately 4209 persons located in a geographically area of 28.6 square miles within the four counties of Cook, Kane, Lake and McHenry. The municipality provides a full service police department. Residences are served by individual and private wells and septic systems. Geography of the community is rolling terrain without sidewalks or storm sewers best described as a rural equestrian community and more fully characterized in its Comprehensive Plan.

II. SCOPE OF SERVICES/DESCRIPTION OF RESPONSIBILITIES

The Village Attorney serves as the general counsel to the Village, including the Village President and Board of Trustees, all other Village Officers and Boards and Commissions. The Village has historically retained 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 the Office of Village Attorney through the Office of the Village President by and with the approval of the Board of Trustees. The responsibilities of the Office of the Village Attorney are found in the Village Code Section 1-6-6 set forth as follows:

1. Written Opinions: The Village Attorney shall give his legal opinion in writing to the Board of Trustees or any member thereof, on legal questions arising under any

ordinance of the Village, and on legal questions and subjects in which the Village shall be legally interested.

2. Attend Board Meetings: He shall attend the meetings of the Board of Trustees.

3. Other Duties: In addition to the duties herein expressly set forth or implied appertaining to this office, the Village Attorney shall prepare and draft any proposed ordinance requested of him by any members of the Board; he shall when directed give the necessary attention to all suits and proceedings in every court of record in which the Village is a party or directly interested, and he shall be the attorney and secretary of the Board of Local Improvements; he may also serve as the attorney for the Zoning Board of Appeals created by title 2, chapter 4 of [the Village] Code, and of the Plan Commission created by title 2, chapter 2 of [the Village] Code and such boards and commissions that from time to time may require his expertise.

III. EVALUATION AND SELECTION CRITERIA

The goal is to establish through a Request For Qualifications (RFQ) a list of firms and individuals that meet the Village's qualification criteria for Village Attorney in 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 expertise and on a cost/price competitive basis. Selection of a Village Attorney for all matters -- large and small -- will be based upon the following evaluation criteria:

1. Experience serving municipalities of similar size and scope;
2. Experience of the individual identified to serve as Village Attorney;
3. Firm's experience with similar legal matters;
4. Response from references;
5. Any conflict of interest issues;
6. Any resource limitations or schedule conflicts;
7. Interviews/Presentations

A four (4) step process will be utilized by the Board for the selection of the Village Attorney:

1. Solicit responses from prospective attorneys and firms for a Request for Qualifications;
2. Analysis of RFQ responses and selection of top three finalists;
3. Presentation by finalists and Q & A session;
4. Analysis and final selection by the Board of Trustees

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);
11. Ethics/Conflicts of interest;
12. Bond Financing

IV. 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 three (3) copies of the response. A firm brochure should also be provided. In order to be considered, the Respondents should address each of the following items of 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 and resumes of the responsible individuals who will be assigned to each area as senior attorneys and the rolls each would perform;
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. The names and contact information for at least five (5) references with at least three (3) being current or former municipal clients in the last five years;
9. 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;

10. A detailed statement of interest identifying why the individual or firm is interested in the position, and why the individual or firm believes he/she is qualified to perform the duties as outlined, and a description of the performance style which will be exhibited by the individual or firm chosen;

11. A statement describing any existing or potential conflicts of interest that might affect the individual or firm's ability to represent the Village;

12. A statement summarizing the individual's or firm's capacity to take on the role of village attorney for the Village with their current client and work load.

V. 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 are encouraged to propose innovative alternatives to hourly billing, e.g., fixed price representation, fixed rate for project, blended hourly rate for project, and discounted rates.

The Village does not reimburse without prior approval for additional overhead on third party costs.

VI. OTHER TERMS AND CONDITIONS

The Village reserves the right to reject any or all responses. The Village reserves the right to waive any variances from original RFQ specifications in cases where the variances are considered to be, in sole discretion of the Village, in the best interests of the Village.

All responses to this RFQ shall become the property of the Village. The Village retains the right to use any or all information presented in any response to the RFQ, whether amended or not. Information submitted to this RFQ is subject to the FOIA and may not be held in confidence after review.

All costs, directly or indirectly, related to the preparation of a response to this RFQ or any oral presentation required to supplement and/or clarify the RFQ which may be required shall be the sole responsibility of, and shall be borne by the respondent.

Selection or rejection of the response does not affect all the rights expressed or implied in this section.

VII. SUBMISSION CALENDAR

The Village will make every effort to follow this calendar; however, it reserves the right to modify the proposal process and dates as necessary.

October 1, 2014	RFQ issued
October 10, 2014	RFQ responses due
October 15 or 16, 2014	Finalists Present to Board and Board deliberations
October 27, 2014	Final selection at Village Board meeting

RFQ responses should be delivered by 5:00 p.m. on October 10th to the attention of Robert Kosin, Village Administrator at the following address;

Village of Barrington Hills
112 Algonquin Road
Barrington Hills, IL 60010-5199

Please provide three (3) copies of all written materials and an electronic version via CD or USB flash drive.

Responses should be prepared simply, providing a straight forward, concise description of the ability to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content. Items such as special bindings, color displays, glossy finishes, and promotional materials are not desired. Late submissions, faxes, emails or telephone proposals will not be accepted.

Any questions should be submitted to Village Administrator, Robert Kosin, via email at rkosin@barringtonhills-il.gov or via telephone at 847-551-3000.

VIII. REVIEW OF SUBMISSIONS

After the deadline for receipt of RFQ's, the office of the Director of Administration will develop a list of firms or individuals based upon the responses to this Request For Qualifications, for the Village President and Board of Trustees.

Responses to the RFQ will be evaluated by the Director of Administration, Village President and Board of Trustees. Price will not be the controlling factor in selecting firms or persons for the list. A firm is not entitled to be placed on the list or entitled to consideration solely on the basis of submission of a low price quotation. The Village President and the Board of Trustees will evaluate the responses in relation to the evaluation criteria outlined in the RFQ.

A final list of three (3) attorneys or firms will be selected to make an in-person presentation and Q & A session with the President and Board of Trustees.

IX. SELECTION PROCESS The Village President will evaluate and recommend not less than three firms or persons to the Board of Trustees. The Trustee Board shall determine the firm or person to be appointed as Village Attorney. In making this determination, the Board is not bound by the President's submissions, but reserves the right to reject all submissions and request additional Requests for Qualification.