



**WINFIELD
TOWNSHIP**
DuPage County, Illinois

DONA L. SMITH
Supervisor
130 ARBOR AVENUE
WEST CHICAGO, IL 60185
(630) 231-3591
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**REQUEST FOR PROPOSAL
FOR
LEGAL SERVICES**

Inquiries and Proposals should be directed to:

Dona L. Smith, Supervisor
Winfield Township
130 Arbor Avenue
West Chicago, IL 60185
630-231-3591 – office
630-231-3697 – fax
dsmith@winfieldtownship.com

1. General Information

- a. **Purpose.** This request for proposal (RFP) is to contract for legal services to be provided to Winfield Township for one year starting at the time the proposal is accepted.
- b. **Who May Respond.** Only attorneys who are currently licensed to practice law in the State of Illinois, including United States District and Circuit Courts and who have knowledge and experience in Township Law.
- c. **Instructions for Proposal Submission.**
 - i. **Closing Submission Date.** Proposal must be submitted no later than **9:00 am, Friday, September 7, 2018.**
 - ii. **Inquiries.** Inquiries concerning this RFP should be mailed or emailed to the name/addresses listed above.
 - 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 Winfield Township.

- iv. **Miscellaneous Instructions.** Your proposal should be addressed as follows:

Dona L. Smith, Supervisor
Winfield Township
130 Arbor Avenue
West Chicago, IL 60185

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
Date and Time
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 ensure that the proposal is received by Winfield Township, by the date and time specified above. Late proposals will not be considered.

- v. **Right to Reject.** Winfield Township 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. **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 RFP will be informed, in writing of the name of the successful attorney(s) or firm. It is expected that the contract shall be a one-year contract with an option for renewal for services that are required by the Township.
- d. **Description of Entity.** Winfield Township is in middle Western portion of DuPage County. The Winfield Township Board consists of five voting members, four trustees and the chairperson. This Board meets regularly once a month.
- e. **Scope of Services.** The Offeror shall be readily available to perform the following legal services, as requested:
- i. Represent the Township regarding all tax objections
 - ii. Attend Board of Trustee meeting(s), if necessary or requested
 - iii. Conduct litigation, as necessary
 - iv. Other legal services as needed

Although it is preferable for an attorney or firm to submit a proposal covering all of the above areas, Winfield Township 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. Offeror shall also include summaries of work performed and time spent on services performed under any flat monthly fee, as discussed below.

- f. **Proposal Contents:** The Offeror, in its proposal, shall as a minimum, include the following:
- i. **Legal experience.** The Offeror shall describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferable including local governments. Experience should include the following categories:
 - 1. Tax Objection
 - 2. Local Government and Township Law
 - 3. Employment law
 - ii. **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).
 - iii. **Attorney Qualifications.** The Offeror should have experience in the following areas: Tax Objections, Local Government and Township Law and Employment Law. 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 attorney(s) 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.
 - iv. **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 possible monthly flat fee that would be charged to advise on routine matters that could be handled over the telephone, by email or otherwise without extensive research or other legal work.

Winfield Township reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.

g. Proposal Evaluation

- i. **Submission of proposals.** All shall include an original and 8 copies.
- ii. **Evaluation Procedure and Criteria.** Winfield Township Supervisor will review proposals to make recommendation(s) to the Board of Trustees for final approval. Winfield Township 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 Township experience of the individuals(s) identified to work on this matter.
 3. The Offeror's experience with similar clients and legal matters
 4. Response from reference(s)
 5. Cost
 6. Interviews, if conducted