



www.CollinsvilleRec.com

10 Gateway Drive, Collinsville, Illinois 62234 • (618) 346-PLAY(7529) • (618) 346-7530 (fax)

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR PARK DISTRICT ATTORNEY SERVICES
SUBMISSION DUE DATE: Friday, August 16, 2013 – 4:00 p.m.**

RFQ CONTACT and SUBMITTAL ADDRESS:

Terry Wilson, Executive Director
Collinsville Area Recreation District
10 Gateway Drive
Collinsville, IL 62234
Phone: (618) 346-7529
Sealed and Marked: Park District Attorney Services

PARK DISTRICT ATTORNEY SERVICES REQUEST FOR QUALIFICATIONS (RFQ)

The Collinsville Area Recreation District (“Park District”) is seeking a law firm or individual attorney to provide Park District Attorney services. Law firms and attorneys are invited to submit qualifications and proposals for the provision of these services. In order to be considered, proposals must address each of the concerns requested in this document, including rates and fees.

DEADLINE SUBMISSION:

All proposals must be received no later than 4:00 p.m. on Friday, August 16, 2013.

INTRODUCTION:

The Collinsville Area Recreation District was organized in 1990 and is governed by a board of five elected commissioners, serving six year terms of office. The Park District has a population of approximately 40,000 residents.

The Park District was created by state authority for the purpose of acquiring, maintaining, and operating parks, facilities, and recreational activities. It is separate and distinct from the city, county, or any other political body. The Park District is not purely local in function as the use of Park District parks and facilities and participation in Park District activities is not exclusive to the residents of the Park District.

The Park District is a creation of the legislature, and has no inherent powers, but only such powers as granted it by the legislature, or as necessarily implied to give effect to the powers specifically granted. The Board of Park Commissioners accept mandatory State law, makes its own rules within the framework of its delegated powers, and is subject only to the will of the people and the State of Illinois park district authority as provided by law. The Board of Park Commissioners of the Collinsville Area Recreation District is considered the local legislative body to which is entrusted by law, the responsibility for planning, executing, and appraising the Park District park and recreation program.

SCOPE OF SERVICES/DESCRIPTION OF RESPONSIBILITIES:

The PARK DISTRICT Attorney will be required to provide general municipal counsel, basic legal services, and advice on special projects and issues. The PARK DISTRICT requests one attorney be designated as the point of contact or lead attorney. Accessibility to and a timely response from the attorney is essential to the position.

Minimum qualifications include a Juris Doctorate from an accredited law school, a license to practice law in the State of Illinois, and be a member in good standing of the Illinois Bar. Experience with park districts and Illinois municipalities, knowledge of Municipal Law, Contract Law, and public use land acquisitions and sales is preferable.

General municipal counsel of the Park District Attorney includes but is not limited to: (1) having charge of all litigation in which the Park District is a party; (2) representing the Park District in all legal matters and proceedings in which the Park District is a party or interested, or in which any of its officers are parties in their official capacity; (3) advising the Board of Park Commissioners or any and department heads, and all other officers and agencies of the Park District as to all legal questions affecting the Park District's interest; (4) approving as to form all ordinances, contracts, deeds, bonds and any other documents to be signed in the name of, or made to or with, the Park District.

Basic legal services include: (1) reviewing or drafting ordinances, resolutions, contracts, agreements, deeds, easements; (2) providing advice regarding Park District operations, elections, open meetings, open records, Park District ordinances, Park District and State law, routine matters, personnel matters, and property matters including real estate acquisition and sale, annexation, zoning, condemnation and public finance; (3) reviewing agendas and materials for Board meetings, anticipating and preparing legal advice on items to be addressed at the Board meeting, and attending Board of Park Commissioners meetings which are generally held on the third Tuesday evening of each month; and (4) providing legal opinions upon request.

Special projects include large projects requiring 20 hours or more, such as an extensive drafting or revising of ordinances or code sections, research concerning an in-depth issue, etc.

Generally, the Park District Attorney may anticipate the job requiring 10 to 20 hours per month. Park District staff may work in-house to produce initial drafts, such as of Park District ordinances and resolutions, prior to the attorney's review. The Park District may also seek outside specialized counsel as necessary.

The Park District Attorney will be required to provide a detailed, itemized billing on a monthly basis, in order to avoid misunderstanding, a standing request exists for legal review of contracts, ordinances and resolutions presented to the Board of Park Commissioners for consideration at its regular meeting in addition to anticipating and preparing legal advice on issues up for consideration, as well as attendance at the regular Board of Park Commissioner meetings. Further a request for legal services exists upon phone or written request of the Executive Director or Board member. For all other requests, approval by the Executive Director prior to commencement of service is required. The Park District Attorney will be required to generally familiarize himself/herself with park district code/law and general municipal law and keep abreast of legislation affecting park districts outside the scope of billable services.

REQUESTED INFORMATION:

If you or your firm is interested in the opportunity to work with the Park District, please provide the following information:

1. Firm or individual name and contact information, including e-mail and website addresses and year organized.

2. Summary of qualifications, specializations, experience (including park district and municipal), professional affiliation, special training, availability, Illinois Bar license numbers, and contact information for key personnel and proposed lead and back-up attorneys for the Park District.
3. Information on any previous experience or services provided, including park district and municipal experience, park district related court cases, condemnation, zoning, litigation experience, list of past or present park district and municipal clients, etc.
4. List of clients you currently represent that could cause a conflict of interest with your responsibilities as Park District Attorney. Describe how you would be willing to resolve these or any future conflicts of interest.
5. If your firm or you have filed any litigation in the past five years in which the Park District or one of its employees was named as a party, please describe the case(s).
6. Other factors or special considerations you feel would influence your selection.
7. List of references and contact information.
8. Proposed hourly rates for each attorney assigned to the Park District or any alternative fee structure you propose.

OTHER TERMS AND CONDITIONS:

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

All proposals submitted in response to this RFQ shall become the property of the Park District. The Park District retains the right to use any or all information presented in any proposal to the RFQ, whether amended or not. Selection or rejection of the proposal does not affect this right.

Contracts shall be awarded to the applicant determined to be best qualified to meet Park District's needs, with a mutually agreeable start date.

EVALUATION AND SELECTION CRITERIA:

- General qualifications of the candidate for the position and key support personnel
- Quality and extent of services available
- Experience
- References
- Costs
- Compliance with this Request for Qualifications
- Other criteria which pertain to providing effective and efficient legal services such as availability for questions and contact, timeliness, responsiveness and follow through

SUBMITTAL:

Please provide six (6) unbound copies of the proposal, including one original with the signature of an authorized individual on a typed letter of submittal. Proposals shall be submitted in a sealed envelope, clearly marked on the outside of the envelope, "Park District Attorney Services" and addressed to:

Collinsville Area Recreation District
Attention: Terry Wilson, Executive Director
10 Gateway Drive
Collinsville, IL 62234

SUBMITTAL DEADLINE:

All proposals must be received no later than 4:00 p.m. on Friday, August 16, 2013.

REVIEW OF SUBMITTALS:

All submittals received by the submission deadline will be reviewed by the Executive Director and Board of Park Commissioners, and selections for in-person interviews will be made.