



LINCOLNWAY SPECIAL RECREATION ASSOCIATION

1900 Heather Glen Dr.
New Lenox, IL 60451
Phone: 815-320-3500
Fax: 312-660-8831
Website: www.lwsra.org

Request for Proposal for Legal Services

April 18, 2019

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Lincolnway Special Recreation Association (LWSRA),
1900 Heather Glen Dr., New Lenox IL 60451

Attention: Keith Wallace, Executive Director

Phone: 815-320-3500

Fax: 312-660- 8831

Email: kwallace@lwsra.org

Independence – Recreation – Knowledge – Opportunity

Member Park Districts:

Frankfort ~ Frankfort Square ~ Manhattan ~ Mokena ~ New Lenox ~ Peotone ~ Wilmington Island

I. GENERAL INFORMATION.

- a. Purpose. This request for proposal (RFP) is to contract for legal services to be provided to LWSRA.
- b. Who May Respond? Only attorneys who are currently licensed to practice law in Illinois and maintain an office in Illinois or law firms including such attorneys, may respond to this RFP.
- c. **Instructions on Proposal Submission.**
 1. **Closing Submission Date.** Proposals must be submitted no later than 5pm on May 24, 2019
 2. **Inquiries.** Inquiries concerning this RFP should be mailed to:
Keith Wallace
Executive Director
Lincolnway Special Recreation Association(LWSRA)
1900 Heather Glen Dr
New Lenox, IL 60451
 3. **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 LWSRA. It is important that the Attorney's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal

5pm May 24, 2019

SEALED PROPOSAL For Legal Services

Failure to do so may result in premature disclosure of your proposal. It is the responsibility of the attorney to insure that the proposal is received by Lincolnway Special Recreation Association (LWSRA) , by the date and time specified above. Late proposals will not be considered.

4. **Right to Reject.** Lincolnway Special Recreation Association (LWSRA) 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.
5. **Small and/or Minority-Owned Businesses.** Efforts will be made by Lincolnway Special Recreation Association (LWSRA) to utilize small businesses, women and/or minority owned businesses. Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 C.F.R. § 121.201).
6. **Notification of Award.** It is expected that a decision selecting the successful Firm will be made within (1) week of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Firm, all attorneys submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful consultant.

II. SCOPE OF SERVICES.

The attorney shall be readily available to perform the following legal services, as requested by the Executive Director and/or Board of Directors:

1. Review, draft, and negotiate contracts and leases
2. Advise on corporate and tax-exempt organization legal issues
3. Advise on individual labor and employment matters
4. Review personnel, fiscal and other policies, as well as corporate by-laws
5. Attend Board of Directors and Committee meetings as necessary
6. Advise on government grant and contract issues
7. Advise on responses to subpoenas, court orders, and requests for information from third parties
8. Defend lawsuits, administrative claims, or other legal claims
9. Conduct litigation as necessary
10. Other legal services as needed

Although it is preferable for an attorney or firm to submit a proposal covering all of the above areas, LWSRA will consider proposals for subsets of these areas.

Attorney shall be prepared to submit detailed billing statements for all services billed at an hourly rate.

III. PROPOSAL CONTENTS.

The attorney, in its proposal, shall, as a minimum, include the following;

A. **Legal Experience.** The attorney should describe its legal experience, including the names, addresses, contact persons, and telephone numbers of at least three clients, preferably including clients similar to LWSRA. Experience should include the following categories:

1. Experience advising nonprofit organizations.
2. Experience advising clients conducting similar programs and government-funded services.]

B. **Organization, Size, Structure, and Areas of Practice.** If the attorney is a firm, it should describe its organization, size, structure, areas of practice, and office location(s). Indicate, if appropriate, if the firm is a small or minority/owned business. Also include copy of Equal Opportunity/Affirmative Action Policy, if the firm has one.

C. **Attorney Qualifications.** The attorney should have experience in the following areas: foundation; non-profit and tax-exempt organizations; real estate, government grants and contracts; labor and employment; and general business operations. The attorney 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 attorneys 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.

D. **Price.** The attorney 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.

IV. PROPOSAL EVALUATION

b. **Submission of Proposals.** All proposals shall include an original and 6 copies.

c. **Evaluation Procedure and Criteria.** LWSRA's Executive Director and appropriate staff will review proposals and make recommendations to the Board of Directors for final approval. The Executive Director and/or Board of Directors may request a meeting with some qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following criteria:

CRITERIA BY WHICH YOU WILL BE REVIEWING THE PROPOSALS:

1. Proposed approach to scope of work.
2. Level of experience of the individual(s) identified to work on this matter.
3. The attorneys experience with similar clients and legal matters.
4. Response from references.
5. Cost.