

Request for Proposal
Township Attorney Services
Township of Arlington

Proposal Information

The Township of Arlington is requesting proposals from attorneys and/or law firms to be designated as the Township Attorney to provide legal services to the Township of Arlington. The position of Township Attorney is an administrative officer of the Township and is appointed by and serves at the pleasure of the Township Board.

RFP Submission

Sealed proposals will be received by the Township Clerk on or before Wednesday, May 31, 2021 5:00 p.m. Proposals should be in electronic form and should be sent to Mike Koshar, Supervisor, Arlington Township, at supervisor@arlingtontownship.com.

Scope of Services

I. Duties

The Township Attorney shall perform the following duties:

- a. Act as legal advisor to the Board of Trustees and all other agents of the Township, as instructed by the Board.
- b. Prepare and file written legal opinions with the Township Clerk when requested by the Supervisor, Clerk, Treasurer or Assessor.
- c. Prosecute all ordinance violations and represent the Township in cases before the State and Federal courts and other tribunals, including the Tax Commission, if requested.
- d. Prepare or review all ordinances, regulations, contracts, bonds and other instruments as may be required by the Township Charter or the Board, and provide a legal opinion thereof.

- e. Review police reports, issue praecipes, prepare complaints and warrants, prosecute violations and pursue victims' rights remedies, including collection of restitution, if requested.
- f. Attend all meetings of the Township Board (two regular meetings per month plus special meetings, study sessions, Board retreats, etc.).
- g. Advise the Board relative to hiring outside attorneys.
- h. Serve as member of the Election Commission, which entails working election night and accompanying the Township Clerk to the County Clerk's Office and comparing the number of voters in each ward after each census.
- i. Confer in office and over the phone with citizens, witnesses, or other parties to proceedings involving the Township.
- j. Perform such other duties as may be prescribed by Charter or Board.

RFP Information

- I. Provide background information on your firm to include at least the following:
 - a. Office location(s)
 - b. Explain why your firm is qualified to handle the legal services for the Township of Arlington and why you are interested in this work.
 - c. Identify the key contact person for the firm for this proposal.
- II. Provide information on your firm's specific municipal experience that demonstrates your firm's ability to handle this assignment.
- III. Describe how your firm will handle the day-to-day activities.
- IV. Provide a list of recent and/or current municipal clients, including a contact person with address and telephone number.
- V. Provide a brief resume of qualifications for each person to be assigned to provide services to the Township under this proposal.
- VI. Provide a statement that the firm will maintain comprehensive liability and workers' compensation insurance on all staff assigned to work for the Township.
- VII. The RFP submitted shall become part of the Township's bid records and will be available for public review.
- VIII. The Township of Arlington will not be liable for any costs incurred by any firm in responding to this RFP.
- IX. Provide any other information you consider to be of value in evaluating your firms qualifications.

- X. Provide a simple, but straight-forward, presentation. Color displays and promotional materials are not necessary. Emphasis should be on completeness, clarity and content.
- XI. Cost Proposals – explain how your firm will charge for services provided to the Township.

XII.

Evaluation and Selection

- I. Firms who submit proposals may be requested to make an oral presentation to the Township Board.
- II. The Township Board will evaluate each proposal in regards to the ability of the firm to provide the Township of Arlington with quality legal services in a cost effective, efficient and timely manner.
- III. The contract for legal services will be an at will contract that can be terminated by either party with ninety (90) day written notification.
- IV. A contract awarded for attorney services as a result of this RFP will take effect immediately upon a decision by the Board regarding the selection of counsel.
- V. The Township of Arlington reserves the right to reject any or all proposals and to waive any irregularities in a proposal and to award a contract that, in the Mayor and Township Board's judgment, is in the best interests of the Township without regard to cost.