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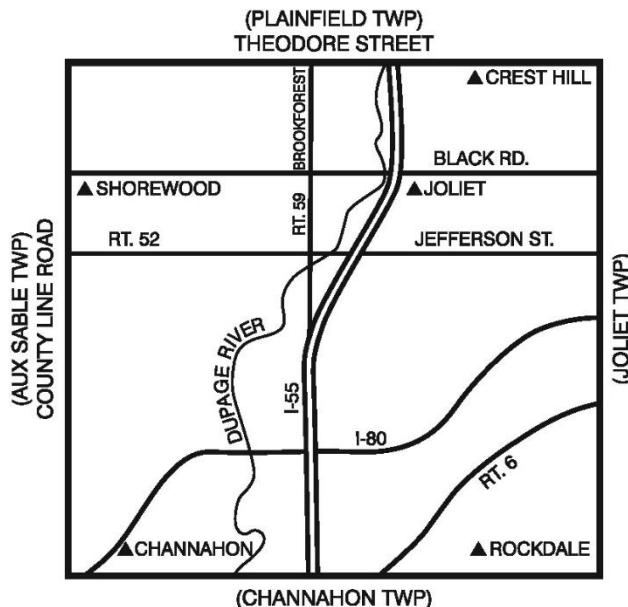
25448 SEIL ROAD
SHOREWOOD, ILLINOIS
60404-7620
www.troytownship.com

Request for Proposal for Legal Services for Troy Township, Will County, Illinois

Released: April 4, 2025

OVERVIEW OF TROY TOWNSHIP

Troy Township ("the Township") is a unit of local government with a current resident population of approximately 49,479¹ located in the central west portion of Will County, Illinois. The township is approximately 36 square miles and encompasses all of the Village of Shorewood and parts of the Village of Channahon, City of Crest Hill, City of Joliet, and the Village of Rockdale.



In each township, the township board shall consist of the supervisor and 4 other members elected at large from the township under Section 50-5. The township clerk shall be the clerk of the township board but not a voting member, except that in the case of a tie vote to fill a vacancy in a township office, the clerk shall be entitled to cast one vote. Each person on the township board shall cast but one vote. The supervisor shall be the chairman of the board. 60 ILCS 1/80-5

Troy Township is also served by the elected positions of Assessor, Highway Commissioner, and Collector.

¹ Population as of the 2020 Census

Troy Township levies for funds via the Town Fund Levy and the Road and Bridge Fund Levy. The Town Fund Levy funds general administrative operations, the Assessor's budget, and General Assistance. The Road Fund Levy funds all road fund purposes.

PROCEDURE FOR SELECTION

The information in your proposal (including experience, qualification, and fee schedule) will be reviewed for the purpose of selecting a firm to provide general legal representation. Favorable fees will be a factor in the selection process. However, the firm's experience, qualification, resources, and level of proposed services will be key factors in determining the firm to represent Troy Township. A primary contact needs to be designated. Please refer to the instruction sheet for more detailed information on the scope of the proposal.

SERVICES TO BE PROVIDED

Troy Township is seeking a "full service" legal firm with strong knowledge and five (5) years minimum experience in township government law. The successful firm will provide legal support and render opinions on a variety of issues including but not limited to:

1. General legal services- provide legal counsel to Township on general issues including contracts, written policies and procedures, ordinances, and recommended changes. Provide legal counsel on enforcement of ordinances and other miscellaneous or unusual circumstances including litigation and election law matters.
2. Personnel - provide legal support on personnel issues or other matters relating to employment such as workers compensation, retirement, health care, FMLA, ADA, FLSA, ACA, etc.
3. Intergovernmental Agreements - provide drafting and negotiating assistance as requested.
4. Finance Matters - provide information and counsel to Township on issues related to financing, leases, and banking.

Occasionally the attorney may be required to attend monthly board meetings. This is usually only with significant issues affecting Troy Township on the agenda. Board meetings are held once per month on the third Monday of the month².

The Troy Township Board reserves the right to reject any and all proposals submitted. The Board will make the final selection based on evaluation of all responses, qualifications, and pricing. Billing rates will not be the controlling factor in making a selection but will be given due consideration. A low bidder is not entitled to be selected solely because of the submission of the low bid or price quote. The firms selected for an interview should send a representative attorney that will be the primary contact person for the Township along with any other significant members of its legal team. The Township hopes to select a firm by the end of June 2025.

² Meeting dates that conflict with a holiday are held on the 4th Monday of the month.

Your proposal and statement of qualification with seven (7) paper copies and one (1) electronic copy should be submitted on or before Monday, June 2, 2025, at 4:00 p.m. in sealed envelope. The proposal should be delivered to the attention of Jennifer Dylak, Administrator, Troy Township, 25448 Seil Rd., Shorewood, IL 60404.

Thank you for your consideration of this request. Please feel free to contact me with any questions you may have at Jdylak@troytownship.com.

A handwritten signature in black ink that reads "Jennifer Dylak". The signature is fluid and cursive, with "Jennifer" on the top line and "Dylak" on the bottom line.

Jennifer Dylak
Administrator
Troy Township
25448 Seil Road
Shorewood, IL 60404

Instructions: Items to be Included in RFP Response

Generally, the substance of your proposal may cover any areas which you deem to be relevant to Troy Township. The proposal should minimally include the following information:

LEGAL EXPERIENCE:

- Summary of legal experience as it relates to those specific areas listed above in the description of Troy Township's needs.
- Additional areas of legal expertise that might be useful to the Township.

THE LAW FIRM:

- Names and brief biographical information of attorneys who will be generally responsible for providing services to the Township.
- The size of the firm including paralegal, clerical, law clerk support staff, and locations.
- Describe the firm's composition in terms of average number of years in practice of law for Partners and Associates.
- Describe the firm's research capabilities.

BILLING:

- The hourly fees of partners, associates, paralegals, interns, and all billable personnel.
- The charges, if any, for telephone calls, file review, copying, facsimile transmission, messenger service, etc.
- The firm's billing procedure, i.e. monthly, bi-monthly or otherwise. Please include a sample billing format. Priority consideration will be given to detailed billing forms.
- List those costs for which the firm will expect reimbursement from the Township.
- Describe the firm's policy on staffing for a deposition, trial work, and rate increases.

CONFLICTS:

- Describe any actual or potential conflicts of interest which may exist by your representation of a current client and representation of Troy Township.
- List and describe any pending litigation in which you represent a client against any township, village, cities, or authority in Will County or any of its officers, representatives, or agents.
- Describe how your firm would avoid conflicts of interest between your role as Troy Township attorney and your other clients.

REPRESENTATIVE CLIENTS

- List your other local government clients (preferably townships) and some of the services you have performed for them.
- List any other clients where you feel the representation of those clients and the knowledge gained will be of benefit to Troy Township.

REFERENCES:

- Please provide a list of references which you give us permission to contact, three (3) being township clients.