



BUFFALO  
GROVE  
PARK  
DISTRICT

BUFFALO GROVE PARK DISTRICT  
REQUEST FOR QUALIFICATIONS (RFQ)  
LEGAL SERVICES  
MARCH 25, 2025

## I. INTRODUCTION

The Buffalo Grove Park District ("Park District") is soliciting Statements of Qualifications (SOQs) from qualified attorneys or law firms to provide general counsel and legal services. The selected firm or attorney will have expertise in municipal, park district, and special district law, including but not limited to contract law, land use, public finance, employment law, litigation, and other legal matters encountered by local government entities.

The Park District seeks a long-term relationship with a firm or attorney that can provide efficient, professional, and responsive legal services to support its governance, operations, and community services.

## II. BACKGROUND

The Buffalo Grove Park District serves residents of Buffalo Grove, Illinois, operating within Cook and Lake Counties. The District manages a variety of recreational, educational, and cultural programs across its parks, recreational facilities, and community centers.

Governed by a five-member Board of Commissioners, the Park District operates under the Illinois Park District Code and other applicable Illinois laws. Day-to-day management is conducted by the Executive Director, who reports to the Board. The Park District covers approximately 9.04 square miles and serves a population of approximately 40,804 residents.

Legal services will support the Park District's administrative and operational needs, including compliance with state and federal regulations, contract review, employment law matters, land use, public finance, and other relevant issues.

## III. SCOPE OF SERVICES REQUESTED

The selected legal counsel will provide general legal services as needed, including but not limited to:

- Compliance with the Illinois Park District Code
- Contract drafting, review, and negotiation
- Employment and labor law
- Real estate transactions and land use matters
- Zoning and development regulations
- Public finance, including budgeting and appropriations
- Risk management (liaison with Park District Risk Management Association)
- Municipal pension matters (Illinois Municipal Retirement Fund)

- Public procurement and bidding compliance
- Litigation and dispute resolution
- Ethics and conflict-of-interest compliance
- Taxation, including levies, abatements, and objections
- General legal counsel for business operations
- Freedom of Information Act (FOIA) compliance
- Open Meetings Act (OMA) compliance
- Referendum assistance
- Other legal matters as assigned

The Park District is not seeking proposals for specialized legal services such as workers' compensation, insurance claims, or bond counsel but may engage outside counsel as needed for those services.

#### IV. RESPONSE CONTENTS

Each response must include the following information:

1. Firm's Legal Experience:
  - Overview of the firm's expertise in the areas listed in the Scope of Services
  - Experience representing municipal governments or park districts
  
2. Firm Organization and Structure:
  - Firm size, structure, and areas of practice
  - Office locations and staffing assigned to the Park District
  
3. Attorney Qualifications:
 

Resumes of attorneys likely to be assigned, detailing:

  - Professional background and education
  - Years of experience in municipal or park district law
  - Position within the firm
  - Continuing education and professional development
  
4. References:
  - Five (5) professional references, with at least three references of similar service needs, including contact details and nature of the relationship
  
5. Conflict of Interest Disclosure:
  - Any potential or actual conflicts of interest with the Park District, its officials, or employees (see Section IX)

6. Proposed Compensation Structure:

- Hourly billing rates for attorneys and support staff
- Charges for legal research, copies, and other expenses
- Proposed monthly retainer for routine legal services
- Billing increments
- Board meeting attendance

7. Service Delivery:

- Expected response times for legal opinions and contract reviews
- Methods of communication (in-person meetings, emails, phone calls)
- Review of Board packets
- Availability for regular and special Board meetings
- Updates on new legislation affecting the Park District
- Roles of partners vs. associates in service delivery

8. Professional Liability Insurance:

- Confirmation of Cyber, General, and Professional liability insurance and coverage amounts (minimum coverage requirements will be discussed separately)

9. Additional Information:

- Any other relevant information that would assist in evaluating your qualifications

## V. RESPONSE SUBMISSION

All proposals must be submitted in a sealed envelope labeled "RFQ Response – Legal Services" and must include:

- One (1) original unbound document
- One (1) complete electronic copy in PDF format (via email)

Submission Deadline:

Friday, April 25, 2025, by 12:00 PM (Central Time)

Submit to:

Buffalo Grove Park District

Attn: Erika Strojinc, Executive Director

530 Bernard Drive

Buffalo Grove, IL 60089

Electronic copies should be sent to: [erika@bgparks.org](mailto:erika@bgparks.org)

Late submissions will not be considered. The Park District will not reimburse costs associated with response preparation.

## VI. RIGHT TO REJECT

The Buffalo Grove Park District reserves the right to reject any or all proposals received in response to this RFQ, waive any irregularities, informalities, or technical deficiencies, and accept the proposal that best serves the interests of the Park District, even if it is not the lowest cost. The Park District may also enter into further negotiations with any respondent to clarify proposals or reach more favorable terms. Additionally, the Park District reserves the right to cancel, modify, or reissue this RFQ if it is determined to be in the Park District's best interest.

## VII. EVALUATION CRITERIA

Proposals will be evaluated based on the following:

1. Legal Experience & Expertise (30%): Demonstrated experience in municipal and park district law
2. Qualifications & Availability (25%): Background, experience, and responsiveness of assigned attorneys
3. Service Approach (20%): Proposed method of communication, turnaround time, and overall service delivery
4. References (15%): Feedback from similar clients regarding performance and reliability
5. Proposed Fees & Cost Structure (10%): Reasonableness and flexibility of pricing structure

The Park District reserves the right to conduct interviews with select firms.

## VIII. TIMELINE AND NOTIFICATION OF AWARD

Date	Milestone
Tuesday, March 25, 2025	RFQ Issued
Friday, April 25, 2025	Responses Due (by 12:00 PM CT)
April 28 – May 7, 2025	Review of Responses and Potential Interviews
Monday, May 12, 2025	Board Review at Workshop
Tuesday, May 27, 2025	Board Appointment at Annual Board Meeting

It is anticipated that the selected firm or attorney will be notified before the May 27, 2025 Board Meeting. The contract will be based on the proposal and any subsequent negotiations.

## IX. CONFLICT OF INTEREST DISCLOSURE

Respondents must disclose any relationships, financial interests, or other circumstances that could create a conflict of interest in representing the Buffalo Grove Park District. The firm must certify that it has conducted a thorough conflict-of-interest review and will provide full disclosure as part of the submission. Failure to disclose conflicts may result in disqualification.

## X. QUESTIONS

All questions regarding this RFQ must be submitted in writing to Erika Strojinc, Executive Director, [erika@bgparks.org](mailto:erika@bgparks.org). Responses will be shared with all interested firms.