

SCOPE OF WORK TO BE PERFORMED

The District is seeking interest for qualified legal counsel for a four (4) year term with three (3) additional option years. This RFP details many of the specific areas where legal counsel is required, but any other legal representation not specifically detailed in this document will also be required of the selected firm as a part of the engagement.

The selected firm is to provide legal advice to District President, District Board, District Executive Director and staff (and certain commissions and subsidiary boards as requested) with respect to the following matters and perform the following duties:

1. Serve as general counsel to the District, including the District President, District Board, and all other District officials; and to various boards and commissions of the District as requested.
2. Provide the District President, District Board, and District Executive Director a legal perspective and advice on various government issues. Maintain communications and participate at meetings in person as well as on conference calls with the District's Executive Director.
3. Prepare and review routine ordinances, resolutions, and review related agenda material for action by the District Board, Review budget documents and resolutions prepared by operating departments.
4. Review and/or draft contracts, in whole or in part, and activities incidental thereto, proposed to be entered into by the District, including but not limited to, real estate transactions, intergovernmental agreements, annexation agreements, development agreements, economic incentive agreements, bid specifications and construction contracts, public improvement completion agreements with owners and developers and related security therefor, professional services, purchasing, service or product contracts, software contracts and the preparation of request for proposals and any resolutions waiving any public bidding requirements, as requested. May assist in the negotiation of such contracts as requested.
5. Represent the District in all general corporate legal matters to ensure compliance with the requirements of FOIA, the Open Meetings Act, and conflict of interest laws and ordinances.
6. Represent the District in all real estate transactions, including the sale or lease of District owned property to other governmental entities or third parties, and the acquisition or lease of real estate by the District, including by eminent domain.
7. Represent and advise the District on all financial matters affecting the District and review all:
 - District bond ordinances and related documents, and serve along with Chapman & Cutler, the current bond counsel for issuance of District bonds.
 - Governmental loans documents.
 - Governmental grant documents.
 - Truth in taxation hearings and all other legal requirements.
8. Review and draft comprehensive District Purchasing amendments as needed and requested by the Executive Director and Director of Finance.
9. Work with and provide legal advice to the Planning and Land Protection Department and the Finance Department, assist in the drafting of or review of staff drafted ordinances pertaining to annexation and zoning, land use and development related ordinances, including:

- Rezoning of property
- Text Amendments
- Variations
- Special use permits
- Site plan review
- Planned developments
- Planned unit developments
- Annexation of property
- Subdivisions of property and related matters
- Review and representation for land acquisition matters/closings

10. Work with and provide legal advice to the Public Safety Department and Planning and Land Protection Department on the enforcement of all violations of the Forest Preserve District, including local adjudication and/or filing of actions in the applicable Circuit Court.

11. Provide legal advice on and oversee licensing and enforcement of license violations, including suspension and revocations of such licenses. Must also provide legal review and representation for encroachment issues on District property.

12. Oversee and monitor all pending litigation handled by attorneys assigned and retained by PDRMA or outside insurance carriers.

13. Apprise the District on all new Federal, State, and County legislation affecting the District.

14. Periodically review and apprise the Executive Director on the need or advisability to amend the Forest Preserve District's Ordinance. Draft amendments to said provisions of the Forest Preserve District as directed by the Executive Director, and apprise the Corporate Authorities on any such amendments.

15. Advise elected and appointed officials, and District staff on legal matters affecting the District, including preparing written legal opinions at the request of the District's Board of Commissioners and Executive Director.

16. Represent and provide legal advice to the Forest Preserve Commissioners.

17. In person attendance is mandatory at all regular and special meetings of the District's Commission Board, and serve as parliamentarian at said meetings. The Committee/Commission meeting cycle is typically scheduled as follows: Finance & Administration Committee (fourth Tuesday of each month); Land Acquisition Committee and Planning & Utilization Committee (each on the fourth Thursday of each month); Executive Committee (first Thursday of each month); Full Commission (second Tuesday of each month). A schedule of Meetings will be attached as "Schedule A" to illustrate all of the meetings approved by the Board. There may also be special full commission board meetings scheduled as needed for time sensitive resolutions that need to be passed.

18. The Forest Preserve District are considering qualified attorneys or law firms to provide general counsel services in some or all of the practice areas described below.

- Contract law
- Employment law
- Planning and zoning
- Business regulation

- Economic development/finance
- Civil rights
- Criminal law
- Labor Law
- Ethics/conflicts of interest
- Corporate transactional law
- Real estate
- Government grants and contracts
- General business operations
- Telecommunications law
- Utility franchise agreements