



## COMMITTEE ACTION SUMMARY SHEET

**MEETING DATE:** November 3, 2025

**TOPIC** Process for Review and Selection of Legal Services Firm

### BACKGROUND BRIEF:

The first task of the Legal Services Review Committee is to establish the process by which the Committee will review and make a selection on a legal services firm for recommendation to the Village Council. The Village Manager recommends the following general process:

1. Prepare weighed rating criteria based on the published RFQ requirements; review and rate each firm's RFQ submittal; tally and discuss results.
2. Select the top four firms for in-person interviews with the Committee.
3. Prepare interview questions and weighted rating criteria for the interviews; prepare weighted rating criteria for fee structures.
4. Interview legal firms and rate responses to questions; tally ratings and discuss results.
5. Review fee structures for each firm and rate each; tally results.
6. Review combined scores for each firm; discuss results; and formulate recommendation to Council on selection of a firm.

### SUMMARY OF PREVIOUS COMMITTEE ACTION:

None

### FINANCIAL IMPACT:

None

### RECOMMENDED MOTION:

To establish the following general process for the Committee to review and select a legal services firm for recommendation to the Village Council:

1. Prepare weighed rating criteria based on the published RFQ requirements; review and rate each firm's RFQ submittal; tally and discuss results.
2. Select the top four firms for in-person interviews with the Committee.
3. Prepare interview questions and weighted rating criteria for the interviews; prepare weighted rating criteria for fee structures.

4. Interview legal firms and rate responses to questions; tally ratings and discuss results.
5. Review fee structures for each firm and rate each; tally results.
6. Review combined scores for each firm; discuss results; and formulate recommendation to Council on selection of a firm.