



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: October 27, 2025

TOPIC Proposals for Municipal Legal Services

BACKGROUND BRIEF:

As directed by the Village Council, Administration advertised a Request for Qualifications (RFQ) for legal services. The RFQ was published on the MITN bid system on October 2, 2025, and proposals were due on October 22, 2025. A total of 225 firms were notified of the opportunity to submit proposals, 30 firms downloaded documents, and 6 firms submitted proposals. The bid tabulation sheets and copies of the proposals are attached for the information of Council. Hard copies of all proposals will also be distributed to Council members at Monday's meeting.

Administration recommends following the same procedure as in 2016 to select the most qualified firm for legal services. The process would include creating an ad hoc Legal Services Review Committee comprising three (3) Council members, the Village Manager, and the Chief of Police to establish the criteria for rating firms; reviewing the proposals received and rating each; preparing interview questions and interviewing firms and rating each firm's presentation; and formulating a recommendation to Council on selection of the most qualified firm. The Committee should be able to formulate and submit a recommendation to Council by its first regular meeting in December.

SUMMARY OF PREVIOUS COUNCIL ACTION:

09/22/2025 – Council directed the Village Manager to immediately put out requests for proposals for Village Attorney Services with regard to Village support and Police and prosecution support and return with those proposals to Village council.

FINANCIAL IMPACT:

None

RECOMMENDED MOTION:

#1 – To establish an ad hoc Legal Services Review Committee consisting of three (3) Council members, the Village Manager, and the Chief of Police to establish the criteria for rating legal services firms; reviewing the proposals received on October 22, 2025, and rating each; preparing interview questions and interviewing firms and rating each firm's interview presentation; and formulating a

recommendation to Council on selection of the most qualified firm no later than the first regular meeting of the Village Council in December 2025.

#2 – To appoint the following three (3) Council members to serve on the ad hoc Legal Services Review Committee: _____, _____, and _____.