



# VILLAGE OF LAKE VILLA REQUEST FOR QUALIFICATION LABOR ATTORNEY SERVICES

This Request for Qualifications (RFQ) is for the purpose of establishing a contract with a qualified firm to provide labor attorney services for the Village of Lake Villa.

- GENERAL REQUIREMENTS:** Responses to this RFQ shall be submitted in a sealed format. Submittals shall include one (1) original unbound document and one (1) complete electronic copy in PDF format.
- SUBMISSION LOCATION:** Village of Lake Villa  
**Attn: Jacob Litz**  
65 Cedar Avenue  
Lake Villa, IL 60046
- SUBMISSION DATE & TIME:** **March 21, 2025 4:00 p.m. local time**  
Proposals received after the time specified will not be opened.
- CONTACT / QUESTIONS:** Should the proposer require additional information about this RFQ, please submit questions via email to Jacob Litz, [jlitz@lake-villa.org](mailto:jlitz@lake-villa.org). All questions shall be submitted no less than seven (7) days prior to the RFQ opening date.
- CONTENTS:** The following sections, including this cover sheet, shall be considered integral of this solicitation.
- \*Scope of Services
  - \*Response Content
  - \*Evaluation Criteria
  - \*Selection Process
  - \*Addendum Acknowledgement, if applicable



# VILLAGE OF LAKE VILLA REQUEST FOR QUALIFICATION LABOR ATTORNEY SERVICES

## **INTRODUCTION**

The Village of Lake Villa, Illinois ("**Village**") is accepting qualifications from qualified attorneys/firms to assist Village staff with employment and labor matters required by the Village. Only attorneys, who are currently licensed to practice law in Illinois and maintain an office in Illinois, or law firms including such attorneys, may respond to this Request for Qualifications ("**RFQ**"). The Village's intent is to enter into an open-ended agreement with the selected attorney or law firm.

## **BACKGROUND**

The Village of Lake Villa (population 8,741) is located in Lake County, Illinois, approximately 50 miles northwest of Chicago. The Village is a non-home rule community that operates under a Trustee-Village form of government. The Village Board consists of eight elected officials including the Mayor, Village Clerk, and six Trustees all of whom are elected at-large and serve staggered four-year terms. Day to day operations of the Village are the responsibility of the Village Administrator. The Village employs 38 FTE employees and is organized into three operating departments including, Police, Public Works, and Administration.

The current Village Attorney is Bateman Law Offices, Ltd. Bateman Law serves as General Counsel to the Village, including the Village Board, all other Village officials and board and commissions of the Village.

The non-supervisory employees of the Village's Police Department are represented by the Illinois Council of Police. There are twelve (12) non-supervisory employees represented by the Illinois Council of Police and six (6) non-union supervisors. The current contract commenced on May 1, 2021 and terminates on April 30, 2026. The Village has not received any grievances during the term of this agreement.

## **SCOPE OF SERVICES**

The Village intends to retain a qualified and committed professional attorney or firm to provide the following labor services to the Village:

1. Labor matters including collective bargaining negotiation, arbitration hearings, NLRB charges, contract interpretation, grievances;
2. Employment matters including employment litigation, performance improvement plans, and termination;
3. Government investigations, wage garnishments, search warrants and subpoenas;
4. Matters related to Family Medical Leave Act (FMLA), American with Disabilities Act (ADA), Workers Compensation, Public Employee Disability Act (PEDA), and Public Safety Employee Benefits Act (PSEBA);
5. Legal advice and opinions on new labor laws affecting municipal government;
6. Recruitment and hiring in a municipal, local government environment;
7. Employee benefits and pension issues;
8. Compensation practices and FLSA compliance;
9. Counsel and guidance on discipline, demotion, investigations, compliance, record retention;
10. Policy and procedure review and consultation;
11. Review and update as needed the rules and regulations of the board of police commissioners;
12. Attendance and/or availability to provide legal counsel via phone, video conferencing, or in person as needed;
13. Experience with the administrative process of peace officer discipline and the Illinois Uniform Peace Officers' Disciplinary Act;
14. Knowledge of the State and Federal drug/alcohol testing requirements, procedures, and corrective actions specifically but not limited to CDL drivers.



# VILLAGE OF LAKE VILLA REQUEST FOR QUALIFICATION LABOR ATTORNEY SERVICES

## **TIME SCHEDULE**

The Village anticipates that collective bargaining negotiations with the Police Bargaining Unit will take place in the third quarter of 2025.

## **RESPONSE CONTENT**

Responses should be prepared as simple as possible and provide a straightforward, concise description of the proposed services to satisfy the requirements of the RFQ. Submittals should be organized into the following major sections:

### **A. DESCRIPTION OF THE FIRM**

Provide a brief summary, which describes and highlights your firm's experience, qualifications, and expertise and why your team would be the best choice for the Village.

### **B. EXPERIENCE OF THE FIRM**

In this section, provide information about the firm so that the Village of Lake Villa can evaluate the Proposer's ability to support the commitments set forth in the response to this RFQ.

1. Provide an overview of the experience of the firm in municipal employment law and labor negotiations.
2. Provide a minimum of five (5) public sector references for which the individual(s) to be assigned to the Village. References should be able to articulate experiences with the specific individual(s) in labor contract negotiation and employment law matters.
3. Specify the nature of the legal services provided, the contact person (including telephone and email) and the length of time the individual(s) has been providing services to the entity. List all other municipalities that the individual(s) represents.

### **C. FIRM APPROACH**

Describe the firm's approach/philosophy in regards to public sector collective bargaining.

1. Explain what the Village may expect from the individual(s) assigned to the Village in preparing for negotiations with the Illinois Council of Police.
2. Describe what would be requested of the Village in preparation for and during the collective bargaining negotiations process.
3. Similarly, please describe your firm's overall approach/philosophy on routine employment law matters.
4. Describe any innovative approaches that will be used to save or reduce costs associated with providing the needed or required legal services.

### **D. COMPENSATION STRUCTURE**

Provide your recommendation for the fee structure. If you propose alternative fee options, identify how the fee was determined and the amount. If any part of your fee proposal includes using a billable hour fee, describe how you would manage such billable hours to ensure effective value-added legal service. Provide the frequency of your billing cycle and payment terms. The Village reserves the right to negotiate with the Proposer on the structure of the billing and/or fees.

## **SELECTION PROCESS**

The Village of Lake Villa will evaluate responses and the extent to which it meets the requirements delineated in this RFQ. All proposals submitted in response to this RFQ will be evaluated based on the following factors:

1. General Firm Qualifications
2. Attorney Experience
3. Municipal Client References
4. Cost proposal

The Village also reserves the right to reject all proposals.



# VILLAGE OF LAKE VILLA REQUEST FOR QUALIFICATION LABOR ATTORNEY SERVICES

## **RESPONSE DEADLINE**

Responses to this RFQ shall be submitted in a sealed format. Submittals shall include one (1) original unbound document and one (1) complete electronic copy in PDF format. Responses must be received no later than 4:00 pm local time March 21, 2025. Responses shall be submitted to:

Village of Lake Villa  
Attn: Jacob Litz, Assistant to the Village Administrator  
65 Cedar Avenue  
Lake Villa, Illinois 60046

Proposals received after the deadline will not be considered.

## **ADDITIONAL INFORMATION**

Should the proposer require additional information about this RFQ, please submit questions via email to Jacob Litz, [jlitz@lake-villa.org](mailto:jlitz@lake-villa.org). All questions shall be submitted no less than seven (7) days prior to the RFQ opening date.