



June 2017

Waukegan Port District General Attorney Request for Proposals (“RFP”)

Waukegan Port District is accepting proposals for legal services from recognized Illinois law firms and individual attorneys interested in providing legal services for matters involving the various matters of the District.

Background and Purpose of the RFP

The District is a political subdivision, body politic and municipal corporation created by Illinois Statute, 70 ILCS 1865. The District operates Waukegan Harbor and Marina, a Commercial Port, as well as Waukegan National Airport, located in the City of Waukegan, IL.

The District is pleased to offer an opportunity for a qualified Illinois law firm or individual attorney to provide legal services on an as needed basis in the following areas:

1. Governmental Body and Counsel
2. Employment and Labor Law
3. General Business Law, Licensing and Transactional Law
4. Information Technology, Intellectual Property, Commercial Technology and Trademark Law
5. General Litigation
6. State and Federal Public Law, including Administrative and Regulatory Law
7. Real Estate Law
8. Environmental Law
9. General Legal Service Needs of the District.

Scope of Work

Employment and Labor Law

The District may require legal advice and assistance on employment matters, including, but not limited to, employment commencement and termination decisions; labor law and the negotiation of comprehensive collective bargaining agreements; compliance with applicable state and federal laws, including HIPAA requirements; design, implementation and enforcement of workplace policies and practices; and employment disputes and investigations.

General Business Law, Licensing and Transactions

The District may require representation and legal counsel in transactional matters, including, but not limited to, the negotiation, documentation and settlement of certain contractual and licensing agreements and business transactions, review and analysis of legal issues connected to investment strategy and portfolio development, and the structuring of joint ventures, as well as advice and assistance in compliance with any and all government procurement processes, corporate governance matters, and state, federal and foreign regulations, laws and/or procedures that may apply to such agreements and transactions, including issues arising in the negotiation, licensing and structuring of multi-jurisdictional games and the provision of the District and gaming products and systems in casino or casino-like settings and over the internet or online systems.

Information Technology, Intellectual Property Law, Commercial Technology and Trademark

The District may require legal advice and assistance in matters pertaining to information technology, such as gaming systems, software and services, and commercial technology, including, but not limited to, licensing and contractual agreements, trademark issues, proprietary protocols, proprietary message formats and IP questions arising out of the WPD's operations and development of new initiatives and products.

General Litigation

The District may require expeditious access to providers of general litigation services, including trial and appellate representation. Services may include, but are not limited to, defense of claims and lawsuits that may be brought against the District ; representation of District employees responding to subpoenas for depositions, trials and administrative proceedings; prosecuting such lawsuits and claims as may be required to protect the District 's interests; and advising, preparing briefs and representing the District on appeal.

State and federal public law, including administrative and regulatory law

The District may require legal advice and assistance in matters that are unique to state public agencies. These issues may include, but are not limited to appropriations, financing, legislative and administrative procedures, and the application of state, federal and foreign statutory and regulatory provisions and compliance therewith.

General legal services needs of the District

In addition to general legal services not included in the categories above, the District may require additional legal advice and assistance in matters unique and strategic to its role as a provider of District products and on-line District games for the return of unrestricted aid to the Commonwealth's cities and towns.

Bidders may submit responses to one or more of the categories described above. In addition to the legal services specified above, the District invites Bidders to identify in their response any additional categories of services that they are qualified to provide and for which they would like to be considered for selection under this RFQ.

Qualifications and Experience

Please state your firm's qualifications and experience in providing the particular legal services over the past five (5) years.

Firm History

Please provide a general description of the firm, its history, significant changes in its makeup over the last five (5) years, and its range of practice.

Please provide a detailed listing, which may be presented in tabular form as an exhibit or appendix to your submission, of the number of attorneys (by partners, associates, counsel and other categories) and paralegals in each of the major practice areas of your firm. For sole practitioners, please provide your resume and any other relevant information relating to your background and areas of expertise.

Resumes

All responses must include resumes of each individual who will be providing legal services under any state contract with the District, as well as written descriptions of the individuals' experience in the relevant categories of general legal services identified in this RFQ for which the Respondent seeks to be selected. All Bidders must identify the individual(s) who will have primary responsibility for contact and communications with the District under each such category. The District reserves the right to reject a firm's use of any particular individual to perform general legal services, within the District's sole discretion. Any changes to personnel require approval by the, and District the District reserves the right to terminate a contract if changes are not approved.

Subcontracting

Please indicate whether your firm intends to use the services of other vendors or attorneys. Indicate the nature of such arrangements, and include the names and resumes of the aforementioned with your response.

Liability Insurance

Please provide details as to the nature (including coverage limitations) and amounts of your firm's professional liability insurance.

Conflicts of Interest

If your firm believes that a conflict of interest may arise as a result of representing the District, please describe the nature of the conflict. In addition, given the fact that conflicts of interest typically arise during the course of most continuous legal representation, please describe how you or your firm would handle a request to represent a party whose interest may be in conflict with the interest of the District.

Representing Public Agencies

All responses must include a statement regarding any and all qualifications and experience in providing legal services to or representing public agencies or government bodies.

Summary of Contract Terms and Conditions of the RFP

The following is the tentative time schedule for the District's selection of qualified Bidders under this RFP. All dates are subject to change by the District with notice on Waukeganport.com/rfp

- Issuance of RFP June 21, 2017
- Bidder Question Deadline July 21, 2017 at 3PM CST
- Post Answers to Bidder Questions August 11, 2017
- RFP Bidder Submission Deadline August 25, 2017 at 3PM CST
- Approximate Notification of Apparent Successful Bidder Est. 30 – 45 Days

1. Proposals MUST reference the project name "Waukegan Port District General Attorney RFP" and must be submitted to Cathy Smith, Administrative Assistant at csmith@waukeganport.com, Grant Farrell, Board Chair at gfarrell@waukeganport.com or via mail to 55 South Harbor Place, Waukegan, IL 60085 by the due date.

2. The District will evaluate proposals based on the specific criteria listed in this RFP, including, without limitation, the proposer's prior experience, credibility, and their proposed cost of services, including all hourly or fixed rates, additional expenses or reimbursements and any other charges.
3. In its written proposal, bidders should explicitly include and respond to each of the proposal items
4. Bidders should provide detail on prior experience and their qualifications for this project.
5. The District will evaluate all proposals received on or before the proposal due date and time and at the location specified in this RFP and evaluated to determine whether they meet the minimum qualification requirements set forth in this RFP.
6. The District will evaluate proposals on the completeness and quality of content as described herein.
7. The District reserves the right to reject any and/or all proposals, as it shall deem to be in the best interest of the District, or to modify the terms of this RFP at its sole discretion.

This RFP can be obtained at Waukeganport.com/rfp or at the Waukegan Port District Administrative Office, 55 S. Harbor Place, Waukegan, IL 60085, Monday through Friday between the hours of 8:00 A.M. and 4:30 P.M., excluding weekends and holidays.