1996 South Kirk Road, Suite 320, Geneva, Illinois 60134

Bill Lenert, President
Benjamin Haberthur, Executive Director

(630) 232-5980
Fax: (630) 232-5924
www.kaneforest.com

REQUEST FOR PROPOSAL

LEGAL SERVICES

RFP-FP-01-2526 **REVISED 5/22/25** **May 8, 2025**

The Forest Preserve District of Kane County is seeking proposals for qualified legal counsel to represent and advise District personnel in all matters of the District (see Scope for full details) for a term of four (4) years with a yearly option to extend for three (3) additional years. All proposals will be evaluated based on qualifications and cost. The top firms will be interviewed and rated in a post-interview evaluation.

HOW TO SUBMIT:	**www.kaneforest.bonfirehub.com**
QUESTIONS:	**Via Bonfire by May 15, 2025 at 2:00pm CST**
ADDENUDUM (if needed):	**May 19, 2025 at 2:00 pm CST**
SUBMISSION DEADLINE:	**May 27, 2025 at 2:00 pm CST (must submit online)**
PROPOSAL OPENING:	**May 27, 2025 at 2:30 pm CST @ District office**
INTERVIEWS CONDUCTED:	**June 2 through June 6, 2025**
CONTRACT AWARD DATE:	**July 8, 2025**
PROPOSAL REQUIREMENTS:	**15 pages maximum in PDF format via Bonfire (no paper submissions accepted)**
REQUIRED DOCUMENTS:	**Proposal Form (Contact, Affidavit of Corporation, Certification & Fees)**
	Statement of Independence
	Firm Qualifications & Experience
	References
INITIAL EVALUATION CRITERIA:	**Related Experience (40%)**
	Qualifications of Legal Team (30%)
	References (20%)
	Proposed Fee for Service (10%)
POST-INTERVIEW EVALUATION	**Firm Approach (60%)**
	Experience & Qualifications (40%)

PROJECT MANAGER: Benjamin Haberthur, Executive Director