



Agenda Item: Discuss and Consider Approval of Request for Qualifications soliciting General Counsel Legal Services

Background: Following the retirement of long-time Park Board General Counsel and Mills Shirley Senior Partner Carla Cotropia, the Park Board has identified an opportunity to competitively consider this contractual service. While Mills Shirley continues to provide legal services through Managing Partner Robert Booth, the Board has formed a Task Force to solicit and review the qualifications of candidates for the role of Park Board General Counsel.

Working directly for the board, the General Counsel provides a range of services to the organization through the support of both the Board and staff. While professional services, including legal services, do not require a sealed bid competitive process, the aim of undertaking the aforementioned Task Force is to carry out due diligence in the review of services and the contracting of this vital position.

As part of this Task Force's mission, a formal Request for Qualifications (RFQ) document has been drafted for public distribution. This document seeks to outline and structure the solicitation of qualifications for the General Counsel role. Within this document is a Scope of Work and qualification requirements, as identified by the Task Force.

Recommendation: The Task Force recommends adopting the accompanying RFQ for public distribution in the solicitation of General Counsel Legal Services.