



Metropolitan Water Reclamation District of Greater Chicago

100 East Erie Street
Chicago, IL 60611

Legislation Text

File #: 18-0295, **Version:** 1

TRANSMITTAL LETTER FOR BOARD MEETING OF MARCH 15, 2018

COMMITTEE ON PROCUREMENT

Mr. David St. Pierre, Executive Director

Authorization to adopt a policy establishing an hourly rate cap for outside legal services procured by the Metropolitan Water Reclamation District of Greater Chicago

Dear Sir:

The Board of Commissioners has requested that a policy be enacted establishing an hourly fee cap for outside legal services.

Contracting for outside legal services by the District has been and continues to be the exception rather than the rule. Legal services are typically handled by in-house legal staff. However, certain specialized legal work that requires unique expertise is sometimes contracted out. In those instances, a policy setting forth an hourly fee cap for outside legal services shall be adopted. It is the intent of the Board of Commissioners to set such fee cap at \$250.00 per hour.

Wherefore, the Board of Commissioners hereby adopts a policy establishing a cap on hourly fee rates paid to outside legal counsel at the hourly rate of \$250.00. The policy further provides that in the event the District is not able to retain the expertise needed at the established cap amount, then subject to Board approval, an increased hourly rate may be paid for such legal work. Any exception to the policy shall be presented to the Board for approval on a case-by-case basis providing the justification for seeking such waiver.

This policy shall apply to all new legal services retained as of the date of enactment of this policy and shall not apply to existing contracts for legal services.

Requested, Susan T. Morakalis, General Counsel, STM:bh

Recommended, David St. Pierre, Executive Director

Respectfully Submitted, Barbara A. McGowan, Chairman Committee on Procurement

Disposition of this agenda item will be documented in the official Regular Board Meeting Minutes of the Board of Commissioners for March 15, 2018