

METROPOLITAN WATER RECLAMATION DISTRICT RETIREMENT FUND REQUEST FOR INFORMATION – FIDUCIARY COUNSEL

This Request for Information (“RFI”) is being requested by the Metropolitan Water Reclamation District Retirement Fund (“MWRDRF”) to receive relevant information from law firms that provide fiduciary counsel to Public Pension and/or ERISA Retirement Plans.

MWRDRF is a pension trust fund for the Metropolitan Water Reclamation District of Greater Chicago (“District”) created in 1931 and administered in accordance with Illinois Compiled Statutes (ILCS) Chapter 40, Act 5, Articles 1, 13, and 20. MWRDRF is governed by a seven-person Retirement Board, made up of four employee members, 2 members selected by the District Board of Commissioners, and one retired member. The powers of the Retirement Board are defined in Article 13 of the Illinois Pension Code.

For more information, please visit our website www.mwrdrf.org.

Scope of Work

The Retirement Board looks for the following legal services relating to their duties as fiduciaries:

- 1) Providing legal advice to the Board of Trustees
- 2) Assisting Fund staff with administrative matters that may need legal advice
- 3) Advising the Retirement Board and relevant administrative staff regarding their fiduciary duties in accordance with the Illinois Pension Code, ethics, Illinois Open Meetings requirements, Illinois Freedom of Information requirements, and other responsibilities as a fiduciary
- 4) Advice regarding policies and administrative rules
- 5) Keeping the Retirement Board and administrative staff up to date on relevant laws
- 6) Providing training to the Retirement Board regarding fiduciary duty and other responsibilities
- 7) Representing the Retirement Board and/or administrative staff in a matter of litigation upon request
- 8) Attending meetings of the Board upon request

If interested, please provide the following information:

Firm Background, Qualifications and Experience

- 1) Firm legal name
- 2) Firm inception year
- 3) Firm office location(s)
- 4) Number of employees
- 5) Number of partners

- 6) Names of partners and years with the firm
- 7) Identify partners owning 7.5% of the firm or more
- 8) Identify attorneys who would provide the services requested
- 9) Provide biographies of such attorneys
- 10) Firm history in providing fiduciary counsel to public pension funds and ERISA plans
- 11) Identify any potential conflict of interest in providing fiduciary counsel to MWRDRF or with the plan sponsor, the District
- 12) Identify public sector or ERISA plan clients added or subtracted over the last 5 years
- 13) Describe your levels and providers of professional liability insurance
- 14) Describe your firm's policies regarding a cyber-attack or security breach
- 15) State any lawsuits your firm has been in regarding the services you provide over the last ten years
- 16) Describe any anticipated litigation in which your firm may be involved

Additional Information

- 1) A sample contract or retainer agreement
- 2) Three client references that you provide fiduciary counsel to
- 3) The firm's employee diversity by identifying the count of male/female and minority employees by total and partner level
- 4) Hourly rates over a three-year period for attorneys and other necessary staff

The MWRDRF looks to gather information regarding providers of fiduciary counsel to discuss with the Retirement Board. Providers that the Retirement Board requests additional information from may be asked meet with Fund staff and/or the Retirement Board.

Please respond to **Jim Mohler, Executive Director**, at mohlerj@mwrdrf.org by **Friday, June 20th**. Any questions can be sent to Jim Mohler at the above address or at (312) 933-2932.

Thank you for your interest.