

**REQUEST FOR PROPOSALS
FOR CITY ATTORNEY POSITION**



**PROPOSALS DUE IN CITY MANAGER'S OFFICE
1 BOBBY GREEN PLAZA, CITY HALL
12:00 P.M., TUESDAY, AUGUST 18, 2020**



Request for Proposals for City Attorney Position

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SECTION I – INTRODUCTION / INFORMATION

A. PURPOSE

The City of Auburndale is actively seeking written proposals for the services of a City Attorney. The City Attorney is the primary legal advisor to the City Commission and City staff. The City Attorney is appointed by and serves at the pleasure of the City Commission. The City Attorney provides legal counsel as described in Section IV, Scope of City Attorney Position.

B. RECEIPT OF PROPOSALS

All proposals to be considered shall be received on or before 12:00 p.m., Tuesday, August 18, 2020. Proposals shall be in a sealed envelope clearly marked with the firm's name and **“REQUEST FOR PROPOSALS FOR CITY ATTORNEY POSITION”** and delivered to the City Manager's Office in City Hall at 1 Bobby Green Plaza, Auburndale, FL 33823 or mailed to P.O. Box 186, Auburndale, FL 33823.

The responsibility for obtaining, completing, and submitting this request for sealed written proposals to the City of Auburndale's City Manager's Office by the deadline shall be solely and strictly the responsibility of the Proposer. Proposals received after the time and date stipulated shall be considered non-responsive.

The City of Auburndale requests one (1) original written proposal marked “Original”, with nine (9) sets marked “Copy”. The format of all written proposals is described in Section III.

C. CONTACT INFORMATION

Should any attorney interested in submitting a proposal have any questions regarding this position, its responsibilities, or fee schedule, do not hesitate to contact Jeff Tillman, Assistant City Manager at (863) 965-5530 or by email at jtillman@auburndalefl.com

SECTION II – TIMELINE FOR SELECTION OF CITY ATTORNEY

August 6 – 12, 2020	Advertisement of Request for Proposals in the Ledger
August 18, 2020 at 12:00 P.M.	Proposals Due in City Manager’s Office
August 24, 2020 at 11:00 A.M.	Special Meeting, if necessary, to Select Candidates for Interview
August 31, 2020 at 7:00 P.M.	Special Meeting for Interviews and Possible Selection
September 3, 2020 at 7:00 P.M.	Regular Meeting for Selection and Contract Approval

ADVERTISEMENT PUBLISHED IN THE LEDGER AUGUST 6 – 12, 2020

REQUEST FOR PROPOSALS **FOR CITY ATTORNEY POSITION**

CITY ATTORNEY FOR AUBURNDALE, FLORIDA. The City of Auburndale is actively seeking proposals from attorneys to provide legal services to the City on a continuing basis as City Attorney. Written proposals, including qualifications, experience, and fee schedule must be received in the City Manager’s Office at 1 Bobby Green Plaza, no later than 12:00 p.m., Tuesday, August 18, 2020. All proposals received will be opened at that time. The City Commission will select candidates for interview at a special meeting on August 24, 2020. Interviews are scheduled for 7:00 p.m. on August 31, 2020. Should any attorneys like to receive a Request for Proposals packet or have questions regarding this position, its responsibilities, or the fee schedule, do not hesitate to call Jeff Tillman, Assistant City Manager, at (863) 965-5530.

SECTION III – PROPOSAL FORMAT

Written proposals are to be submitted accompanied by pertinent information relating to the law firm's experience, qualifications, personnel, availability and capability to provide and perform all of the professional services necessary in a complete, effective and timely manner. In addition to the pertinent information above, each written proposal shall include:

1. Identification of the Principal and Secondary Representatives: Provide the names of the persons that will provide primary professional legal services to the City (as City Attorney) and those that will act in a back-up capacity. Identify any known schedule conflicts in which the back-up attorney will be required to provide regularly scheduled services due to the ongoing unavailability of the primary City Attorney.
2. Qualifications: Identify by name and provide a statement of qualifications and experience of all attorneys that will provide legal services to the City under the proposed contract.
3. Work Load: List any scheduled commitments on the part of the primary or back-up designees (e.g. meeting requirements of other municipalities or government entities represented by your firm) that may conflict with the meeting schedule for the City.
4. Proximity of local office serving the City of Auburndale and date office was established.
5. Identify potential conflicts of interest that the firm might incur while rendering services.
6. Fees and Charges: Indicate the hourly rates charged for attorney services and paralegal services (if billed separately). Also include proposed billing rates of any ancillary legal services, office expenses, travel and miscellaneous expenses (i.e. are these expenses included in the hourly rates specified above or are they billed separately?).

Firms will be evaluated based on the above criteria. Firms are advised to include all pertinent qualifications, experience, fees and requirements of the RFP.

Top qualified firms / individuals will then be invited to formal interviews with the City Commission. If selected, a formal contract will be negotiated with the selected firm / individual(s).

In order for a proposal to be evaluated and considered, all requested information must be submitted with the proposal. Incomplete proposals will be subject to disqualification.

SECTION IV – SCOPE OF CITY ATTORNEY POSITION

1. General requirements include: knowledge and experience as to a broad range of legal issues pertaining to municipal government law including, but not limited to: Florida’s Sunshine Law and Public Records Law; knowledge and experience with land use law, including comprehensive planning, zoning, and PUD’s; knowledge and experience with community development and community redevelopment agencies; knowledge and experience in the areas of general litigation, administrative hearings, and appeals; ability to provide legal opinions and advice to City Commissioners, City Manager, Assistant City Manager, Department/Division Heads, and general employees; ability to communicate effectively with City officials, staff and the public; highly developed legal writing skills; and ability to present ideas and programs both orally and in writing.
2. Attendance at all meetings of the City Commission, including Workshops.

The meeting schedule is as follows:

City Commission 7:00 PM 1st & 3rd Monday of each month

The City Attorney shall represent the Commission, provide appropriate legal advice and/or written opinions, as necessary, and provide parliamentary guidance concerning the conduct of each of the meetings of the Commission. The City Attorney shall attend City Commission workshops, City Commission meetings and other meetings as directed by the City Commission when items under consideration warrant legal input.

3. Draft and/or review ordinances, charter amendments, resolutions, contracts and correspondence and provide legal advice or written opinions to City staff on matters related to their official duties.
4. The City Attorney shall be a lawyer admitted in and having authority to practice in all courts of the State of Florida, as well as United States District Courts, Court of Appeals, and the Supreme Court.
5. As required to do so by the City Commission or the City Manager, the City Attorney shall prosecute and defend for and on behalf of the City on all complaints, suits or controversies in which the City is a party. Specifically, the City Attorney is responsible for prosecuting and defending the City in civil action when no counsel is

provided by liability insurance or when the City's exposure exceeds its insurance coverage. The City Attorney may also represent an employee or elected official who is individually named in a suit as a result of execution of official duties of the City.

6. As requested, the City Attorney will provide staff assistance and legal counseling relating to the acquisition or sale of real property in review or preparation of deeds, easements and title searches.

7. The City Attorney will review as requested by City staff or City Commissioners situations in which said laws or rules can reasonably be construed to impact the City's interest.

8. The City Attorney is to maintain files and provide the City Clerk copies of pertinent pleadings and orders in all litigation the City Attorney is handling.

9. The City Attorney must possess the ability to maintain satisfactory work relationships with the City Commissioners, City Manager, Assistant City Manager, Department/Division Heads, general employees, and the public.

10. The City Attorney will keep the City Commission and City staff informed of new laws or judicial opinions that could affect the City in any way.

11. Perform other such professional duties as may be required.