

CITY OF MEXICO BEACH  
FLORIDA  
LEGAL SERVICES RFP 2024-02

I. INTENT

The City of Mexico Beach seeks qualified law firms or individuals to serve as a contracted City Attorney and provide other legal services encompassing the traditional scope of work required by a Florida municipality. The selected attorney will provide legal services to the City through its City Council and its City Administrator and will occasionally work with other employees and consultants of the City. The attorney will attend most City Council meetings, draft ordinances, resolutions, and provide legal assistance to all City departments in their conduct of City business.

Preference will be given to those submittals demonstrating extensive successful experience in Florida municipal and land use law. In addition, preference will be given to submittals demonstrating experience with hurricane or other disaster recovery and knowledge of federal and state disaster reimbursement processes and rules. For information about City of Mexico Beach, visit [www.mexicobeachfl.gov](http://www.mexicobeachfl.gov).

II. TERM AND CONTRACT

The contract resulting from this RFP will be for an indefinite term, but terminable at any time by the City Council. The City Attorney will be required to provide thirty (30) days written notice of resignation. The City shall be invoiced monthly and be provided detailed itemized statements on a monthly basis. Compensation will be on a monthly flat fee basis as detailed by Section V. of this RFP and as further agreed by the parties. Other contract details will be as negotiated by the parties and memorialized by a formal written contract.

III. SCOPE OF WORK

Under the proposed agreement, the City Attorney will provide the following services:

1. Provides legal advice, attorney services, and consultation to the City Administrator, City Council, department heads, boards and commissions, and all levels of City government on a wide variety of civil assignments, including but not limited to: general municipal law, labor law, general state and federal laws relating to City government, public disclosure issues, laws against discrimination, ordinance and resolution development and interpretation, housing, subdivision and land use law, economic development activities including development, redevelopment, enforcement, and property/real estate law, contract law, environmental law, franchise law, municipal leases, purchasing and procurement, trial activity, and tort law. City Attorney's advice includes methods to avoid civil litigation;
2. Answers requests for legal opinions, in writing and verbally. Prepares written legal opinions as requested. Availability to answer staff questions by telephone;
3. Appears before courts, magistrate hearings and administrative agencies to represent the City's interests;

4. Works cooperatively with any special legal attorney retained by the City for special projects. Coordinates with other special attorney, as needed, to assure proper management of legal issues, and proper coordination and transition of legal information among special attorney;
5. Provide guidance and legal advice on the Sunshine Law, Robert's Rules of Order or other meeting procedures, and Board rules and procedures;
6. Assists City officials and employees to maintain awareness of ethical standards and appearance of fairness standards, and to avoid potential conflicts of interest, prohibited transactions and the appearance of prohibited transactions;
7. Prepares and reviews ordinances and resolutions for legal correctness and acceptability;
8. Prepares and reviews contracts, leases, and other documents for legal correctness and acceptability;
9. Reviews and redrafts various City policies for legal correctness and acceptability;
10. Attendance at meetings of any Board, Local Planning Board or Commission, or Committees, as requested. Attendance at other meetings when requested;
11. Performs other legal services and tasks, as requested.

IV. CONTRACT ETHICS

1. No elected official or employee of the City who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.
2. The attorney or firm shall not accept any client or project that places it in a conflict of interest with its representation of City of Mexico Beach. If such a conflict of interest is subsequently discovered, the attorney shall notify the City immediately.

V. PROPOSAL REQUIREMENTS

All proposals shall contain the following information:

1. Firm or Individual's Experience

Provide a description of the proposed City Attorney's background and expertise relevant to city attorney work in Florida. If the applicant is a multi-attorney firm, provide a brief background history of the firm, the number of attorneys employed, which attorneys would be assigned to Mexico Beach's work, and which attorney would be the primary City Attorney. Additionally, describe the availability, if any, of back-up attorneys in case of illness, turnover, or other loss of personnel. If the firm has multiple locations, specify which offices are intended to be assigned to Mexico Beach's work. You may also submit any additional information you feel will be helpful to the City in evaluating your qualifications to serve as City Attorney.

## 2. Proposed Fee Structure

Provide a proposed monthly flat fee designed to cover the City's general needs. State separately any work excluded from the monthly flat fee (*e.g.* litigation) and provide the compensation structure for such work. Also, state separately the rate for any other cost items proposed to be itemized and billed (*i.e.* photocopying, Westlaw, or Lexis fees, overhead factor, *etc.*). The City reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the City, including cost.

## 3. References

- Provide a reference list of three (3) recent (within five years) local municipal government clients. If local municipal government clients are not available, other major clients may be submitted. Particular attention will be given to local municipal government client references. Please provide contact information including address, phone number and e-mail address.
- The City may contact any other known governmental clients, whether offered as references or otherwise, to obtain information that will assist the City in evaluating this Proposal.
- The City retains the right to use reference information to make selection decisions. Submittal of a proposal is agreement that the city may contact and utilize such information.

## 4. Conflict of Interest

Indicate whether your firm currently represents, or has represented in the past three years, any client whose representation may conflict with your ability to serve as City Attorney for the City of Mexico Beach. In particular, indicate whether your firm currently represents, or has represented in the past two years, contractors who have done work for the City of Mexico Beach in the past two years or who are likely to work for the City in the future. Also, indicate if your firm currently represents any real estate developers doing business within, or anticipating doing business within, the City of Mexico Beach.

It is neither the City of Mexico Beach's responsibility nor practice to acknowledge receipt of any proposal. It is the responder's responsibility to assure that a proposal is received in a timely manner. The City will not reimburse any expenses incurred by the responder including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at interviews.

The City of Mexico Beach reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all respondents, and further reserves-the-right-to-select the proposal which furthers the best interests of the City of Mexico Beach. Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal's opening.

VI. HOW TO SUBMIT PROPOSAL

Submissions must be submitted to Tammy Brunson, City Clerk, as hard copies contained in a sealed package or envelope. The exterior of the package or envelope must be labeled LEGAL SERVICES PROPOSAL, RFP 2024-02.

The entire proposal and other components requested in this document must be received by **2:00 p.m. CST, Thursday, March 28, 2024**. The City reserves the right to continue to receive proposals after the due date if none of the originally submitted proposals are acceptable and to select from proposals submitted after the due date.

Documents can be mailed or hand-delivered to:

**City of Mexico Beach  
Attn: Tammy Brunson, City Clerk  
201 Paradise Path  
Mexico Beach, Florida 3245  
t.brunson@mexicobeachfl.gov**

VII. CLARIFICATIONS

Should any responder find discrepancies in or omissions from this request for proposals or should any responder be in doubt as to the meaning of any requirement or instruction, questions should be directed to:

Chris Hubbard, City Administrator  
City of Mexico Beach  
201 Paradise Path  
Mexico Beach, Florida 32456  
850-648-5700  
c.hubbard@mexicobeachfl.gov

Clarifications of any questions received will be sent to all interested parties or will be posted on the City's website. The City of Mexico Beach shall not be responsible for any oral instructions. Interested parties must notify the City of Mexico Beach of any omissions or errors in this document prior to the submission deadline so a corrective addendum may be issued in a timely manner to all interested parties.

VIII. SELECTION

The City will select the proposal that the City Council determines is in the best interest of the City considering the qualifications and experience of the proposer and the compensation amount and details proposed. Preference will be given to those submittals demonstrating extensive successful experience in Florida municipal and land use law. In addition, preference will be given to submittals demonstrating experience with hurricane or other disaster recovery and knowledge of federal and state disaster reimbursement processes and rules.

The City Council intends to review all proposals or a short list of the proposals during its City Council April 9 at 9: 00 a.m. meeting. If the City decides to short list the proposals in advance of the April 9, 2024 City Council meeting, the city will form a selection committee for that purpose, which will meet publicly to determine the short list. The City Council may choose to decide final rankings on April 9, 2024 or make that decision at a later date. If the City chooses to conduct interviews with the proposers or of the short-listed group of proposers, the City intends for this to occur on date to be determined and the City will notify selected proposers in advance of the interviews. If the City chooses to conduct interviews, the proposers' interview performance and responses will be considered in the City Council's selection decision.

After selecting a top ranked proposal, the City will attempt to negotiate an acceptable contract with that top ranked proposer. If the City is unable to agree to a contract with the top rank proposer, the City will commence negotiations with the next highest ranked proposer.

The City reserves the right to continue to receive proposals after the normal due date stated by this RFP if none of the originally submitted proposals are acceptable and reserves the right to select from proposals submitted after the due date in such event.