



Micanopy, Seminole Chief

**TOWN OF MICANOPY  
REQUEST FOR PROPOSAL (RFP)  
ATTORNEY**

Date Issued: February 15, 2017

Inquiries, Contact Person, and Instructions: Debbie Gonano, Town Administrator  
706 NE Chokolka Blvd., PO Box 137  
Micanopy, FL 32667-0137  
(352) 466-3121  
Email Address: [townhall@micanopytown.com](mailto:townhall@micanopytown.com)  
Email is the preferred method of communication.  
Deadline: March 14, 2017 at 12:00pm

I. GENERAL INFORMATION.

- A. Purpose. The intent of the RFP is to contract for legal services to be provided for the Town of Micanopy.
- B. Who May Respond. Attorneys who are currently licensed to practice law in the State of Florida.
- C. Instructions on Proposal Submission. Proposals must be submitted no later than March 14<sup>th</sup> at 12:00pm. It is the responsibility of the Proposer to ensure that the proposal is received by the Town by the date and time specified above. Late proposals will not be considered. It is neither the Town's responsibility nor practice to acknowledge receipt of any proposal.
  - 1) Proposers shall not contact any Commissioner, other employee, or representative of the Town with respect to this RFP. Nor shall the Town be bound by any information that is not expressly contained within this RFP or that is not properly developed, noticed, and issued. Failure to comply with this requirement will result in disqualification of the proposal.
  - 2) Conditions of Proposal. All costs incurred in the preparation of a proposal responding to the RFP will be the responsibility of the Proposer and will not be reimbursed by the Town.
  - 3) Instructions to Proposers. Your proposal should be submitted to the Contact Person listed above. Proposals must be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information: "RFP – Legal Services."
  - 4) Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.
- D. Right to Reject. The Town reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in the RFP.
- E. Notification of Award. It is expected that a decision selecting the successful Firm will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Firm, all Proposers submitting proposals to this RFP will be informed, in writing, of the name of the successful Firm.
- F. Contract Award. The Town reserves the right to:
  - 1) Make an award without further notice.
  - 2) Reject any and all proposals received in response to the RFP and to waive irregularities and informalities in the submittal and evaluation process.

- 3) Waive or modify procedural and administrative irregularities due to honest or unintentional mistakes as identified in proposals received.
- 4) Negotiate with the Firm(s) responding to this RFP, consistent with the objectives stated.

## II. PROPOSAL CONTENTS.

The Proposer should have legal experience dealing with municipal matters, including knowledge of zoning and land planning matters. The Proposer shall, as a minimum, include the following:

- A. Legal Experience. Describe legal experience, including names, addresses, contact persons, email addresses and telephone numbers of at least three clients.
- B. Firm Organization. Organization size, structure, areas of practice, and office location(s).

## III. SCOPE OF SERVICES.

The Proposer shall be readily available to perform the following legal services, as requested by the Mayor or Town Commission:

- A. Retainer Services. The following services are included under the amount paid as a flat monthly fee:
  - 1) Attendance at the regular meetings of the Micanopy Town Commission and the Micanopy Planning & Historic Preservation Board.
  - 2) Attendance at special meetings of the Micanopy Town Commission and the Micanopy Planning & Historic Preservation Board at the request of the Mayor or majority of the Town Commission.
  - 3) Preparation of ordinances and resolutions when requested by the Mayor or majority of the Town Commission.
  - 4) Preparation and/or review of all contracts, proposed amendments to the Town Charter, Code of Ordinances, Land Development Code, and proposed amendments to the Comprehensive Plan for legal sufficiency.
  - 5) Providing legal advice to the Town Commission and Town employees on matters of concern when authorized by the Mayor or a majority of the Town Commission.
  - 6) Monitoring litigation where the Town is a party but represented by other counsel when requested by the Mayor or a majority of the Town Commission.
  - 7) Preparation of leases, real estate purchases, and sales contracts.
- B. Non-Retainer Services. The following services are outside the retainer and will be billed separately, should the Mayor or majority of the Town Commission authorize same:
  - 1) Representing the Town in any litigation, whether in state or federal court or brought under the Administrative Procedures Act, Public Employees Relations Commission Act, or any other administrative proceedings.
  - 2) Preparation of municipal financing matters and any other services not specifically included in the retainer services specified above.

## IV. PROPOSAL EVALUATION.

- A. Submissions of Proposals. All proposals shall include an original and seven (7) copies.
- B. Evaluation Procedure and Criteria. The Mayor and Town Administrator will review the proposals and make recommendations to the Town Commission for final approval. The Mayor and Town Administrator may request a meeting with some qualified Proposers prior to the final selection. Proposals will be reviewed in accordance with the following criteria:
  - 1) Cost.
  - 2) The Proposer's experience with similar clients and legal matters.
  - 3) Level of experience of the Proposer.
  - 4) Proposed approach to scope of work.
  - 5) Response from references.
  - 6) Interviews, if conducted.

V. COST.

The Proposer shall include a flat monthly fee that shall be based on routine matters as described above and an hourly fee for non-retainer services. The Town reserves the right to negotiate with the Proposer on the structure of the billing and/or retainer fee.

VI. DEALING WITH THE TOWN.

- A. No employee of the Town who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions which affect his or her direct or indirect personal or financial interest.
- B. It is a breach of ethical standards for any person to offer, give or agree to give any Town employee, Commissioner, or for any Town employee, or Commissioner to solicit, demand, accept, or agree to accept from another person or Firm, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.
- C. At no time before the public meeting of the Town Commission when the decision is to be made which Proposer, if any, is successful, shall any Proposer or anyone acting on behalf of a Proposer, contact any Commissioner, any employee or representative of the Town (other than the Town Administrator) with respect to this RFP. Failure to comply with this requirement will result in disqualification of the proposal.