

**TOWN OF REDINGTON SHORES
REQUEST FOR PROPOSAL AND FEES
SELECTION OF CITY ATTORNEY**

SCOPE OF SERVICES

Requirements:

The Town of Redington Shores is soliciting proposals from qualified Florida attorneys at law in regard to the legal representation of the Town of Redington Shores as outlined below.

All applicants must be a member of The Florida Bar in good standing and have at least five (5) years of Florida Municipal Government legal experience, including litigation. Florida Bar Certification in City, County and Local Government Law is desirable, but most importantly the Town seeks applicants from a broad range of experience in governmental law, including but not limited to, the organization and regulation of municipal government, intergovernmental relationships, land use and zoning, law enforcement, Provisions Supplemental to Criminal Procedure Law (FSS 932), forfeiture and emergency medical services and environmental regulation and compliance. Applicants experienced in all of these fields of governmental law are encouraged to apply. Additionally, applicants must be fully informed in all matters related to compliance with all laws relating to government in the sunshine and public records.

All applicants must have experience in litigation and administrative procedures and the ability to oversee, coordinate and work with outside specialty law firms.

The Attorney selected from the applicants will be required to enter into a three (3) year contract to provide legal services for the Town with two (2) additional three (3) year renewal clause(s). The contract would be terminable on ninety (90) days notice from either party, except that legal counsel would be required to continue in said position after the foregoing ninety (90) days notice until such time as the Town retains other suitable legal counsel. The Town may elect to enter into a contract with a law firm, but the Town will require that one (1) member of such law firm be designated the Town Attorney within the contract, and that person specifically shall perform and be responsible for all functions relating to Town legal work. Reasonable delegation of particular matters to others in the firm may be permitted with approval of the Town Commission.

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Monthly Services under Lump Sum Retainer/Hourly Fee:

The Town Attorney shall provide the Town the following monthly services under a lump sum retainer or hourly fee as quoted:

1. Attendance at all regular Commission meetings. Attendance at all Special and Emergency Commission meetings barring court hearing conflicts or short notice hearings where less than a four(4) hour notice is given legal counsel.
2. Attendance at all workshops and Town Board meetings when requested.
3. Preparation of Ordinances and Resolutions as requested by staff for the Town Commission.
4. Research and preparation of legal opinions and advice to the Town, its elected officials and appointed managers, including consultations by phone or in person.
5. Consultation for all municipal legal matters, as necessary, with elected Town Officials and appointed managers, except for employee labor and employment law matters.
6. Provide legal representation in the form of opinion letters/legal representation letters. (examples: bond issues, annual audit, etc.)
7. Provide approval/disapproval of all contracts to which the Town is a party.

Services under Hourly Rate Fee Structure:

1. Litigation: (State, Federal or Administrative) on behalf of the Town.
 - a. When specifically directed by the Town Commission to file a suit(s).
 - b. When the Town is sued and there is no insurance applicable to the matter.
 - c. When the Town Commission specifically directs legal counsel to intervene in a legal proceeding, or directs legal counsel to appeal any administrative or court decision, arbitration or mediation matter.

FEE STRUCTURE

The Attorney proposing to provide the following legal services shall detail the fees for services as follows:

- A. (1) Monthly lump sum retainer fee, or \$_____
- (2) Hourly fee for services not covered below \$_____
- B. Litigation – Hourly Rate \$_____
- C. Review Bonds/Note Issue – Hourly Rate \$_____
- D. Travel – Hourly Rate \$_____
- Per Diem \$_____

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ATTACHMENT A

***(PLEASE LABEL THE ANSWERS TO THE FOLLOWING QUESTIONS AS ATTACHMENT "A" AND
PLACE IN THE SAME NUMERICAL ORDER)***

The Attorney seeking to provide contract services as the Town Attorney shall provide the Town with the following minimum information listed below.

1. Name and Size of Firm, address of principal office and address of satellite offices (if any).
2. Names of partners, associates and any special counsel.
3. Name and resume of specific individual seeking Town Attorney status and other individuals who would be assigned from the firm to represent the Town if approval is granted and a statement of percentage of work experience in this area by all such identified attorneys.
4. Statement regarding the firm's experience in representing a city, county or other local government agency in the State of Florida during the past five (5) years. Describe that experience and list the cities, counties, governmental agencies, dates of representation and the outcome of the cases. Provide at least five (5) references with addresses and telephone numbers.
5. Statement whether the firm is capable of representing the Town of Redington Shores in both the state and federal courts.
6. Municipal or governmental law experience:
 - (a) Describe the nature and type of work handled for firm clients.
 - (b) List specific litigation experience that the firm and its individual attorneys have had in the past five (5) years.

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- (c) List examples of current clients and description of the type of work and nature of the firm's representation.
 - (d) Describe the outcome of the above case(s).
- 7. A statement that the assigned attorney/firm is not in arrears to the Town upon any debt, fee, tax or contract or is not a defaulter, as surety or otherwise, upon any obligation to the Town.
- 8. Provide a full copy of the professional liability policy and the professional liability claims history with the firm.

The successful firm will be required to sign a standard Town Indemnification and Hold Harmless Agreement and to provide and maintain evidence of \$1,000,000 Commercial General Liability Insurance and \$5,000,000 Professional Liability Insurance throughout the length of any agreement. The Town shall be named as an additional insured and certificate holder on such policies.
- 9.
 - (a) Please list all cases or any other type of litigation or adversarial proceedings in which proposer or the firm has taken a position in opposition to the Town of Redington Shores, any of its agencies or boards or any Town Official or employee in his/her official capacity, in the past five(5) years.
 - (b) Is there any potential or actual conflict of interest relative to the firm's current or previous activities in representing the Town of Redington Shores?
 - (c) Is there any confidential information relative to the firm's previous activities that could interfere with the representation of or create a conflict of interest with the Town of Redington Shores?

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10. Please discuss any pending or potential litigation against your firm and/or assigned attorneys. Describe any enforcement actions that have occurred against your firm and/or assigned attorneys by any city, state or federal agency, or any professional association.
11. Details of all Bar (Florida or otherwise) complaints over the previous ten (10) years as to any of the assigned attorneys, including status and resolution.
12. Please provide any additional information your firm deems appropriate.

RFP due by 3:00 p.m. Friday, September 3, 2021. Please address to Town Clerk, Mary Palmer, 17425 Gulf Blvd., Redington Shores, FL 33708 or at townclerk@townofredingtonshores.com