

**REQUEST FOR QUALIFICATIONS AND PROPOSALS  
FOR LEGAL SERVICES**

**Riviera Beach Community Redevelopment Agency**

**Board of Commissioners  
Julie A. Botel, Ed. D., Chair  
Douglas Lawson, Chair Pro Tem  
Shirley Lanier, Commissioner  
Tradrick McCoy, Commissioner  
KaShamba Miller-Anderson, Commissioner**

**Jonathan E. Evans, Executive Director**

**PUBLIC NOTICE**

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY  
REQUEST FOR QUALIFICATIONS AND PROPOSALS**

**LEGAL SERVICES**

**RFQ No. \_\_\_\_\_-21**

The Riviera Beach Community Redevelopment Agency (the “RBCRA”) seeks a qualified attorney or law firm interested in providing legal services to the RBCRA, as its General Counsel. The General Counsel will provide legal advice on a variety of legal matters, including but not limited to, legal advice during meetings of the RBCRA Board of Commissioners, its committees or task forces, contract negotiations, drafting and reviewing development agreements, managing real estate transactions, etc.

**Completed Responses must be delivered** to the RBCRA, 2001 Broadway, Suite 300, Riviera Beach, Florida 33404, **no later than** \_\_\_\_\_ . Any Responses received after the above date and time or delivered to a different address or location will not be considered.

This RFQ document will be available for download on \_\_\_\_\_, 2021 and may be obtained by visiting the RBCRA’s website at [www.rcra.com](http://www.rcra.com), or the City of Riviera Beach’s website at [www.rivierabeach.org](http://www.rivierabeach.org).

The RBCRA reserves the right to reject any or all proposals and to waive technicalities, if such measures are deemed appropriate and in the best interest of the RBCRA. Any proposal received after the date and time specified, whether by mail or otherwise, will not be accepted or considered. Any uncertainty regarding the time a proposal is received will be resolved against the proposer.

## **SECTION 1 - INTRODUCTION**

The Board of Commissioners of the Riviera Beach Community Redevelopment Agency (CRA Board) invites interested law firms and/or attorneys to Statements of Qualifications (SOQ) to provide general legal services to the RBCRA. The CRA Board will award one contract to a single firm or a single attorney to represent the RBCRA as its General Counsel.

## **SECTION 2 – SCOPE OF SERVICES**

The CRA Board is seeking an attorney or law firm who will be responsible for the following duties including, but not limited to:

- Providing legal advice and counsel to the CRA Board, the RBCRA and all of its officers in matters relating to their official duties.
- Attending all meetings of the CRA Board.
- Advising, researching, assisting and rendering written opinions to the RBCRA on a wide variety of legal areas including but not limited to: redevelopment law, general municipal law, special district law, general state and federal laws, real estate law, Sunshine Law, public records law, and contract law relating to redevelopment, special districts, intergovernmental and rules and regulations.
- Conducting research and analysis of specific legal questions, prepares memoranda, opinions and position papers upon requests.
- Advising, researching, and assisting the RBCRA on a wide variety of legal areas including, but not limited to: grants, budgets, bonds, acquisition and disposition of land, tax increment collection, appropriateness of expenditures, public disclosure issues, land leases, purchasing and procurement, and laws and legal opinions related to the undertaking and administration of redevelopment in the State of Florida.
- Preparing, reviewing, or advising on all contracts, bonds, and all other legal and official instruments in which the RBCRA is concerned and shall endorse of each his approval of the form and correctness.
- Assisting the RBCRA in preparation, drafting, revisions of resolutions, contracts and amendments to contracts, leases, policy and procedural manuals, and other legal documents at the request of the CRA Board or Executive Director.

## **SECTION 3 – CONTENTS AND FORMAT OF SUBMITTAL**

Responses are to be prepared and submitted in the following format. All submittals must be on 8 1/2” x 11” paper, neatly typed on one side only, with normal margins, and spacings.

### **3.1 Contents of Submittal**

#### **1. Cover Page**

Show the attorney and/or firm name, address, telephone number, name of contact person, date and RFQ number.

#### **2. Letter of Transmittal**

Provide general background information about the attorney or about the law firm and attorneys, with focus on the area(s) of activity in which representation is sought, and as to the size and experience of the firm in these specified areas.

**3. Qualifications**

Must be licenses with the State of Florida and be in good standing the Florida Bar Association.

At least ten (10) years' experience practicing law in the State of Florida, including at least five (5) years' experience with representing one or more community redevelopment agencies and/or municipalities in Florida is preferred.

**4. Fee Structure**

Provide all fees and costs to be charged including hourly rates. The hourly rate quoted should include all salary and compensation, and all overhead expenses, profits and other employee costs, including but not limited to clerical and wood processing expenses. List all expenses proposed to be billed in addition to legal fees and the basis for such expense.

**3.2 Submission Process**

Proposer shall submit one (1) printed original, Six (6) printed copies, and one (1) copy submitted electronically on a USB drive storage device, CD or DVD. Said proposal must be submitted in a labeled and sealed envelope and delivered to the following address:

**Riviera Beach Community Redevelopment Agency**  
**2001 Broadway, Suite #300**  
**Riviera Beach, FL 33404**  
**Attn: Sherley Desir – Office Manager**

Responses must be clearly marked on the outside of the package referencing:

RFQ No. \_\_\_\_-21  
LEGAL SERVICES FOR THE  
RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

Responses are due no later than \_\_\_\_\_. Responses received after the date and time stated in the RFQ will not be accepted and shall be returned unopened to the Proposer.

## **SECTION 4: EVALUATION/SELECTION PROCESS**

### **4.1 Evaluation/Selection**

The RBCRA will develop a list of attorneys and/or firms based upon the responses to this RFQ. Responses will be reviewed and evaluated by the RBCRA staff. Price will not be the controlling factor in selecting firms for the list, but price will be a factor in making work assignments. An attorney and/or firm is not entitled to be placed on the list or entitled to work solely on the basis of submission of a low price quotation. The RBCRA will evaluate the responses based on the legal needs of the RBCRA at any given time. The decision to retain outside counsel will be that of the RBCRA.

Upon selection of a firm by the CRA Board, the CRA Board or their designee, shall enter into negotiations with the top ranked proposer. At the conclusion of the negotiations with the individual or firm, an agreement will be submitted to the CRA Board for approval.

The RBCRA reserves the right to accept or reject any or all submissions, requests for resubmissions and to enter into negotiations with Respondents as warranted. The RBCRA reserves the right to award a contract to the individual or firm whose submissions are most advantageous to and in the best interest of the RBCRA. The RBCRA shall be the sole judge of which submission is in its best interest.

The RBCRA shall further reserve the right to waive and determine the nature of any minor irregularities. A minor irregularity is a variation from the solicitation, terms and conditions, which do not constitute a failure to substantially comply with requirements, set forth in this request. A Respondent may not modify its statement after submission.

### **4.2 Public Records**

Once opened by the RBCRA, a response to this RFQ is public record under Chapter 119, Florida Statutes. Any Respondent awarded a contract under this solicitation will be required to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Respondent in conjunction with such contract.