

SECTION 1 - INTRODUCTION

The Board of Commissioners of the Riviera Beach Community Redevelopment Agency (CRA Board) invites interested law firms and/or attorneys to submit 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:

- a. Providing legal advice and counsel to the CRA Board, the RBCRA and all of its officers in matters relating to their official duties.
- b. Attending all meetings of the CRA Board.
- c. 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.
- d. Conducting research and analysis of specific legal questions, prepares memoranda, opinions and position papers upon requests.
- e. 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.
- f. 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.
- g. 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 spacing.

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 of any individual(s) that will be involved with advising the RBCRA and the rate at which their time will be billed to the RBCRA. 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 administrative processing expenses.

5. References

Provide the names and contact information of at least three (3) representative clients, preferably public entity clients, for which the Primary Attorney or firm currently or has previously served as similar counsel.

6. Required Disclosures

The following questions must be answered as part of your proposal with respect the attorney, or to any firm, and its primary attorney for this matter.

- A. Do you have any potential conflicts of interest or any arrangement or relationships, formal or informal, which may be interfere with your ability to provide independent, unbiased advice to the RBCRA?
- B. Are there any investigations, lawsuits, or administrative proceedings involving you that the RBCRA should be aware of in considering your capacity to represent the RBCRA?

3.2 Submission Process

Proposer shall submit one (1) printed original, five (5) 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
RFQ No. 1027-21-2 - Legal Services for the RBCRA

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

Responses are due no later than **May 3, 2021 by 3:00p.m.** 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 RBCRA may require a firm/attorney to provide additional written or oral information to clarify responses. Additionally, the RBCRA or the CRA Board may require proposers to interview or make oral presentations.

Upon selection of a firm by the CRA Board, the CRA Board or their designee, may 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, with or without discussion or negotiation. 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.

SECTION 5: EVALUATION CRITERIA

The following elements represent the evaluation criteria that will be considered during the evaluation process:

<u>EVALUATION CRITERIA</u>	<u>MAXIMUM POINTS</u>
A. Responsiveness to the RFP.	
1. Requested information is provided and the response is thorough	10
B. Qualifications	15
C. Firm's or attorney's ability to provide the services; expertise; past performance.	40
1. Background and experience in providing work identified in the Scope of Work	
2. Past/Prior Performance performing work described in the Scope of Work	
3. Capacity to meet CRA's needs in a timely manner	

D. Price/Fee Structure

20

E. References

15

Total

100**SECTION 6: GENERAL PROVISIONS****6.1 Proposer's Responsibility**

Before submitting a response, each Proposer shall be solely responsible for making any and all investigations, evaluations, and examinations, as necessary, to ascertain all conditions and requirements affecting the full performance of the contract.

6.2 Costs Incurred by Proposers

All expenses involved with the preparation and submission of Proposals, or any work performed in connection therewith, shall be the sole responsibility (and shall be at the sole cost and expense) of the Proposer, and shall not be reimbursed by the RBCRA.

6.3 Relationship to City

It is the intent of the RBCRA, and Proposers hereby acknowledge and agree, that the successful Proposer is an independent contractor, and that neither the Proposer, not the Proposer's employees, agents, partners, joint venturers, and/or contractors, shall not under any circumstances, be considered employees or agents of the RBCRA. Proposers must disclose any professional financial, and familial relationships with any persons employed directly or contractually by the RBCRA.

6.4 Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not:

- Submit a proposal on a contract to provide goods or services to a public entity; submit a proposal on a contract with a public entity for the construction or repair of a public building or public work;
- Submit proposals on leases of real property to a public entity;
- Be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and
- Transact business with any public entity in excess of the threshold amount provided in Section 287.017, FS, for Category Two (currently \$35,000) for a period of 36 months from the date of being placed on the convicted vendor list.

6.5 Public Records

In accordance with Chapter 119, Florida Statutes, and, except as may be provided by Chapter 119, Florida Statutes, and other applicable State and Federal Laws, all Proposers should be aware that the RFP and the responses thereto are in the public domain and are available for public inspection and copying. If the Proposer is asserting that certain information in its Proposal is confidential