



Florida's Dynamic
Waterfront Community

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

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MEMORANDUM

TO: HONORABLE CHAIR AND MEMBERS, CRA BOARD OF COMMISSIONERS, RIVIERA BEACH, FLORIDA

FROM: JONATHAN EVANS, MBA, MPA, ICMA-CM
EXECUTIVE DIRECTOR, CRA

DATE: JULY 14, 2021

SUBJECT: CONTRACT FOR CRA LEGAL SERVICES

REQUEST TO THE BOARD

Staff is requesting approval of a Resolution authorizing a contract with the Pittman Law Group for the provision of Legal Services for the Community Redevelopment Agency, for a term of three years.

CONTRACT SUMMARY

The proposed agreement shall commence on July 14, 2021 and shall run for a term of three years, ending on July 14, 2024, unless terminated earlier as set forth in the contract. The firm will receive a monthly retainer of \$10,000 which will apply for the first 40 hours of Services. Any additional Services will be billed at the rate of \$250.00 per hour for each attorney. The funding is approved in the CRA's annual budget.

The Services provided include attending all CRA meetings and providing legal advice and counsel to the CRA and all of its officers in matters relating to their official duties. Pittman Law Group will advise, research and render written opinions on a wide variety of legal areas as required by the CRA. The firm will also prepare, review, and advise on all contracts, bonds, and all other legal and official instruments in which the CRA is concerned, including resolutions, leases, and other legal documents.

BACKGROUND/SUMMARY

Pursuant to direction provided by the Community Redevelopment Agency (CRA) Board of Commissioners, staff provided the CRA attorney's existing letter of engagement for the purposes of discussion at the January 13, 2021, CRA Board meeting. At that meeting the Board directed staff to develop a solicitation for CRA attorney's to be considered at the February CRA Board meeting. On January 26, 2021, the Executive Director circulated by email the draft RFQ for Legal Services to the CRA Board for review.

On February 24, at the CRA Board meeting, the Board of Commissioners discussed and authorized the issuance of a solicitation for legal services for the CRA. RFQ 1027-21-2 was issued on March 3rd by the CRA, and proposals were due on May 3, 2021. The CRA received four (4) proposals in response to the solicitation. The RFQ was advertised in the Legal Section of the Palm Beach Post on March 3, 2021, and advertised on the CRA and City website. Additionally, the RFQ was posted on DemandStar.

Proposals were received from Pittman Law Group, Fox Rothschild, J. Michael Haygood, and the Center for Professional Legal Services. The proposals were reviewed by the procurement department, and on May 14, 2021, a staff evaluation committee meeting was held to review the written proposals in accordance with the evaluation criteria outlined in the RFQ. The committee was comprised of both CRA and City staff. The top staff ranked firms were: J. Michael Haygood, Fox Rothschild, and Pittman Law, of which all were invited to make Oral Presentations before the Board at the June 9th, 2021, CRA Meeting. The firm Fox Rothschild withdrew from consideration before the meeting.

On June 9, 2021, the CRA Board considered presentations from the Pittman Law Group, and J. Michael Haygood P.A., and selected the Pittman Law Group as the highest ranked firm. The CRA Board directed the CRA Executive Director, and City Attorney Dawn Wynn to negotiate a contract with the Pittman Law Group for review at the next CRA Board Meeting.

RECOMENDATION

Staff recommends approval of the proposed Resolution authorizing a contract for Legal Services with the Pittman Law Group.

ATTACHMENTS

Resolution & Contract with Pittman Law Group