

**REQUEST FOR LETTER OF INTEREST  
FOR  
MUNICIPAL CODE ENFORCEMENT MAGISTRATE  
AND HEARING SERVICES**

**INQUIRIES AND PROPOSALS SHOULD BE  
DIRECTED TO:**

Virginia M. Walton, Town Clerk  
155 F Road  
Loxahatchee Groves, FL 33470

**Town of Loxahatchee Groves, Florida  
561-793-2418**

**I. General Information.**

**A. Purpose.** This request for Letter of Interest (RLI) is to contract for municipal code enforcement magistrate and hearing services to be provided to the Town of Loxahatchee Groves (TOLG), Florida for the annual period beginning October 1, and ending September 30, of each year. The Magistrate will hear code compliance, lien certification, and lien reduction matters on a monthly basis, subject to need. The hearings will be held at Town Hall Offices during normal business hours. The initial term will be from the commencement date (Council contract approval) through September 30, 2018 and subsequently renewed by Council action each year not later than May 31.

**B. Who May Respond?** Only attorneys, who specialize in municipal law, who are currently licensed to practice law in Florida and maintain an office within the counties of Palm Beach, Martin, or Broward, or law firms including such attorneys, may respond to this RLI.

Responders affirm that she/he is both an attorney and has been a member in good standing with The Florida Bar for a minimum of five (5) years and that she/he has some experience in zoning and land use law, building control, Code enforcement, and/or administrative law.

**C. Instructions on Proposal Submission.**

**1. Closing Submission Date.** Proposals must be submitted no later than **1:00 pm, on August 16, 2016**. Any submission received after the date and hour of closing for receipts shall be rejected and returned to the submitter unopened.

**2. Inquiries.** Inquiries concerning this RLI should be mailed to:

Virginia M. Walton, Town Clerk  
155 F Road  
Loxahatchee Groves, Fl. 33470

**3. Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RLI will be the responsibility of the Offeror and will not be reimbursed by the Town of Loxahatchee Groves, Florida, (herein referred to as TOLG).

**4. Instructions to Prospective Contractors.** Your proposal should be addressed as follows:

**Virginia M. Walton, Town Clerk  
Town of Loxahatchee Groves  
155 F Road  
Loxahatchee Groves, Fl. 33470**

**It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:**

**Request for Letter of Interest  
1:00 P.M., August 16, 2016  
Sealed Proposal for Municipal Magistrate Services**

Failure to do so may result in premature disclosure of your proposal and elimination from consideration. It is the responsibility of the Offeror to insure that the proposal is received by TOLG, by the date and time specified above. Late proposals will not be considered.

**5. Right to Reject.** TOLG reserves the right to reject any and all proposals received in response to this RLI. A contract for the accepted proposal will be negotiated and drafted based upon the factors described in this RLI.

**6. Notification of Award.** It is expected that a decision selecting the successful applicant (Magistrate) will be made within four (4) weeks of the closing date from the receipt of the proposals. Upon conclusion of final negotiations with the successful Attorney and/or Firm, it is expected that the contract shall be approved to be concurrent with Town's fiscal year (October 1 to September 30). The initial term will be from the commencement date (Council contract approval) through September 30, 2018 and subsequently renewed by Council action each year not later than May 31 for the following fiscal year.

The Town is flexible with regard to an offer of a contract for work performed, for specific services and a per hour rate for items not expressed in the retainer.

**D. Description of Entity.** TOLG is a municipal corporation chartered by the State of Florida in Palm Beach County. TOLG has an annual budget of approximately \$1.8 million and is governed by a five member Town Council, which meets about 24 times a year. TOLG has no employees. TOLG contracts all of the functions of a local municipal government. Town Hall offices are located at 155 F Road.

TOLG's vision states that the TOLG will continue to protect its natural environment and rural character in the midst of an urbanizing region. The Town will continue to be rural residential and agricultural community that has a great respect for lifestyle choices balanced with historical community needs. This is reflected in a cost effective, minimal government structure that strives to protect the environment and our quality of lifestyles.

**II. Scope of Services.** The Offeror shall be readily available to perform the services as the Town's code enforcement magistrate.

Offeror shall be prepared to submit detailed billing statements for all magistrate services, billed at an hourly rate, if any, broken down into time increments of no more than a tenth of an hour.

Offeror shall attend and preside over Code Compliance Hearings. Offeror also understands and acknowledges that additional hearings may be scheduled depending on the Town's needs and volume of pending cases.

The Offeror will promptly review, approve, and sign Orders arising from findings and decisions made during the hearings.

**III. Proposal Contents.** The Offeror, in its proposal, shall as a minimum, include the following:

**A. Magistrate Experience.** The Offeror should describe their experience, including the names, addresses, contact persons, and telephone numbers of at least three clients.

The Offeror affirms that she/he is both an attorney and has been a member on good standing with the Florida Bar for a minimum of five (5) years.

The Offeror affirms that she/ he have some experience in zoning and land use law, building control, code enforcement, and/or administrative law.

B. Organization, Size, Structure, and Areas of Practice. If the Offeror is a member of a firm, it should describe its organization, size, structure, areas of practice, office locations, and which Attorney would represent the Firm as primary Magistrate for Loxahatchee Groves. The Special Magistrate must provide the Town with proof of professional malpractice insurance.

#### C. Price

The Offeror's proposed price should include information on the hourly billing rates of the applicant and charges for expenses, if any, such as legal, research, copies and faxes.

**TOLG reserves the right to negotiate with the Offeror on the structure of the billing and/or retainer fee.**

#### IV. Proposal Evaluation

A. **Submission of Proposals.** All proposals shall include an original, and seven (7) copies, and a complete compilation in electronic form commonly used such as Adobe. No response to said RLI will be opened prior to the submittal deadline.

#### B. Evaluation Procedure and Criteria.

1. Proposals will be reviewed in accordance with the following criteria:
  - a. Proposed approach to scope of work
  - b. Level of experience of the individual(s) identified on this matter
  - c. The Proposer's experience with similar clients.
  - d. Interviews, if conducted.
  - e. Response from references.
  - f. Cost.

Responses will be provided to the Town Council for their review and determination if proposer interviews are warranted. If so, presentations will be scheduled at a public hearing date of the Council's choosing.