ITEM 4A

To: Honorable Mayor and Village Council

Date: October 11, 2013

From: Ron E. Williams, Village Manager

Re: Village Attorney/Professional Legal Services

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO PROCUREMENT ACTION RFP #2013-001 - REQUEST FOR PROPOSALS FOR VILLAGE ATTORNEY/PROFESSIONAL LEGAL SERVICES; MAKING THE SELECTION OF VILLAGE ATTORNEY AND AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO CONTRACT NEGOTIATIONS WITH THE SELECTED FIRM; PROVIDING AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS:

The Village is not only committed to efficient government administration, but has been serving its residents, businesses and visitors exceptionally well through its dedication and with the assistance of the Village Attorney who also has been committed to providing quality services and/or counsel.

In order to implement the recommended evaluation of the Village Attorney/Professional Legal Services, a Request for Proposals (RFP) No. 2013-001 was issued for qualified firms to obtain Attorney/Professional Legal Services. In fulfilling the needs of the Village and the professional expertise required, the Village intends to retain one (1) Attorney/Firm to provide the Village with Professional Legal Services.

In response to the Village of Palmetto Bay's RFP No. 2013-001, a total of six (6) proposal submittals were received from experienced, talented and highly capable firms. However, three (3) of the six (6) submittals were withdrawn by the respective firms, therefore decreasing the quantity of submittals to three (3).

The following professionals were selected to evaluate and make recommendations regarding RFP No. 2013-001 proposal submittals.

- Lucia A. Dougherty, Esq.
- Murray Greenberg, Esq.
- Ron E. Williams, Village Manager
- Meighan Alexander, Village Clerk

- Darby Delsalle, Village Planning & Zoning Director

The RFP document detailed a selection criterion which was considered during the evaluation process. The criteria for the review are documented in the RFP attached hereto. Each proposal was individually evaluated and the firms were then invited to complete an oral presentation before the committee.

As a result of the evaluation process and deliberations, the selection committee evaluated and ranked the three (3) remaining firms according the criteria listed in the RFP. The results are as follows:

1. Figueredo & Boutsis, P.A.
2. Gray Robinson, P.A.
3. Alayon & Associates, P.A.

At this time it is requested that the Village Council make their final selection of Village Attorney. It is further requested that Village Council authorize the Village Manager to enter into contract negotiations with the selected attorney to provide Village Attorney/Professional Legal Services. This proposed contract will return to the Village Council for final approval.

FISCAL IMPACT:
There is no fiscal impact at this time.

RECOMMENDATION:
Approval of this item is recommended

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, RELATING TO PROCUREMENT ACTION RFP #2013-001 - REQUEST FOR PROPOSALS FOR VILLAGE ATTORNEY/PROFESSIONAL LEGAL SERVICES; MAKING THE SELECTION OF VILLAGE ATTORNEY AND AUTHORIZING THE VILLAGE MANAGER TO ENTER INTO CONTRACT NEGOTIATIONS WITH THE SELECTED FIRM; PROVIDING AN EFFECTIVE DATE.

WHEREAS, in order to implement the recommended evaluation of the Village Attorney/Professional Legal Services, a Request for Proposals (RFP) No. 2013-001 was issued for qualified firms to obtain Village Attorney/Professional Legal Services; and

WHEREAS, in fulfilling the needs of the Village and the professional expertise required, the Village intends to retain one (1) Village Attorney/Firm to provide the Village with Village Attorney/Professional Legal Services; and

WHEREAS, in response to the Village of Palmetto Bay's RFP No. 2013-001, a total of six (6) proposal submittals were received from experienced, talented and highly capable firms; however, three (3) of the six (6) submittals were withdrawn by the respective firms, therefore decreasing the quantity of submittals to three (3); and

WHEREAS, the RFP document detailed a selection criterion which was considered during the evaluation process; and

WHEREAS, each proposal was individually evaluated and the firms were then invited to complete an oral presentation before the committee; and

WHEREAS, as a result of the evaluation process and deliberations, the selection committee evaluated and ranked the three (3) remaining firms according the criteria listed in the RFP; and

WHEREAS, the results are as follows: 1. Figueredo & Boutsis, P.A.; 2. Gray Robinson, P.A.; 3. Alayon & Associates, P.A.; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND VILLAGE COUNCIL OF THE VILLAGE OF PALMETTO BAY, FLORIDA, AS FOLLOWS:

Section 1. The Village Council hereby appoints _____ as their final selection for Village Attorney, further authorizing the Village Manager to enter into contract negotiations with the selected Attorney to provide Professional Legal Services.

Section 2. This Resolution shall become effective immediately.

PASSED AND ADOPTED this _____ day of October, 2013.

Attest: _____

Meighan J. Alexander
Village Clerk

_____

Shelley Stanczyk
Mayor

APPROVED AS TO FORM:

_____

Eve A. Boutsis,
FIGUEREDO & BOUTSIS, P.A., as Office of the Village Attorney

FINAL VOTE AT ADOPTION:

Council Member Patrick Fiore _____

Council Member Tim Schaffer _____

Council Member Joan Lindsay _____

Vice-Mayor John DuBois _____

Mayor Shelley Stanczyk _____