



## **Request for Proposal**

for

## **Legal Services**

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## I. Introduction

The Children's Services Council of Martin County is an independent special district of local government, authorized by Florida Statute 125.901 and created by on June 28, 1988.

The purpose of the Children's Services Council is to plan, coordinate, fund, and evaluate programs and to address public policy issues relating to children in Martin County.

To implement its mandate, the Council is empowered by local referendum (November 8, 1988) to assess an ad valorem tax up to one-half mill (\$0.50 per \$1,000) of non-exempt property evaluation. On November 4, 2014, the Council was reauthorized by 77% of Martin County voters.

The Council is composed of ten (10) members:

Five (5) ex-officio Council Members (appointed by virtue of their office or position), including:

- Juvenile Court Judge
- Member of Martin County Board of County Commissioners
- Member of Martin County School Board
- Circuit 19 Administrator of the Florida Department of Children and Families or his/her designee
- Superintendent of Martin County Schools

And

Five (5) Florida Governor's appointees to serve terms of four (4) years each.

The current members of the Children's Services Council are:

Chair: Angela Hoffman  
Vice-Chair: Joshua Ferraro  
Treasurer: Christia Li Roberts  
Laurel Hopper  
Laurie Gaylord  
Sarah Heard  
Susan Burrows  
Hon. Judge Steven J. Levin  
William Tulko  
James Campo

The Council holds regular meetings every fourth Monday of the month during the calendar year and holds special meetings as needed.

## II. Request

The Children's Services Council of Martin County (CSC) desires to solicit proposals from persons or entities qualified to serve as its general counsel. This is not a full time position and legal services shall be provided on an as needed basis.

## III. Services Required

- Attend all meetings of the Council as deemed necessary.
- Assist in the refining and revising of Policies and Procedures of the Council.
- Assist in the preparation and filing of documents for the Council as required by Florida Statutes.
- Render opinions on public records, ethics and Government in the Sunshine issues.
- Assist in the preparation of documents, such as leases, inter-local agreements, and contracts for goods and services.
- Provide legal advice concerning personnel issues.
- Provide general legal services to the CSC as needed.

## IV. Proposal Procedures

### 1. Submittal Instructions

The CSC will receive proposals from qualified attorneys until 4:30 p.m., Friday, June 7 , 2019. Any proposal sent by U.S. Mail or by any other delivery medium, shall be the proposers responsibility for its timely delivery. Any proposal received after the stated time and date will be returned unopened to the proposer.

Six (6) copies of each proposal must be received in a sealed packet clearly labeled "Request for Proposal – Legal Services" at the CSC office.

The proposal must be delivered to:

Children's Services Council of Martin County  
101 SE Central Parkway  
Stuart, FL 34994

### 2. Proposal Responses

All proposals must include the information requested on the Proposal Form provided on page 7 of this document. Supporting material may be attached for purposed of explanation. All proposals are to be clearly indexed with supporting materials attached.

3. Minimum Qualifications

To be considered, the proposer must be a member in good standing with The Florida Bar and have previous experience providing legal counsel to a local government with preferences given to experience providing legal counsel to a Special District. Florida Bar Certification in City, County and Local Government Law is desirable but not required.

4. Contract Period

The contract period for the legal services will begin upon a mutually agreed date between the proposer and the CSC. The contract will be reviewed yearly and continued by the CSC or until such time either party wishes to terminate the contract.

5. Selection Criteria

Each of the following will be considered to evaluate the proposals:

- A. The completeness and clarity of the response to all required items in the Standard Format.
- B. The qualifications and experience of the proposer in performing similar work.

The Council may require public presentation by proposers regarding their qualifications, approach to the project, and ability to furnish the required services.

6. Proposal Schedule

- |               |  |
|---------------|--|
| May 01, 2019  | Notice of Proposal Legal Ad  |
| May 22, 2019  | All sealed proposals must be received by the CSC office by 4:30 p.m. |
| June 24, 2019 | Anticipated Council Approval   |

7. Pre-Award Expenses

The CSC shall not be liable for any costs incurred by attorney(s) or their firms, related to the response to this RFP.

8. Ownership of Proposal

The CSC operates under the Government in the Sunshine Law and all materials and supporting documentation submitted in response to this RFP become public documents and the property of the CSC.

9. Other Consideration

All questions relating to the Request for Proposal (RFP) shall be submitted in writing to the Executive Director of the CSC. The Executive Director shall make a recommendation to the Council regarding selection of the attorney or firm and shall be responsible for addressing any other matter relating to the proposal preliminary to the award and during the evaluation. Final decision will be based on application guideline and evaluation of the proposal.

**V. General Information**

1. The Children's Services Council of Martin County (CSCMC) is an Independent Special Taxing District created by ordinance by the Martin County Board of County Commissioners in June 1988. The voters of Martin County approved taxing authority by referendum on November 1988 by 62 percent, and on November 4, 2014, voters reauthorized this by nearly 77 percent. The Charter Council was convened in 1989 with the following members: Pamela Black, Jody Bond, Frank Brogan, Mary Dawson, Hon. Judge Stewart Hershey, Joyce Hobson, Betty Kroesen, Pamela Roebuck, Sherry Westerfield, and Dr. Dominic Zaccheo.
2. The Council is the agency head of the District
3. The mission of the Children's Services Council of Martin County is to enhance the lives of the children of Martin County and to enable them to attain their full potential by providing a unified context within which children's needs can be identified and targeted by all children's services agencies throughout the community.
4. The Council currently employs a staff of 12, an Executive Director, a Director of Finance, Director of Program Operations, Administrative Services Manager, Manager of Outreach and Communications, Manager of Planning, Evaluation, and Community Development, (2) Program Specialist, Executive Assistant Program Support, Manager of Finance, Finance Administrative Assistant, and Receptionist.

**VI. CHILDREN'S SERVICES COUNCIL OF MARTIN COUNTY**

**PROPOSAL FOR LEGAL SERVICES**

Face Page

Proposer: Individual Primarily Responsible for Account

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized Signature:

I hereby attest to my authority to submit this Proposal and to bind and perform the required services as per agreement, if selected.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Firm)

\_\_\_\_\_  
(Telephone)

## **PROPOSAL FORM**

1. State the full legal business name and organizational structure including the telephone number and attorney(s) to be assigned to the Children's Services Council of Martin County (CSC) account.
  
2. Provide a Certificate of Good Standing from The Florida Bar for each attorney expected to provide services.
  
3. Describe the educational and professional background, training and experience of the attorney(s) to be assigned to the CSC account. Include membership in professional societies.
  
4. Describe the experience of the firm and the attorney(s) to be assigned to the CSC account in legal matters relating to similar governmental entities.
  
5. Describe the experience of the firm and the attorney(s) to be assigned to the CSC account in legal matter relating to independent special taxing districts.
  
6. Describe the experience of the firm and the attorney(s) to be assigned to the CSC account in legal matters relating to personnel issues.
  
7. Does the firm have the capability to handle all legal matters assigned to it by the CSC or will it have to go outside the firm for consultation? If another firm is used, please identify.

8. Provide a listing of the areas of law within the scope of the firm's practice.
  
9. Explain how the CSC will be kept informed of any changes in law that will affect its operation.
  
10. Explain how the CSC will be kept informed of the status of litigation or other legal matters in which it is involved.
  
11. Provide a written schedule of proposed compensation that includes:
  - Fee for representation of the Council in conjunction with scheduled meetings.
  - Fee for litigation, if different than the above.
  - Fee for performance of routine legal work for the Council, if different from above.
  
12. Submit any additional information not specifically requested above that the proposer deems pertinent to this proposal.