

Board of County Commissioners

Agenda Request

Date of Meeting: June 16, 2009

Date Submitted: June 8, 2009

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator
Timothy P. Barden, Assistant County Administrator
Deborah DuBose, HR and Purchasing Coordinator

Subject: Request Board Approval of Evaluation Team's Ranking of Proposals for Legal Services Request for Proposals (RFP), Approve Nabors, Giblin & Nickerson as the Top Ranked Firm, and Approve the Chairman to Negotiate

Statement of Issue:

This agenda item requests Board approval of the Evaluation Team's ranking of proposals received in response to the advertised Professional Legal Services Request for Proposals (RFP 2009-011), approve the County Administrator to negotiate with the top ranked firm, and authorize the Chairman to execute an Agreement for Services.

Background:

County Attorney Ron Mowrey's existing employment contract with Wakulla County expires in September of 2009 and Mr. Mowrey has indicated that he will not be seeking renewal of his contract. As a result, on March 17, 2009 the Board approved staff to advertise a Request for Proposal (RFP) for Legal Services.

On April 3, 2009 an RFP for Legal Services was released on the County website, the Tallahassee Democrat and the Wakulla News as well as Onvia/Demand Star.

On May 1, 2009 written responses from seven interested firms were received, opened and forwarded to the Board (evaluation team) for rankings.

On May 19, 2009 Board rankings of the seven firms for oral presentations was made and the following firms were notified:

- Messer, Caparello & Self, PA
- Nabors, Giblin & Nickerson
- Penson, Duchemin & Davis
- Bryant, Miller & Olive

On June 2, 2009 the selected firms gave oral presentations to the Board and were asked a series

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of questions. The Board then each independently considered their individual rankings. Once all rankings were finalized by the Board (Attachment #1), they were compiled by staff with the highest ranking firm being Nabors, Giblin & Nickerson.

Analysis:

With the present Legal Services contract ending on September 30, 2009, it is in the best interest of the citizens of Wakulla County for the Board to select the new Legal Services firm as soon as possible so a period of introduction and information may be realized prior to October 1, 2009.

In addition to approving the evaluation team's ranking of proposals and top ranked firm, this Agenda Item requests Board approval for the Chairman with assistance from staff, to negotiate an agreeable contract. Pursuant to the RFP, the Contract for Legal Services will come back to the Board for approval at the July 21, 2009 Board Meeting.

Options:

1. Approve the Evaluation Team's Ranking of Proposals for Legal Services Request for Proposals (RFP), approve Nabors, Giblin & Nickerson as the top ranked firm, and authorize the Chairman with assistance from staff to negotiate.
2. Do not approve the Evaluation Team's Ranking of Proposals for Legal Services Request for Proposals (RFP), do not approve Nabors, Giblin & Nickerson as the top ranked firm, and do not authorize the Chairman with assistance from staff to negotiate.
3. Board direction.

Recommendation:

Option #1

Attachment(s):

1. Final Ranking Matrix for Top Four Respondents.