

# **Board of County Commissioners**

## **Agenda Request**

Date of Meeting: May 19, 2009

Date Submitted: May 14, 2009

To: Honorable Chairman and Members of the Board

From: Benjamin H. Pingree, County Administrator  
Timothy Barden, Assistant County Administrator

Subject: Request for Board Review and Direction regarding the proposals received for Legal Services Request for Proposal 2009-11.

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### **Statement of Issue:**

This agenda item requests Board review and direction regarding the evaluation of proposals received in response to the advertised Legal Services Request for Proposal (RFP), establish date and list of firms to schedule for interview.

### **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 for Legal Services.

The advertised RFP set forth a Scope of Work which provided that the selected firm be qualified to provide a broad range of legal services, including, but not limited to:

- Represent the BoCC at all regular Board Meetings and pre-briefings.
- Provide routine legal services and support.
- Prepare Ordinances, Contracts, Resolutions, Documents, Leases and other papers that the Board may require.
- Prepare documents required for special elections called by the Board.
- Give legal advice and prepare legal opinions as requested/required.
- Provide litigation services.

### **Analysis:**

The RFP was advertised on the County website, the Tallahassee Democrat, the Wakulla News as well as Onvia/Demand Star. Response proposals were due on May 1, 2009. Seven (7) responses were received to the RFP from the following firms, in no particular order:

- Lewis, Longman & Walker.
- Daniel Cox, P.A.
- Messer, Caparello & Self, P.A.
- Broad & Cassel
- Davis, Penson, Duchemin
- Nabors, Giblin & Nickerson
- Bryant, Miller & Olive

The proposals were reviewed on May 1, 2009 and distributed to all Board Members (Evaluation Team) for evaluation. Attachment #1 reflects the current rankings received by Board Members and the total scores for each respondent.

The advertised RFP states that the Oral Presentations will be conducted as deemed necessary by the Board. Once a decision is reached by the Board as to which firms are to be scheduled for Oral Presentations, staff will set up the interviews and take whatever actions are necessary, if any, to notify the public.

**Options:**

1. Review evaluation ratings and select firms to make Oral Presentations at tonight's Board meeting and authorize staff to schedule interviews for the selected firms.
2. Schedule a separate meeting of the Board which will be publicly noticed for discussion of proposal and rankings to determine firms to be interviewed.
3. Board Direction.

**Recommendation**

**Option #3**

**Attachment(s):**

1. Request for Legal Services RFP Initial Ranking Sheet