The City of Bowling Green, Florida is accepting Letters of Interest and Statements of Qualification (SOQs) from attorneys licensed in the State of Florida. The duties would involve serving as Code Enforcement Special Magistrate pursuant to Chapter 162, Part 1, Florida Statutes. Minimum qualification is no less than five (5) years as a licensed attorney, and current license in the State of Florida. Preference will be given to attorneys who have substantial trial, or code enforcement experience. Certification as a CCLG or trial attorney may be considered. The engagement will be on an "as-needed" basis. More than one special magistrate may be chosen to ensure availability when needed. The responding attorney must not be working as an "officer" for any government such that a dual office holding condition would be created. Responding attorneys must include the hourly rate proposed. If the attorney is willing to use law firm staff to act as Special Magistrate secretarial staff for drafting orders, liens, etc., the hourly rate and description of such secretarial assistance must be stated. The Special Magistrate contract will require compliance with§ 119.0701 FS. Draft contract form and scoring sheets providing the factors to be considered by the commission in choosing special magistrate(s) are available through the City Manager and should be considered in drafting the SOQs.

One copy of the Letter of Interest, and eight (6) copies of the SOQs from interested attorneys or firms must clearly marked as "SPECIAL MAGISTRATE SOQ" and be delivered on or before 3:00 p.m., October 31, 2023, addressed to Pamela Durrance, City Manager, 104 E. Main Street, Bowling Green, Florida 33834. Contact the City Attorney, Gerald T. Buhr, at 863-508-7055 if you have other questions. The City reserves the right to reject all proposals.

RFQ #21-13

REQUEST FOR QUALIFICATIONS FOR

LEGAL SERVICES AS CODE ENFORCEMENT SPECIAL MAGISTRATE

CITY OF BOWLING GREEN, FLORIDA

The City of Bowling Green, Florida is accepting Letters of Interest and Statements of Qualification

(SOQs) from attorneys licensed in the State of Florida. The duties would involve serving as Code Enforcement Special Magistrate pursuant to Chapter 162, Part 1, Florida Statutes. Minimum qualification is no less than five (5) years as a licensed attorney, and current license in the State of Florida. Preference will be given to attorneys who have substantial trial, or code enforcement experience. Certification as a CCLG or trial attorney may be considered. The engagement will be on an "as-needed" basis. More than one special magistrate may be chosen to ensure availability when needed. The responding attorney must not be working as an "officer" for any government such that a dual office holding condition would be created. Responding attorneys must include the hourly rate proposed. If the attorney is willing to use law firm staff to act as Special Magistrate secretarial staff for drafting orders, liens, etc., the hourly rate and description of such secretarial assistance must be stated. The Special Magistrate contract will require compliance with§ 119.0701 FS. Draft contract form and scoring sheets providing the factors to be considered by the commission in choosing special magistrate(s) are available through the City Manager and should be considered in drafting the SOQs.

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SPECIAL MAGISTRATE QUALIFICATIONS SCORING SHEET

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Proposing Attorney

Maximum Points

Criteria Points Scored

1. **Respondent Profile** 15 \_\_\_\_\_\_\_

Location of office to serve City

General experience (5-years min. required)

Licensed to practice in the State of Florida (Required)

Insurance

No other positions as officer, and willing to not be officer elsewhere.

2. **General and Specific Experience** 50 \_\_\_\_\_\_\_

Amount and quality of work performed for City in past.

Legal experience with government, zoning, nuisance,

code enforcement

Other relevant knowledge or experience

3. **Litigation** 35 \_\_\_\_\_\_\_

Court or administrative litigation experience

Experience as judge, magistrate, hearing officer etc.,

or another tribunal decision-maker

TOTAL 100 \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Councilmember Date

**ATTORNEY QUALIFICATIONS SCORING SHEET**

**FOR POSITION AS SPECIAL MAGISTRATE**

**Scoring Sheet Instructions**

**Fill in a score for each category and total the sheet. Use one scoring sheet per applicant and fill in your name and the date of the scoring.**

It is best to evaluate Statements of Qualification (SOQ) filed by the applicants and the interviews with the attorneys applying for the special magistrate position as to each of the listed criteria. Although there is no prohibition in reviewing the SOQs at your leisure at home and making notes on those SOQs or other papers to prepare for the interview meeting, if you mark the SOQs, that document becomes a public record and it must, therefore, be marked with your name and given to the clerk for proper record filing at the end of the meeting. In addition, the official scoring sheets ***must not*** be filled out until the interview meeting, as they account for your “vote” on this matter, and therefore, must be done in the “sunshine.”

You should not misuse your legislative authority to mark one or more of the applicants arbitrarily so high or so low that it unreasonably eliminates that applicant or advances other applicants by making other commissioners’ scores irrelevant or less relevant because of your unfairly skewed scores. You also should not independently contact any of the applicants to obtain special information not produced in either the SOQ or public meeting interview.

If you have any questions, please feel free to ask me.

Jerry Buhr, City Attorney