

**City of Oviedo, Florida**  
**Request for Proposals (RFP)**  
**#25-28: Professional Legal Services - City Attorney**



**Due Date: 2:00 p.m., March 25, 2025**

**City Council:**

**Mayor: Megan Sladek**

**Council Member: Keith Britton**

**Deputy Mayor: Natalie Teuchert**

**Council Member: Jeff Boddiford**

**Council Member: Alan Ott**

**City Manager: Bryan Cobb**

**Assistant City Manager: Patrick Kelly**

## Table of Contents

<u>Description</u>	<u>Page No.</u>
Legal Advertisement .....	3
Request for Proposals .....	4
General Terms and Conditions .....	5
Public Records .....	7
Title VI Non-Discrimination .....	8
Anticipated Timetable .....	8
Scope of Services .....	10
Evaluation .....	13
Information to be Included in the Submittal .....	14
Insurance Requirements .....	17
Competitive Solicitation Acknowledgement Form .....	19
Exhibit A – Electronic Submission Instructions .....	20

**LEGAL AD  
CITY OF OVIEDO, FLORIDA  
RFP #25-28**

**Request for Proposals  
Professional Legal Services - City Attorney**

The City of Oviedo is seeking proposals from firms interested in providing Professional Legal Services - City Attorney. The RFP package is available through My VendorLink at [www.myvendorlink.com](http://www.myvendorlink.com), document 25-28. Proposals are due on or before 2:00 p.m. March 25, 2025.

End of Advertisement

Advertise one time: **March 9, 2025**

**CITY OF OVIEDO, FLORIDA**  
**REQUEST FOR PROPOSALS (RFP) # 25-28**  
**PROFESSIONAL LEGAL SERVICES - CITY ATTORNEY**

The City of Oviedo is a municipal corporation organized under a City Manager/ City Council form of government. The City's boundaries encompass sixteen (16) square miles with a current population of 41,934. Additional demographic information is available on the City's website at [www.cityofoviedo.net](http://www.cityofoviedo.net). Operating hours for the City are Monday through Friday, 8:00 a.m. to 5:00 p.m. except for holidays.

The City of Oviedo is seeking the services of firms interested in providing Professional Legal (City Attorney) Services for the City of Oviedo. The Scope of Services is provided on page 11 of this RFP. It is anticipated that the City of Oviedo will contract with one firm to provide the necessary professional legal services.

An Evaluation Committee will review each proposal. The City will select the proposal that the City Council determines is in the best interest of the City considering the qualifications and experience of the proposer and the compensation amount and details proposed.

The selected firm must be registered professionals within the State of Florida with a minimum of seven (7) years of experience practicing law in the State of Florida, of which five (5) years of experience in representing Florida municipal governments is preferred.

The selected firm will be expected to provide all the needed insurance certificates and endorsements per the RFP. The services to be provided will be provided on an as needed basis.

The City of Oviedo shall reserve the right to request the selected firm to engage other individuals or firms for specialized projects, as deemed to be in the best interest of the City of Oviedo.

Under Chapter 119, Florida Statutes, all responses to this RFP shall be considered public record, subject to distribution pursuant to the request for records by any interested party.

**REQUESTING THE RFP DOCUMENT**

The City of Oviedo Procurement Division is the official source to obtain information relating to this RFP.

All documents regarding this RFP are posted utilizing an online bid management system, VendorLink. There is no charge to register with VendorLink and/or to participate in the RFP process. Firms may also make an appointment with the City of Oviedo Procurement Division to obtain such information.

**ON-LINE PROVIDER DISCLAIMER**

Although not required, it is recommended that firms register and maintain their registration with VendorLink at [www.MyvendorLink.com](http://www.MyvendorLink.com). This is a third-party vendor that provides a platform to communicate solicitation information to the Public. VendorLink does not represent the City nor does communications through this provider constitute communications to the City. The City of

Oviedo is not responsible for errors and omissions occurring in the transmission or downloading of any documents from the online website. In the event of any discrepancy between information on this website and the hard copy specifications, the terms of the hard copy specification will control.

#### **AMERICANS WITH DISABILITIES ACT**

Persons with disabilities needing special accommodation at public meetings should contact the Procurement Division at 407-971-5534, no later than seven (7) days prior to the appropriate date on which the accommodation is requested.

#### **GENERAL TERMS AND CONDITIONS**

##### **ASSIGNMENT**

The proposer shall not assign or transfer any contract resulting from this RFP, including any rights title or interest therein, or its power to execute such contract to any person, company, partnership or corporation without the prior written consent of the City.

##### **CANCELLATION**

The City reserves the right to cancel, in whole or in part, any solicitation when it is in the best interest of the City. Availability of all information related to a cancelled solicitation is subject to Chapter 119, Florida Statutes.

##### **COLLUSION AMONG FIRMS**

More than one (1) proposal from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a proposer is involved in more than one proposal submittal will be cause for rejection of all proposals in which such proposer is believed to be involved. Any or all proposals will be rejected if there is reason to believe that collusion exists between proposers. Proposals in which the prices obviously are unbalanced will be subject to rejection.

The proposer, by affixing its signature to this proposal, certifies that its proposal is made without previous understanding, agreement, or connection with any person, firm, partnership or corporation making a proposal for the same services, and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

##### **CONFLICT OF INTEREST**

The award of any contract hereunder is subject to the provisions of Chapter 112, Florida Statutes. Proposers must disclose with their RFP the name of any officer, director, partner, proprietor, associate or agent who is also an officer or employee of City or any of its agencies. Further, all Proposers must disclose the name of any officer or employee of the City who owns, directly or indirectly, any interest in the Proposer's firm or any of its branches or affiliate companies.

### **ELECTRONIC SIGNATURES**

The successful proposer consents and agrees to the execution of documents using electronic signatures as allowed by the provisions of Florida Statutes §668.001-006 – The Florida Electronic Signatures Act of 1996.

### **GOVERNING LAW/JURISDICTION**

The interpretation, effect, and validity of any contract(s) resulting from this RFP shall be governed by the laws and regulations of the State of Florida. Venue of any court action shall be in Seminole County, Florida. In the event that a suit is brought for the enforcement of any term of the contract(s).

### **JUDGEMENTS/LEGAL FINDINGS**

By submitting a proposal for consideration, the proposer affirms that they currently have no judgements or other legal findings nor have any pending judgments or other legal findings against the company or any of its executives, with any federal, state or local governmental entities that in any way could impact or have the potential to impact their ability to complete any contract awarded them as a result of this proposal. Failure to disclose any such judgments and/or findings will result in the termination of any contracts and other penalties as deemed legal and appropriate by the City.

### **DISPUTES**

In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the City of Oviedo City Council shall be final and binding on both parties.

### **LIABILITY**

The City of Oviedo assumes no responsibility for the cost of preparing this Request for Proposals. The selected firm shall hold and save the City of Oviedo, its officers, agents and employees harmless from liability of any kind in the performance of or fulfilling the requirement of the Purchase Order or Contract which may result from award of this RFP.

### **PAYMENT**

In order for the City to provide payment, the selected firm shall submit a fully documented invoice that provides the basic information set forth in the agreement. The invoice shall be submitted to the City within thirty (30) calendar days after the service has been rendered. It shall be understood that such invoices shall not be submitted for payment until such time as the service has been completed and a City representative has reviewed and approved the service.

### **INCURRING COSTS**

The City of Oviedo is not liable for any costs incurred by the submittal of a proposal in response to this RFP. The cost to prepare the proposal and travel to interviews will be the full responsibility of the proposer.

## **PUBLIC RECORDS**

The selected firm will agree to fully comply with all State laws relating to public records. In order to comply with Section 119.0701, Florida Statutes, the selected firm must: (1). Keep and maintain public records required by the City to perform the service, (2). Upon request from the City's custodian of public records, provide the public with a copy of the public records requested or allow the records to be inspected or copied within a reasonable time and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law, (3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of the contract and following completion of the contract term if the selected firm does not transfer the records to the City, (4) Upon completion of the contract term, transfer, at no cost, to the City all public records in possession of the selected firm or keep and maintain public records required by the City to perform the service. If the selected firm transfers all public records to the City upon completion of the contract term, the selected firm shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the selected firm keeps and maintains public records upon completion of the contract term, the selected firm shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City, and (5). If the selected firm does not comply with a public records request, the City shall enforce any and all contract provisions in accordance with the contract and the selected firm shall be subject to all rights and remedies of the City and the public under controlling State law.

A request to inspect or copy public records relating to the contract must be made directly to the City. If the City does not possess the requested records, the City shall immediately notify the selected firm of the request, and the selected firm must provide the records to the City or allow the records to be inspected or copied within a reasonable time. Failure by the selected firm to grant such public access and comply with public records requests shall be grounds for immediate unilateral cancellation of the contract by the City. The selected firm shall promptly provide the City with a copy of any request to inspect or copy public records in possession of the selected firm and shall promptly provide the City with a copy of the selected firm's response to each such request.

The selected firm agrees that if any litigation, claim, or audit is started before the expiration of the record retention period established above, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

**IF THE SELECTED FIRM HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SELECTED FIRM'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (407) 971-5504, ELIANNE RIVERA, CITY CLERK, CITY HALL, CITY OF OVIEDO, 400 ALEXANDRIA BOULEVARD, OVIEDO, FLORIDA 32765, [ERIVERA@CITYOFOVIEDO.NET](mailto:ERIVERA@CITYOFOVIEDO.NET).**

## **STATE REGISTRATION REQUIREMENTS**

Any corporation submitting a proposal in response to this RFP shall be registered with the Florida Department of State in accordance with the provisions of Chapters 607 and 605, Florida Statutes. A copy of the registration may be required prior to award of a contract. Any partnership submitting a response to this RFP shall have complied with the applicable provisions of Chapter 620, Florida Statutes. For additional information on these requirements, please contact the Florida Secretary of State's Office, Division of Corporations, (800) 755-5111 (<http://www.dos.state.fl.us>).

## **TITLE VI NON-DISCRIMINATION**

No person shall on the basis of race, color, national origin, sex, age, disability, family or religious status, as provided by Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992 and other nondiscrimination authorities, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination or retaliation under any program or activity of the City of Oviedo. To view the City's Nondiscrimination Policy, Plan and Procedures, visit the City's web page at [www.cityofoviedo.net](http://www.cityofoviedo.net).

## **ANTICIPATED RFP TIMETABLE**

Release of Request for Proposals:	March 9, 2025
Deadline for Written Questions:	March 18, 2025
RFP Due Date:	March 25, 2025
Anticipated Award Date:	May 2025

All dates are tentative. The City reserves the right to change scheduled dates.

## **QUESTIONS**

All questions concerning this RFP shall be submitted in writing to the name and e-mail address below before.

All responses to questions will be in the form of an addendum that will be posted on VendorLink. Respondents will be required to acknowledge receipt of addenda, if any, on the Acknowledgement of Addenda Form included in this RFP.

Jacqueta Scott  
Procurement Manager  
E-mail: [jscott@cityofoviedo.net](mailto:jscott@cityofoviedo.net)

## **SELECTION OF FIRM**

The City intends to select one firm for the services under this RFP. The selected firm to whom a contract is awarded shall be required to enter into a written contract or agreement with the City.

## **CONTRACT TERM**

The contract resulting from this RFP will be for an indefinite term, but terminable by the City Council with one hundred eighty days (180) written notice. The selected firm will be required to provide one hundred eighty days (180) written notice of termination.



## **SUBMITTAL OF PROPOSALS**

For purposes of this RFP, a sealed proposal is considered a proposal submitted using VendorLink. Proposals must be received no later than March 25, 2025.

To ensure correct formatting, proposers shall:

1. Submit Proposal electronically through VendorLink.
2. Upload files only in MS Word (.doc or .docx), Excel (.xls or .xlsx), Adobe Portable Document Format (.pdf); or Compressed File (ZIP) formats.
3. Enable printing on files submitted.
4. Contact VendorLink technical support at [support@evendorlink.com](mailto:support@evendorlink.com) if technical difficulties arise during submission.
5. Follow all instructions outlined in this RFP and provide all requested information.

An unsigned proposal is not a valid offer, therefore, failure to sign in the space provided on the Competitive Solicitation Acknowledgement Form will result in the proposal being considered non-responsive and rejected. It is not a minor technicality which the City reserves the right to waive. An electronic signature may be used and shall have the same force and effect as a written signature.

The City may ask the selected firm to supply one (1) hard copy set with original, written signatures and original forms, prior to any contract execution. Hard copy proposals should not be submitted unless specifically requested by the City.

## **RESPONSE DUE DATE AND TIME**

All responses are due no later than **March 25, 2025** or as may be revised by written addenda. Proposals not in possession of the City by the due date and time shall be deemed late and shall not be considered for award. The responsibility for submitting a proposal before the stated due date and time is solely and strictly the responsibility of the proposer.

**RFP 25-28 PROFESSIONAL LEGAL SERVICES - CITY ATTORNEY**  
**SCOPE OF SERVICES**

**A. PURPOSE**

The following Request for Proposals (RFP) has been developed to solicit proposals from experienced Law Firms to provide City Attorney Services to the City of Oviedo.

**B. BACKGROUND**

The City is seeking a knowledgeable, well-qualified, licensed Firm, experienced in city, county, and local government law for the provision of legal services as City Attorney for the City of Oviedo, Florida.

The City of Oviedo is a Municipal Corporation with an annual budget in excess of \$100 million, employing over 300 people, operating a police department, fire department, administration, city clerk's office, public information office, human resources department, finance department, development services department, information technology department, recreation and parks department public works department, stormwater utility, water, sewer, and reclaim water utility, parks and facilities. The City is bound by over 100 contracts and interlocal agreements that expire, change, and may be cancelled or extended, with new contracts to be drafted, negotiated, and agreed upon. Local laws are adopted and enforced compelling or restricting certain activities with enforcement by police officers, code enforcement officers, court actions, or other means. The City itself must comply with applicable laws and rules enacted by the State and Federal governments. The governing body meets regularly taking actions on a scheduled agenda with a variety of items that include quasi-judicial determinations. All of this creates a substantial risk for litigation and significant need for legal advice and counsel.

**C. SCOPE OF SERVICES**

The Firm will be required to provide City Attorney services to the City of Oviedo Responsibilities include, but are not limited to:

1. The Firm is required to be knowledgeable in a variety of legal areas including, but not limited to, the following areas listed below, and other areas as described in this RFP:
  - a. Administrative matters and proceedings;
  - b. City Charter and City Code of Ordinances issues;
  - c. Code Enforcement;
  - d. Procurement and Contract Law;
  - e. Drafting and reviewing Ordinances and Resolutions;
  - f. Federal, state and City of Oviedo ethics laws;
  - g. Constitutional Law;
  - h. Other Federal, State and City of Oviedo laws;
  - i. Land Use and Zoning;
  - j. Litigation in State and Federal Courts;
  - k. Municipal leases and agreements;
  - l. Public Records, and Sunshine Law matters.

2. Attendance at all meetings of the City Council and select boards and agencies.
  - a. The City Attorney will represent the City Council at each of its meetings, provide appropriate legal advice and written opinions as necessary and provide parliamentary guidance concerning the conduct of each of the meetings.
  - b. The City Attorney will attend City Council Workshop sessions as needed.
  - c. The City Attorney will attend Local Planning Agency (LPA) meetings and represent the LPA.
  - d. The City Attorney will attend Local Planning Agency Workshop sessions as needed.
  - e. The City Attorney will attend meetings of the Code Enforcement Magistrate and represent the City upon request.
  - f. The City Attorney serves as the Community Redevelopment Agency (CRA) Governing Board attorney and will attend all CRA Governing Board meetings upon request.
  - g. Attend City Committee meetings or other meetings as requested by the City Council or the City Manager when items under consideration warrant legal guidance.
3. The City Attorney will draft and review ordinances, charter amendments, resolutions, contract documents, and correspondence; assist in review and preparation of agenda items for meetings; provide legal consultation on some City insurance matters; provide legal advice and, written opinions to the City Council and City Manager upon request on matters related to their official duties; perform all duties and functions imposed by general and special laws upon City attorneys; prepare or review and approve deeds, and other legal instruments affecting or pertaining to the City or in which the City is a party. Monitor the performance of any duties assigned to other counsel provided there is no conflict.
4. The City Attorney will provide legal advice, attorney services, and consultation to the City Council, City Manager, department heads, boards and committees, and all levels of City government on a wide variety of civil assignments, including but not limited to: general municipal law, general state and federal laws relating to City government, public disclosure issues, laws against discrimination, ordinance and resolution development and interpretation, housing, subdivision and land use law, economic development activities including development, redevelopment, enforcement, and property/real estate law, contract law, environmental law, franchise law, municipal leases, purchasing and procurement, trial activity, and tort law. City Attorney's advice includes methods to avoid civil litigation
5. As requested, the City Attorney will provide the City Council, City Manager, and City Staff with assistance and legal counsel relating to the acquisition, lease or sale of real property, and in the review and preparation of deeds, easements, title searches and various real estate documents.
6. Review Invitation to Bid, Requests for Proposals, Request for Qualifications, procurement documents, and respond to protests or questions in accordance with law.

7. The City Attorney will perform other legal research and provide legal advice as requested by the City Council, City Manager, and department heads and will stay abreast of new and proposed state and federal legislation affecting the City.
8. The City Attorney will answer requests for legal opinions, in writing and verbally, prepare legal opinions as requested, and be available to answer questions by telephone.
9. The City Attorney will review, draft, and redraft City policies for legal correctness and acceptability.
- 10. The City Attorney shall not accept any client or project that places it in a conflict of interest with its representation of the City of Oviedo. If such conflict of interest is subsequently discovered, the City Attorney shall notify the City immediately.**
11. The City Attorney must comply with the provisions of Chapter 119, Florida Statutes (Public Records Law).
12. The City Attorney will provide periodic status reports as requested by City Council and the City Manager, including a quarterly litigation report.
13. Performance of professional duties and functions as may be required by ordinance or resolution of the City Council.
14. Provide legal services for such matters not covered by paragraphs above, but which necessitate legal advice or representation by the City Attorney, as determined by the City Council.

#### **D. MINIMUM QUALIFICATION AND EXPERIENCE**

The proposal must demonstrate that the Firm has sufficient capabilities, resources, and experience to provide the Services under this RFP. Any Firm who fails to meet all of the following minimum qualification requirements may be noted as "NON-RESPONSIVE". Those qualifications are as follows:

##### **1. LICENSING REQUIREMENTS**

To be considered a responsible and responsive Proposer for the Scope of Work set forth in these bid documents, the Firm must possess the following:

- a. The Firm must be licensed to do business in the State of Florida. Submit Sunbiz report with its company registered as active.
- b. All Firm attorneys must be in good standing with the Florida Bar.
- c. All Firm attorneys must be properly registered to practice their profession and licensed to engage in the practice of law in the State of Florida at the time of proposal submission. The Firm must submit copies of the requisite Licenses for the primary City Attorney and primary back-up attorney(s).

## **2. EXPERIENCE REQUIREMENTS**

The Firm must have Municipal City Attorney experience and demonstrate the following:

- a. Immediately preceding the time of appointment, must possess a minimum of seven (7) years' experience practicing law in the State of Florida, of which a minimum of five (5) years of experience in representing Florida municipal governments is preferred.
- b. Experience providing legal services to local governments in the areas listed in this RFP.
- c. Experience representing local governments as well as experience in coordinating and managing the work of other Law Firms retained for areas of specialized expertise.
- d. References: At a minimum, Firm must provide at least five (5) references of municipal government clients or other governmental agencies to which it has provided said Services. References must be representatives of Florida jurisdictions to which the Firm is currently providing, or has provided, Services within the last five (5) years. References must be submitted on the form provided with this RFP.

## **E. FEES FOR SERVICES**

The Monthly General Legal Services cost includes the review of standard documents and response with comments.

In addition, the Monthly General Legal Services cost includes all telephone calls/texts/teleconference/video conference/correspondence with individual City Council Members, members of the CRA, the City Manager, City Clerk, City Staff, individual City Board members and Committee members.

The City will not be charged for travel time to and from the City, or any travel related fees or expenses to and from the City (i.e., tolls, mileage, air fare, etc.) whether providing legal services under the Monthly Retainer or when billing hourly for non-retainer work.

## **EVALUATION**

Received proposals will be reviewed and evaluated by the Evaluation Committee members. The Evaluation Committee will consider each proposal and the decision will be made on the determination of the best fit for the City's needs.

A selected group of proposers may be required to make an oral presentation to the Evaluation Committee and/or City Council. Such presentation will provide an opportunity for the proposers to clarify the information provided in their response. Oral presentations, if any, will be considered in conjunction with submitted data by the Evaluation Committee. Additional details of the oral presentation process will be provided at such time the Evaluation Committee decides they are required.

## **INFORMATION TO BE INCLUDED IN THE SUBMITTAL**

Proposals shall include concise description of ability to meet the RFP requirements. In order to facilitate the proposal review process, and maintain a structural similarity with the evaluation criteria, it is required that proposals be organized in the manner specified below providing separate sections as delineated. At a minimum, include all information requested herein in your proposal.

### **Section 1: Cover Letter, Table of Contents and Required City Forms**

1. **Cover Letter:** Maximum two pages outlining why the City should select your Firm. Identify who will be the point of contact, including their email address. Identify the Primary Attorney and in which office they are located.
2. **Table of Contents:** Include a clear identification of the proposal content by section and by page number.
3. **Required Forms:**
  - Competitive Solicitation Acknowledgement Form
  - Acknowledgment of Addenda (*if applicable*)

### **Section 2: Required Documents**

1. **Firm Eligibility:** Include the following to reflect the minimum requirements; firm must be registered professionals within the State of Florida and must have a minimum of seven (7) years of experience practicing law in the State of Florida, of which five (5) years of experience in representing Florida municipal governments is preferred.
  - a. **Professional Licenses and Certifications:** Include copies of all professional licenses and/or certifications and proof of active State of Florida registration with the Division of Corporations (sunbiz.org).
  - b. **Brief description of history of firm,** including list of additional attorneys', former firm names operated under by members of the firm. Indicate age of firm and number of years operation in Florida.

### **Section 3: Experience and Qualifications of the Firm**

1. Describe the Firm, the areas of practice, number of attorneys, years in operation, experience in the practice of Florida municipal law, and other background or experience which may be helpful in evaluating the proposal.
2. Identify the specific experience of the Firm in specialized areas, including but not limited to municipal issues including open meetings, Freedom of Information Act (FOIA), Government in the sunshine, elected official, municipal finance, land use, CRA and zoning matters, growth management, environmental law, inter-local agreements, building Code, personnel, and any additional legal areas that will identify the focus of the Firm.
3. Provide a list and description of Firm ownership and principal office location.
4. Provide a list of all judgments or lawsuits against the Firm or each Firm attorney to be assigned to provide services, including the nature of each judgment or lawsuit and its resolution.

5. Provide a list of all lobbyist(s) employed by the Firm, and the local agencies, entities, and general areas before which, and in which they lobby.
6. **List any clients currently represented by the Firm that could cause a conflict of interest with responsibilities to the City. Describe how the Firm will resolve these and any future conflicts of interest.**

#### **Section 4: Experience and Qualifications of Proposed Staff**

1. Designate the primary attorney to be assigned as Oviedo's City Attorney and describe the amount of time such City Attorney will devote to the City of Oviedo.
2. Designate the backup attorney(s) to be assigned and describe when the services of the backup attorney(s) will be used to provide services to the City of Oviedo.
3. Provide information as to each of the individual attorney's experience in representing local government entities. That is, identify all current (and for the past five (5) years) municipal, county, or other governmental agencies for which the Firm has provided legal counsel or advice, and the relationship between the Law Firm and each individual attorney, and the identified entity.
4. Identify the specific experience of the Firm in all phases of Florida land use law. Identify the specific experience of the Firm in specialized areas, including but not limited to, municipal issues including parliamentary procedures, open meetings, FOIA, Government in the Sunshine, elected official, municipal finance, land use, zoning, growth management, environmental law, interlocal agreements, Building Code, personnel, and any additional legal areas that will identify the focus of the Firm.
5. Name and resume of the attorney who will be assigned as City Attorney for the City of Oviedo. Also, the name and resume of the back-up attorney(s) who will assist and attend any of the City Council meetings or other meetings, to include the following:
  - a. Whether a member is in good standing of the Florida Bar, and if so, identify the date of admission.
  - b. If a member in good standing of other bars, identify state and date of admission.
  - c. The area of practice concentration relative to the area of service required by the City, including experience in municipal law.
  - d. Please state as to each attorney that is certified in city, county, and local government law by the Florida Bar.
  - e. Please state as to each attorney whether such attorney is rated by any national rating service and the rating of each attorney.

#### **Section 5: References**

1. Provide five (5) references for services provided similar to those requested in this RFP.

#### **Section 6: Approach to Providing Legal Services to the City of Oviedo**

Firm approach methodology to providing the Services requested in this RFP:

1. Provide a description of the Firm's approach that will be used and the manner in which the Respondent proposes to provide legal services to the City, to include but not limited to, objectives, scope, methodology, after hours availability, etc. Describe how the Firm and the primary City Attorney would structure the working relationship between the City Attorney's Office, the City Council, and the City Manager's Office.



2. Provide a description of the Firm's approach towards providing proactive legal services, which will minimize claims and litigation, and measures that will be used to stay within an established budget.
3. Provide a description of the Firm's approach to conflict resolution.
4. Describe the Firm's experience with the Florida Code Of Ethics For Public Officers And Employees, and ethics generally.
5. Describe the approach to transition legal services from the current Firm, include legal strategy implications and objectives and financial implications.
6. Currently the City of Oviedo engages outside counsel in the areas of labor and employment law, pension matters (not pension board representation), and bond counsel. Please describe the Firm's preferred approach in these areas of expertise and any other areas of expertise where the use of special outside counsel is anticipated.
7. Statement on how the workload of the City of Oviedo will be accommodated and what kind of priority it would be given.
8. The City of Oviedo's current Legal Services Firm will close its doors as of May 31, 2025. Please provide a transition plan and timeline for legal services for the City.

### **Section 7: Fee Proposal**

Identify in the response the compensation or fees sought and, if applicable, the methodology to be used for charging the City on a monthly basis. The City is requesting fees to be submitted for at least one of the following options:

1. **Option "A"** – retainer/fixed fee cap (with a complete and detailed explanation of what it covers and what is not covered) plus hourly fees for litigation, special projects, or both, if not covered by a retainer. Please quote a fixed retainer fee to be charged for general governmental services and identify the items that are to be covered by the retainer. Also, clearly note any items the firm would not provide as part of the retainer services and that the firm prefers to bill on an hourly basis. State separately the rate(s) for any other cost items proposed to be itemized and billed (e.g., use of paralegals, photocopying, etc.). Be specific.
2. **Option "B"** – hourly fees for all work (no retainer/fixed fee). Please specify the dollar amount of hourly fees and costs the firm will charge for providing legal services to the City. For the hourly fees portion of the proposal, the firm should identify the hourly rate of the person to be designated as the City Attorney and the hourly rate of each back-up attorney and support personnel, such as paralegals. Identify the minimum increment of time billed for each service (e.g., telephone calls, correspondence, conferences). The City seeks billing increments of one quarter of an hour or greater. If there are any services routinely performed at no cost, list those services.
3. **Option "C"** – Proposer's choice. Clearly and thoroughly explain any billing methodology the Proposer wishes to utilize. Use any combination of retainer and hourly rates that the Proposer chooses to deliver the requested services.



## CITY OF OVIEDO INSURANCE REQUIREMENTS

The selected Firm for all Requests for Proposals (RFP) will be required to name the City as an additional named insured with the following minimum coverages.

- A. **Workers' Compensation** insurance as required by the State of Florida, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
- B. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- C. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Firm has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
- D. **Umbrella/Excess Liability** insurance that attaches at least to the General Liability & Auto Liability for Underlying coverage. Combination of primary limits and Umbrella/Excess to total \$5,000,000 per occurrence & \$5,000,000 aggregate.
- E. **Professional Liability/Malpractice Insurance (Errors and Omissions)** Insurance appropriates to the Firm's profession, with limit no less than \$5,000,000 per occurrence or claim, \$5,000,000 aggregate.
- F. **Cyber Liability Insurance** the Firm shall provide coverage with limits not less than \$1,000,000 per occurrence or claim, \$1,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Firm in this agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

If the Firm maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Firm. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

### **Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

### **Additional Insured Status**

The City, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Firm including materials, parts, or equipment furnished in connection with such work or operations. General

liability coverage can be provided in the form of an endorsement to the Firm's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).

### **Primary Coverage**

For any claims related to this contract, the Firm's insurance coverage shall be primary insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Firm's insurance and shall not contribute with it.

### **Notice of Cancellation**

Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the City.

### **Waiver of Subrogation**

Firm hereby grants to the City a waiver of any right to subrogation which any insurer of said Firm may acquire against the City by virtue of the payment of any loss under such insurance. Firm agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

### **Self-Insured Retentions**

Self-insured retentions must be declared to and approved by the City. The City may require the Firm to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the City.

### **Acceptability of Insurers**

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Entity.

### **Claims Made Policies**

If any of the required policies provide coverage on a claims-made basis:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Firm must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

### **Verification of Coverage**

Firm shall furnish the Entity with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to Entity before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Firm's obligation to provide them. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

## Competitive Solicitation Acknowledgement Form

<b>City of Oviedo, Florida</b> <b>RFP No.: 25-28</b> <b>Professional Legal Services - City Attorney</b>	<b>Submit Response To:</b> Procurement Department Attn: Jacqueta Scott, Procurement Manager 400 Alexandria Blvd. Oviedo, Florida 32765 <a href="mailto:jscott@cityofoviedo.net">jscott@cityofoviedo.net</a>
<b>Due Date and Time: March 25, 2025 2:00 PM (EST)</b>	
<b>Respondent Information</b>	
Company Name	Federal Employer Identification Number or SS Number:
Mailing Address	Type of Entity (Circle One)  Corporation    Partnership    Proprietorship    Joint Venture
City, State, Zip Code	Incorporated in the State of:
Corporate Address	What kind of business:      “For Profit” or “Not for Profit” Is Firm in good standing:      Yes or    No
City, State, Zip Code	Authorized to transact business in Florida:      Yes or    No State of Florida Department of State Certificate of Authority
Telephone No.	Document No: _____
Toll Free No.	Email Address:
List Principals (Print):  President: _____ Vice President: _____ Secretary: _____ Treasurer: _____ Other: _____ Other: _____	

*I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm or persons submitting an offer for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud.*

*I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the responder and that the responder is in compliance with all requirements of the competitive solicitation, including but not limited to, certification requirements.*

*In submitting an offer to the City of Oviedo, the responder offers and agrees that if the offer is accepted, the responder will convey, sell, assign or transfer to the City all rights, title and interest in and to all causes of action it may now hereafter acquire under the Anti-trust laws of the United States for price fixing relating to the particular commodities of services purchased or acquired by the City.*

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

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

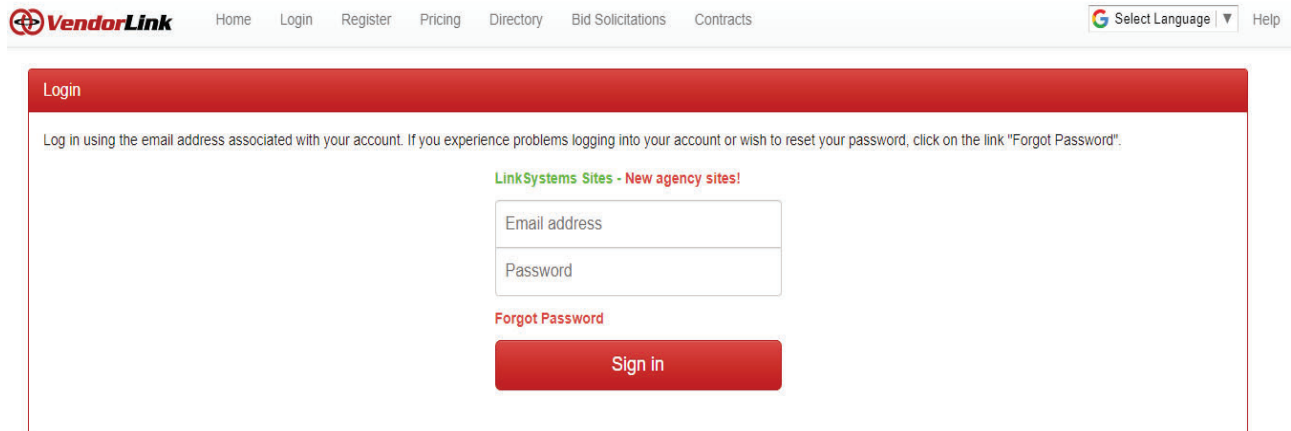
Date: \_\_\_\_\_

All services, programs and activities of the City of Oviedo are offered and solicited without regard to race, color, national origin, age, sex, religion, disability or family status. For information regarding the City's Title VI Nondiscrimination Policy, Plan and Procedures please visit [www.cityofoviedo.net](http://www.cityofoviedo.net)

# VendorLink Electronic Bid Submission Instructions

**Step 1: Go to [www.myvendorlink.com](http://www.myvendorlink.com) website.**

**Step 2: Log Into Vendorlink System using registered user e-mail & password.**



The screenshot shows the VendorLink website's login interface. At the top, there is a navigation bar with the VendorLink logo and links for Home, Login, Register, Pricing, Directory, Bid Solicitations, and Contracts. On the right side of the navigation bar, there is a 'Select Language' dropdown menu and a 'Help' link. Below the navigation bar, the main content area has a red header with the word 'Login'. Below the header, there is a message: 'Log in using the email address associated with your account. If you experience problems logging into your account or wish to reset your password, click on the link "Forgot Password".' Below this message, there is a green link that says 'LinkSystems Sites - New agency sites!'. Below the link, there are two input fields: 'Email address' and 'Password'. Below the input fields, there is a red link that says 'Forgot Password'. Below the 'Forgot Password' link, there is a red button that says 'Sign in'.

**Step 3: In the section labeled Quick Links, select option "Solicitations for which I am a Planholder"**

## Quick Links

All Active Solicitations
Matching Active Solicitations
Solicitations for which I have been Notified
Solicitations for which I am a Planholder
Solicitations for which I am a Bidder
Solicitations for which I am an Awardee
Contracts for which I am an Awardee

**Step 4: Select RFP 25-28 by clicking on blue magnifying glass to the right to view the bid solicitation.**

**Step 5: Click on Create a Quote/Bid button.**

Close

Create a Quote/Bid I wish to NOT submit a Quote/Bid

**Step 6: Upload RFP 25-28 Response**

**Click on Choose Files or Browse. Documents to be uploaded for bidders include: See Section 4 for details.**

#### Vendor Files

The following File Types are required before a submission is made (if the word "None" is below, skip Step 1 and proceed to Step 2 below):  
Specifications and Price Sheet

**Step 1 Select a File Type:**

If the word "None" appears above, skip this step else click on the checkbox(es) below for the File Type you are uploading. If a required File Type is not listed in the Vendor Files table when a response is ready to be submitted, you will not be able to submit your response.

☐ Specifications and Price Sheet

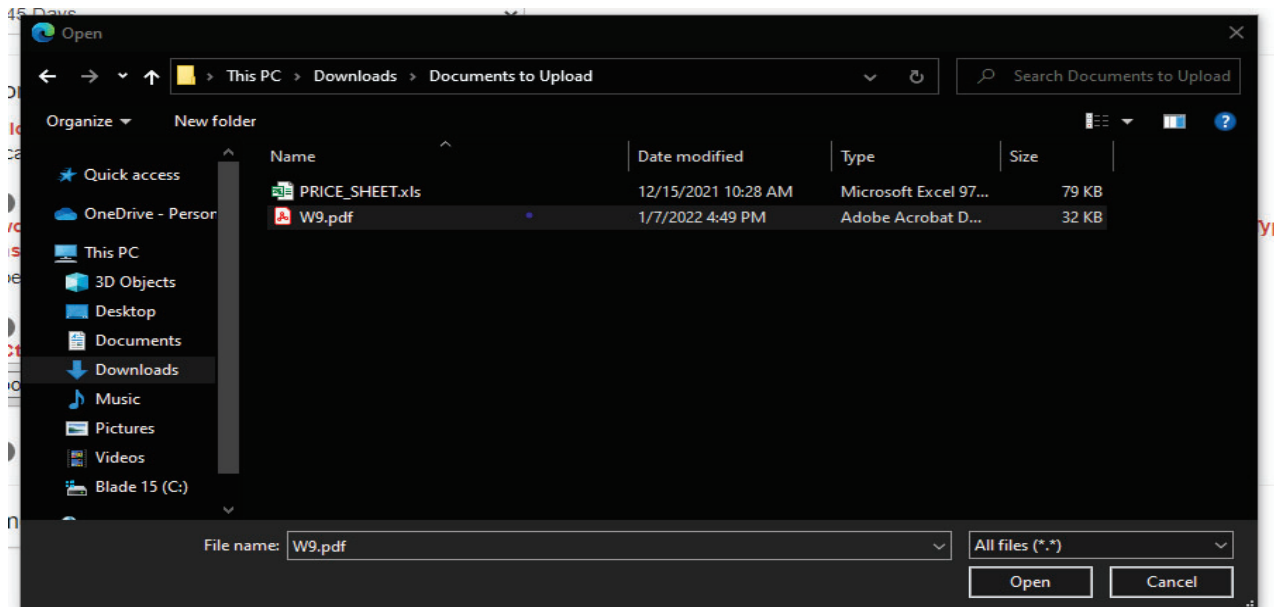
**Step 2 Select the file(s) to upload:**

(Hold Ctrl or Shift key down to select multiple files)

Choose Files No file chosen

**Step 3 Click on Add Document(s):** Add Document(s)

**Step 6(a): Select the file(s) to upload, then click on Open.**



## Step 6(b): Click on Add Document(s)

### Vendor Files

The following File Types are required before a submission is made (if the word "None" is below, skip Step 1 and proceed to Step 2 below):  
Specifications and Price Sheet

#### Step 1 Select a File Type:

If the word "None" appears above, skip this step else click on the checkbox(es) below for the File Type you are uploading. If a required File Type is not listed in the Vendor Files table when a response is ready to be submitted, you will not be able to submit your response.

☐ Specifications and Price Sheet

#### Step 2 Select the file(s) to upload:

(Hold Ctrl or Shift key down to select multiple files)

Choose Files W9.pdf


#### Step 3 Click on Add Document(s):

Add Document(s)

## Step 6(c): That will create a table with the uploaded document(s).

### Vendor Files

The following File Types are required before a submission is made (if the word "None" is below, skip Step 1 and proceed to Step 2 below):  
Specifications and Price Sheet

File Type	Name	
None	W9.pdf	 

#### Step 1 Select a File Type:

If the word "None" appears above, skip this step else click on the checkbox(es) below for the File Type you are uploading. If a required File Type is not listed in the Vendor Files table when a response is ready to be submitted, you will not be able to submit your response.

☐ Specifications and Price Sheet

#### Step 2 Select the file(s) to upload:

(Hold Ctrl or Shift key down to select multiple files)

Choose Files No file chosen

#### Step 3 Click on Add Document(s):

Add Document(s)

## Step 7: Click on the Submit button at the bottom when completed.

Close

Save as Draft

Submit

## The status of response will change to Submitted.

### Quote/Bid Status

Submitted