



Request for Qualifications

RFQ- 2019-08 Attorney Services

The Lake County Water Authority (LCWA) is seeking a law firm or individual attorney to serve on a contract basis. Minimum qualifications are being a member in good standing with the Florida Bar and 5 years of professional experience in the practice of law. Governmental law and real property or land use experience preferred.

DEADLINE FOR SUBMISSION: March 1, 2019

INTRODUCTION:

Established in 1953, the Lake County Water Authority's purpose is to control and conserve the fresh water resources of Lake County. More specifically LCWA protects the Harris Chain of Lakes, the Clermont Chain of Lakes and the Palatka River. LCWA operates the Nutrient Reduction Facility for waters flowing from Lake Apopka down the Apopka-Beaclair canal into the Harris Chain of Lakes. LCWA owns 6300 acres of land for protection. Of the 6,300 acres, approximately 71% is considered wetlands and the remaining 29% uplands support recreational opportunities.

SCOPE OF SERVICES/DESCRIPTION OF RESPONSIBILITIES:

- Attendance at LCWA Board Meetings, usually the fourth Wednesday in every month
- Reviewing contracts, bidding documents, policies, resolutions and other matters as requested by the Board of Trustees and/or Executive Director
- Providing advice and assistance with Real Estate transactions and issues
- Provide advice on Governmental law including land use, the Sunshine law, public records, etc.
- Litigation

If a law firm is responding we expect to have one attorney assigned to LCWA. The attorney will be required to provide a detailed itemized billing each month. To avoid any misunderstandings, a standing request exists for legal review of items on each month's agenda such as all contracts in addition to anticipating and preparing legal advice on issues up for consideration at the meeting. For all other requests, including constituent inquiries, approval by the Executive Director prior to commencement of service is required. The LCWA Attorney will be required to generally familiarize himself/herself with general law applicable to the Water Authority and keep abreast of legislation affecting the Water Authority outside the scope of billable services.

REQUESTED INFORMATION:

- Firm or individual name and contact information, including e-mail and website addresses and year organized.
- Summary of qualifications, specializations, experience (including Special Districts and Counties), professional affiliation, special training, availability, Florida Bar license numbers and contact information for key personnel and proposed back-up attorneys for the Authority.
- List of past and present County or Special District clients as well as any other similar clients, as applicable.
- List of clients you currently represent that could cause a conflict of interest with your responsibilities as LCWA Attorney. Describe how you would be willing to resolve these or any future conflicts of interest.
- Other factors or special considerations you feel would influence your selection.
- List of references and contact information.
- Proposed hourly rates for each attorney assigned to the Water Authority or any alternate fee structure you propose.

OTHER TERMS AND CONDITIONS:

The authority reserves the right to reject any or all responses. The Authority reserves the right to waive any variances from original RFQ specifications in cases where the variances are considered to be in the sole discretion of the Authority, in the best interests of the Authority.

All proposals submitted in response to this RFQ shall become the property of the Water Authority. The Authority retains the right to use any or all information presented in any proposal to the RFQ, whether amended or not. Selection or rejection of the proposal does not affect this right.

Contracts shall be awarded to the applicant determined to be best qualified to meet the Water Authority's needs, with mutually agreeable start date.

EVALUATION AND SELECTION CRITERIA:

- General Qualifications of the candidate for the position and key support personnel
- Quality and extent of services available
- Experience
- References
- Costs
- Compliance with this Request for Qualifications
- Other criteria which may pertain to providing effective and efficient legal services such as availability for questions and contact, timeliness, responsiveness and follow-through

SUBMITTAL:

Please provide ten (10) copies of the proposal, including one original with the signature of an authorized individual on a typed letter of submittal. Proposals shall be submitted in a sealed envelope, clearly marked on the outside of the envelope, "Attorney Services" and addressed to:

LCWA
Attention: Michael Perry
27351 SR 19
Tavares, FL 32778

SUBMISSION DEADLINE: All proposals must be received no later than 4:00 p.m. on Friday March 1, 2019.

For questions concerning this request, contact Michael J. Perry at (352) 324-6141 or via e-mail at mperry@lcwa.org.