

## Legal Services for the City of Starke

The City of Starke, located in Bradford County, Florida, requests Proposals of Qualifications from individual lawyers or firms to provide professional legal services as City Attorney. Services will include attending two city commission meetings a month as well as additional workshops throughout the year. The City Attorney is a contract, non-employee position. The City Attorney reviews all contracts, drafts ordinances and resolutions, participates in collective bargaining with a Firefighter's Union, and provides legal counsel and advice as requested by the Mayor and Commissioner. As a practical matter, the attorney communicates normally through the City Manager and City Clerk but reports to the City Commission. The attorney will assist the City's self-insurance carrier, the Florida League of Cities, with any major issue such as lawsuits or major employment issues.

The initial contract for legal services will be for a period of one year, renewable for two additional one year periods for a total of 3 years, with a 30 day cancellation clause by either party. Once a firm has been selected by the City Commission, negotiations will occur regarding fees and further working conditions. Individuals/Firms desiring to be considered for City Attorney and whose home office is registered in the State of Florida shall submit 6 sealed separate copies of a proposal containing the following:

- A) Letter of interest detailing the profile of the firm or individual
- B) Statement of Qualifications with copies of each applicable State of Florida license for each key staff member/partner
- C) Statement affirming a minimum of five years as a Florida Bar certified attorney for each key staff member
- D) References with scope of services provided

The City of Starke may give preference to any qualified attorney who also has a minimum of 5 years of providing legal services to a governmental entity.

The 6 copies of the proposal shall be mailed to: City Manager, City of Starke, PO Drawer C, Starke, FL 32091, with the words "City Attorney Services" clearly marked on the outside of the envelope. All proposals must be received by the City Manager by noon, 12 pm (EST) on Friday, September 7, 2018. The City of Starke supports Equal Opportunity Employment, Fair Housing and providing handicapped access. The City reserves the right to accept or reject any or all proposals and to award the proposal that best fits the needs and interests of the city.