

REQUEST FOR LETTERS OF INTEREST  
AND STATEMENTS OF QUALIFICATIONS FOR  
FLORIDA LICENSED ATTORNEYS TO PROVIDE  
SPECIAL MAGISTRATE SERVICES  
FOR  
THE CITY OF CHIPLEY  
RFP NO. 2022-02



1442 JACKSON AVENUE  
CHIPLEY, FLORIDA 32428  
(850) 638-6350

CITY OF CHIPLEY, FLORIDA  
REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS  
FOR FLORIDA LICENSED ATTORNEYS TO PROVIDE SPECIAL MAGISTRATE SERVICES  
FOR THE CITY OF CHIPLEY  
RFQ NO. 2022-02

The City of Chipley is soliciting qualified Florida licensed attorneys to provide Special Magistrate services in accordance with the City of Chipley, Code of Ordinances and Florida Statutes, Chapter 162, as a Special Magistrate. Specifications may be obtained at City Hall, City Clerk's Office, 1442 Jackson Avenue, Chipley, FL 32428 or on our website, [www.cityofchipley.com](http://www.cityofchipley.com). It is the intent of the City to procure two (2) or more Special Magistrates for a contract term of one (1) year with two (2) one (1) year renewal options.

All questions must be submitted in writing to Mr. Dan Miner, City Administrator, and may be emailed to [dminer@cityofchipley.com](mailto:dminer@cityofchipley.com). A complete copy of the RFQ may be downloaded at [www.cityofchipley.com](http://www.cityofchipley.com). All RFQ's will be ranked on an individual and equal basis.

Please review all documents pertaining to RFQ No. 2022-02 prior to submitting requested information. Documentation can be found by visiting [www.cityofchipley.com](http://www.cityofchipley.com).

To be considered, the Firm must submit an original and three (3) copies of the RFQ in a sealed envelope or package, clearly marked with the Firm's or individual's name and address, and the words "RFQ No. 2022-02 SPECIAL MAGISTRATE". RFQ's will be received by either hand delivery or overnight mail to the City of Chipley - City Clerk's Office located at 1442 Jackson Avenue, Chipley, Florida 32428 or by mail to City of Chipley, Attention: City Clerk's Office, Post Office Box 1007, Chipley, Florida 32428 by the closing date.

**RFQ Deadline: February 16, 2022, at 2:00 p.m., local time.**

Late submittals received after the aforementioned deadline date, either by mail or otherwise, will not be considered and will be returned unopened. The time of receipt will be determined by the time received in the City of Chipley City Hall – City Clerk's Office. It is the sole responsibility of the firm for assuring that the RFQ is received in the City Clerk's Office by the designated date and time. No faxed, electronic or oral RFP will be accepted.

Award will be made to the best responsive Firm(s), but the City reserves the right to reject any or all RFQ's. The City of Chipley reserves the right to reject the RFQ of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or the RFQ of a firm who, in the sole opinion and discretion of the City of Chipley is not in a position to perform the contract.

**SPECIAL NOTE:**

The City requires a business tax be paid for the privilege of engaging in any business within the city limits. Please contact the City Clerk's Office for requirements and a fee schedule.

**EQUAL OPPORTUNITY EMPLOYER/HANDICAP ACCESSIBLE/FAIR HOUSING  
JURISDICTION**

Advertised: Washington County News – January 19, 2022 and January 26, 2022.  
Panama City News Herald – January 19, 2022.

## Special Magistrate Request for Qualifications

### I. GENERAL CONDITIONS

A. The City of Chipley is soliciting qualified Florida licensed attorneys to provide Special Magistrate services in accordance with the City of Chipley, Code of Ordinances and Florida Statutes, Chapter 162, as a Special Magistrate.

B. Submit Statements of Qualifications in person or by overnight mail at City Hall located at 1442 Jackson Avenue, Chipley, Florida or by mail to the City of Chipley, Attention: City Clerk's Office, Post Office Box 1007, Chipley, Florida 32428 by the closing date. Statements must be plainly marked "**RFQ No. 2022-02 – Special Magistrate**". All statements must be received by 2:00 p.m., local time, on Wednesday, February 16, 2022.

C. Submit one (1) clearly marked original proposal and three (3) complete copies.

D. The City of Chipley (herein referred to as the "City") reserves the right to reject any and all responses, and to waive any informality in the Request for Qualifications process.

E. From the date of release of this solicitation until award of the contract(s), no contact with City personnel or elected officials related to this solicitation is permitted. Direct all communications to the City Clerk. Any such contact may result in the disqualification of the respondent's submittal.

F. Each respondent shall examine the RFQ 2022-02 and other contract documents and inform him or herself regarding any and all conditions and requirements that may affect cost, progress, or performance of the work to be performed under the contract. Ignorance on the part of the respondent in no way relieves the respondent of the obligations and responsibilities assumed under the contract.

G. This solicitation is subject to all legal requirements contained in the applicable City of Chipley Ordinances, as well as all applicable County, State and Federal statutes. Where conflict exists between this solicitation and these legal requirements, the authority shall prevail in the following order: Federal, State, and local.

H. Neither the City nor its representatives shall be liable for any expenses incurred in the preparation of a response to this RFQ. Respondents should prepare their statements simply and economically, providing a straightforward and concise description of their ability to meet the requirements. All information requested shall be submitted. Failure to submit all information may result in a statement being considered "non-responsive" and, therefore, rejected.

I. The City reserves the right to:

1. Request clarification and additional information from any respondent during the evaluation process;
2. Negotiate with the selected respondent to include further services not identified in this RFQ;
3. Refuse to review proposals if at least three (3) are not submitted;
4. Re-advertise with either an identical or a revised scope of work or cancel requirements in their entirety;
5. Issue subsequent RFQs based on refinement of concepts proposed in response to this request;
6. Conduct investigations of the qualifications of the Proposer as deemed appropriate;
7. Request that the respondent modify their proposal to more fully meet the needs of the City.

J. Submission of a response indicates acceptance by the respondent of the conditions contained in this RFQ, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firms selected.

K. No contract will be awarded to any person, firm, corporation, or other entity that is in arrears or in default to the City upon any debtor contract or that is in default as surety or otherwise upon any obligation to the City, or that has failed to perform faithfully any contract with the City.

L. The selection of a respondent will not guarantee any minimum amount of services under the contract. The selection of a respondent by the City does not guarantee the respondent a contract.

M. No elected official or employee of the City will participate in any decision relating to the agreement that affects his personal interest or relating to any agreement in which he has a personal or pecuniary interest, direct or indirect, in the contract or in the proceeds.

N. All material submitted with the proposals will become the property of the City unless otherwise requested at the time of submission.

## II. SCOPE OF WORK

The Scope of Work to be performed by the awarded firms or individuals consists of, but is not limited to, the following:

A. The Special Magistrate shall conduct hearings as provided in Chapter 162, Florida Statutes and City of Chipley, Code of Ordinance related to the enforcement of the City of Chipley, Code of Ordinances, other adopted ordinances, land development regulations, permits, and policies of the City.

B. The Special Magistrate agrees to observe all pertinent laws in the exercise of his or her duties, including but not limited to the Sunshine Law, the Public Records Law, Chapter 112 of Florida Statutes relating to conflicts of interest, and laws relating to procedures for quasi-judicial hearings.

C. The Special Magistrate shall serve at the pleasure of the City Council and shall not be deemed an employee of the City.

D. The City shall provide such clerical and administrative personnel as deemed reasonably necessary to support the Special Magistrate's activities and assist in the proper performance of duties. The Special Magistrate shall not be authorized to engage, hire, or use any other person except those provided by the City to assist in the performance of duties, at the City's expense.

E. All other relevant assignments relating to code enforcement Special Magistrate services, as may be requested.

F. The Special Magistrate shall serve until a successor has been duly appointed and qualified unless otherwise directed by the City Council. Selection of a Special Magistrate to assist with a particular case shall be decided on a rotation basis if more than one Special Magistrate is selected by the City Council to serve.

### III. QUALIFICATIONS

A. Respondent must be a member in good standing of The Florida Bar for a minimum of five (5) years; and

B. Be engaged in the practice of law; and

C. Shall carry and provide proof of professional/malpractice insurance before award of contract; and

D. Be knowledgeable of Florida law and City of Chipley's Code of Ordinances.

### IV. RESPONSE FORMAT AND REQUIRED INFORMATION

A. All responses shall include the following information, organized in a clear and concise manner:

1. **Title Page.** This shall show the individual's name, physical address, telephone number, email address, and date.

**2. Profile and Statement.** Profile shall be brief with a two-page maximum. Provide a history of your experience and expertise as it relates to this position.

**3. Up-to-date Resume.**

**4. Statement of Availability.** Explain your local availability and degree of accessibility to the City.

## II. PROPOSAL PROCESS TIMELINE

Deadline for Submission of Proposals February 16, 2022 at 2:00 p.m., local time.

Staff Review of Proposals, Team Review and Evaluation of Proposals, Team Recommendations February 21 – 25, 2022.

City Council Selection Approval of Special Magistrate(s) on March 8, 2022.

Agreement Execution in March 2022 (tentative).