



Town of Southwest Ranches

13400 Griffin Road
Southwest Ranches, FL 33330-2628
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(954) 434-1490 Fax
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REQUEST FOR LETTERS OF INTEREST

The Town of Southwest Ranches, 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 a Florida licensed attorney, with at least Ten (10) years of municipal law experience.

Preference will be given to attorneys who have magistrate and code enforcement experience. 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 Section 119.0701, Florida Statutes.

Draft contract form and scoring sheets providing the factors to be considered by the Town in choosing special magistrate(s) are available through the Town Administrator and should be considered in drafting the SOQs.

One copy of the Letter of Interest, and eight (8) copies of the SOQs from interested attorneys or firms must be clearly marked as "SPECIAL MAGISTRATE SOQ" and be delivered on or before 5:00 p.m., Monday, April 8, 2024, addressed to:

Russell Muñiz, Town Administrator, 13400 Griffin Road, Southwest Ranches, Florida 33330.

Contact the Town Attorney, Keith M. Poliakoff, at 954-909-0590 if you have other questions.

The Town of Southwest Ranches reserves the right to reject any or all proposals with or without cause, to waive technical errors and informalities, or to accept the proposal, which in its judgment best serves the public interest.

Posted March 27, 2024