

**CITY OF PORT ST. JOE
NOTICE OF SOLICITATION
REQUEST FOR QUALIFICATIONS
Code Enforcement Special Master**

RFQ # 2019-02

Notice of Solicitation

Notice is hereby given that the City of Port St. Joe located at 305 Cecil G. Costin Sr. Blvd., Port St. Joe, Florida 32456 is seeking RFQs for professional services to be provided to the City as listed below.

Request for qualifications are Listed Below.

All RFQs must be received by the City of Port St. Joe no later than 3:00 P.M. on Friday, September 27, 2019 at City Hall located at 305 Cecil G. Costin Sr. Blvd., Port St. Joe, Florida, 32456. All questions concerning this notice should be addressed to Charlotte Pierce, City Auditor/Clerk (850)229-8261.

Background

The City Code Enforcement Special Master hears cases involving violations of all city ordinances and land development regulations.

Special Master

Scope of Services

The City requires the following services. Any changes from these services are to be noted on the attached proposal form. Any variation from these requirements **MUST** be noted:

1. Schedules and conducts hearings involving violations of City Ordinances and Land Development regulations.
2. Prepares final orders after hearings.
3. Prepares notices of compliance
4. Must be a Florida Bar Certified Attorney

Evaluation of Responses to the RFQ

The RFQ submittals will be evaluated by City Staff and Board Members of the City of Port St. Joe based upon information supplied by each firm in response to this RFQ. The City will award a contract for special master services based on services provided by the attorney.

Any questions regarding this Request for Qualifications should be directed to Charlotte Pierce, City Auditor/Clerk.

Please submit Three (3) copies to:

**The City of Port St. Joe
P.O. Box 278
Port St. Joe, Florida 32457**

THIS FORM TO BE SUBMITTED WITH THE RESPONSE TO THE RFQ

This should be First Page of the RFQ Submittal

Name of Attorney _____

Address: _____

Person Submitting RFQ: _____

Title: _____ Phone Number: _____

The undersigned hereby proposes to furnish and deliver the items specified on the attached pages for which prices are hereby given, in strict accordance with these specifications, conditions, and requirements. No plea of mistake in such accepted bid shall be available to the undersigned bidder.

Fees/Rates must be firm for the duration of a one year agreement.

Signature

Date