

TOWN OF EATONVILLE COMMUNITY REDEVELOPMENT AGENCY  
REQUEST FOR PROPOSAL FOR LEGAL SERVICES  
TO CONDUCT SPECIAL INVESTIGATION

The Town of Eatonville Community Redevelopment Agency (“TOECRA”) is seeking professional legal services from a private law firm or firms to conduct a special investigation related to certain actions taken by or on behalf of TOECRA. Specifically, TOECRA seeks an investigation into the following:

A review of all documentation and/or pertinent information related to the use of TOECRA funds paid to the former TOECRA Executive Director in the amount of \$71,677.69, after the former Executive Director was terminated by the agency for cause. The investigation will include a review of all documentation and other pertinent information related to the specific TOECRA financial transaction to determine, *inter alia*, the appropriateness of a single signer executing financial instruments on behalf of TOECRA. The investigation will also include a review of all documentation and/or pertinent information related to the TOECRA financial transaction to determine the appropriateness of allowing non-TOECRA Board Members to be listed as signers on the TOECRA accounts with any financial institution.

TOECRA recognizes that the special investigation may result in other related areas being reviewed to complete a thorough investigation. TOECRA is requesting proposals for a possible contract in this context.

Proposals should identify the firm’s experience with similar issues or cases, the individuals within the firm who would be authorized to work on the matter, whether those individuals are members of the Florida Bar, and the firm’s experience with municipal and government matters including procurement policies and employment issues.

Proposals need not include specific proposed rates or fees, as the hourly rate for the special investigation shall be \$\_\_\_\_\_ per hour and the initial period of the investigation shall last for ninety (90) days. The period needed to complete the special investigation may be extended based on the request of the retained special counsel and TOECRA approval. The proposal should confirm that the retained special counsel shall not incur any expenses related to the investigation without the prior approval of TOECRA or its authorized agent. Finally, the proposal should include the name and contact information for up to three (3) references.

TOECRA will accept proposals through the close of business on \_\_\_\_\_, 2023, but reserves the right to reject any or all proposals in its absolute discretion. All requests for further information and all proposals should be directed to Nichole Bonds, TOECRA Executive Director, 370 East Kennedy Boulevard, Eatonville, Florida 32751, (407) 960-1361; nbonds@townofeatonville.com.