

TOWN OF EATONVILLE

FLORIDA

Office of the Chief Administrative Officer

REQUEST FOR PROPOSALS

LEGAL SERVICES

RFP Number:	RFP: 2026- 0522
Issue Date:	May 22, 2026
Proposal Deadline:	June 26, 2026, at 12 PM EST
Contract Term:	Three (3) Years with Two (2) One-Year Renewal Options
Issued By:	Town of Eatonville, <i>Chief Administrative Officer</i>
Contact:	Katrina Gibson

Submit Proposals To:

Town of Eatonville — Office of the Finance Department
307 E. Kennedy Boulevard, Eatonville, Florida 32751
[Or by email: kgibson@townofeatonville.org](mailto:kgibson@townofeatonville.org)

SECTION 1: INTRODUCTION AND BACKGROUND

1.1 About the Town of Eatonville

The Town of Eatonville is a Historic municipality located in Orange County, Florida, incorporated in 1887. The Town is governed by a five-member Town Council and administered by a professional Chief Administrative Officer. With a resident population of approximately 2900, the Town provides a full range of municipal services including public safety, utilities, parks and recreation, planning and zoning, and public works.

1.2 Purpose of this RFP

The Town of Eatonville (hereinafter "Town") is soliciting proposals from qualified law firms or individual attorneys licensed to practice law in the State of Florida to provide comprehensive legal services. The Town currently operates without in-house legal counsel and relies entirely on outside legal services.

1.3 Guiding Legal Framework

All services rendered under any resulting agreement shall comply with applicable Florida law, including but not limited to:

- Chapter 166, Florida Statutes (Municipalities)
- Chapter 286, Florida Statutes (Public Meetings)
- Chapter 119, Florida Statutes (Public Records)
- Part II, Chapter 112, Florida Statutes (Code of Ethics for Public Officers and Employees)
- Florida Constitution, Article VIII
- All applicable federal, state, and local laws and regulations

SECTION 2: SCOPE OF SERVICES

2.1 Town Attorney Services

The selected firm shall serve as Town Attorney and shall provide, at a minimum, the following services:

- Attend all regular and special Town Council meetings, workshops, public hearings, and meetings of other Town boards
- Provide written and verbal legal opinions on municipal law matters
- Draft, review, and negotiate ordinances, resolutions, contracts, agreements, and other legal documents
- Advise Town staff and officials on all legal matters affecting Town operations
- to Represent the Town in administrative proceedings before state and federal agencies

- Monitor and advise on changes to Florida and federal law affecting the Town
- Assist with public records and Sunshine Law compliance
- Support the Town Manager and Department Heads on day-to-day legal questions
- When requested by the Council or by the Chief Administrative Officer, performance of investigations that may require interviewing witnesses, taking testimony, review of reports, and legal research.
- Assist with the preparation and/or review charter revisions, ordinances, resolutions, documents and papers that are pertaining to Town matters upon requested by the Town Council or Chief Administrative Officer
- Provision of staff assistance, legal research and counseling related to the acquisition or sale of real property, preparation of leases, deeds and easements; utility franchise agreements; referendum questions, contracts, surety/performance/payment bonds, insurance policies, bills of sale, liens, waivers, subordinations, and other legal instruments; liability situations; grant guidelines; pension laws, arbitration, collective bargaining; and other matters as necessary requiring legal advice.

2.2 Specialized Legal Services

In addition to general Town Attorney functions, the Town requires access to expertise in the following practice areas:

Primary Practice Areas	Additional Areas
• Land Use, Zoning & Planning • Municipal Finance & Bonds • Civil Rights & Employment Law • Real Property & Eminent Domain • Environmental & Coastal Law • Public Procurement	• Litigation & Appeals • Code Enforcement • Public-Private Partnerships • Utilities & Infrastructure • Grant Compliance • Cybersecurity & Privacy Law

2.3 Litigation Services

The selected attorney or firm shall be responsible for, or shall coordinate, the defense and prosecution of litigation involving the Town, including:

- Civil rights claims under 42 U.S.C. § 1983
- Personal injury and property damage claims
- Code enforcement and nuisance abatement proceedings
- Land use and development appeals
- Labor and employment disputes
- Contract disputes

SECTION 3: PROCUREMENT TIMELINE

Milestone	Date / Deadline
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Milestone	Date / Deadline
RFP Issued	May 22, 2026
Pre-Proposal Conference (Optional)	June 4, 2026, at 10:00 AM EST
Deadline for Written Questions	June 13, 2026, at 4:00 PM EST
Addenda Issued (if applicable)	June 19, 2026
Proposal Submission Deadline	June 26, 2026, at 2:00 PM EST
Evaluation Committee Review	June 29– July 2, 2026
Recommendation to Town Commission	July 07, 2026

All dates are subject to change. Any changes will be issued via official Addendum. The Town reserves the right to modify the schedule at its sole discretion.

SECTION 4: PROPOSAL REQUIREMENTS

4.1 General Submission Requirements

Proposals must be submitted in a sealed envelope or by secure email to Kgibson@townofeatonville.org no later than June 26, 2026, at 12:00 PM EST. Late proposals will not be considered. Proposals shall include the following:

1. Cover letter signed by an authorized representative of the firm
2. Table of Contents
3. Firm Overview and Qualifications (Section 4.2)
4. Proposed Personnel and Staffing Plan (Section 4.3)
5. Experience with Florida Municipalities (Section 4.4)
6. Approach and Methodology (Section 4.5)
7. Fee Schedule and Cost Proposal (Section 4.6)
8. References (Section 4.7)
9. Required Certifications and Disclosures (Section 4.8)

4.2 Firm Overview and Qualifications

- Firm name, address, and contact information
- Year established and number of attorneys
- Florida Bar registration numbers for all attorneys who will work on this engagement

- Description of the firm's practice areas relevant to municipal law
- Any disciplinary actions, sanctions, or malpractice claims in the past five (5) years
- Current or potential conflicts of interest with the Town of Eatonville

4.3 Proposed Personnel and Staffing Plan

Proposers shall identify all attorneys and support staff who will be assigned to this engagement. For each proposed attorney, provide:

- Name, title, and Florida Bar number
- Years of experience in municipal law
- Law school and year of graduation
- Relevant certifications (e.g., Board Certified City, County and Local Government Law)
- Current caseload and availability commitment to the Town
- Designated primary contact and backup contact for the Town

4.4 Experience with Florida Municipalities

Proposers shall demonstrate specific experience providing legal services to Florida municipalities. Provide at least three (3) representative matters or engagements involving Florida local governments within the past five (5) years, including:

- Client name and type of government entity
- Nature and scope of legal services provided
- Outcome and duration of engagement
- Contact information for a reference at that entity

4.5 Approach and Methodology

Proposers shall describe their approach to providing municipal legal services, including:

- How the firm will handle day-to-day inquiries from Town staff and the Town Manager
- Process for preparing for and attending Council meetings
- Approach to managing litigation and minimizing legal exposure
- Strategy for staying current with Florida legislative and regulatory changes
- Use of technology and document management systems
- Approach to billing transparency and cost control

4.6 Fee Schedule and Cost Proposal

The Town requires a clear and comprehensive fee schedule. Proposers shall provide:

Service / Role	Proposed Hourly Rate
Town Attorney (Primary)	\$_____ / hour
Associate Attorney	\$_____ / hour

Paralegal / Legal Assistant	\$_____ / hour
Specialized Counsel (Litigation)	\$_____ / hour
Specialized Counsel (Bond / Finance)	\$_____ / hour
Flat Monthly Retainer (if proposed)	\$_____ / month

Proposers shall also disclose any out-of-pocket expenses that will be billed to the Town (e.g., court filing fees, travel, expert witness fees). All costs must be clearly itemized.

4.7 References

Provide contact information for a minimum of three (3) Florida municipal clients. References must be from the past five (5) years. The Town reserves the right to contact references without prior notice.

4.8 Required Certifications and Disclosures

- Certification that the firm and all proposed attorneys are in good standing with The Florida Bar
- Disclosure of any current or potential conflicts of interest with the Town of Eatonville or its officials
- Certification of non-collusion (required per Florida law)
- Certification of compliance with Section 287.135, Florida Statutes (Scrutinized Companies)
- Evidence of professional liability (malpractice) insurance of no less than \$1,000,000 per occurrence
- E-Verify certification per Section 448.095, Florida Statutes
- Public Entity Crimes Statement (required per Section 287.133, Florida Statutes)

SECTION 5: EVALUATION CRITERIA

Proposals will be evaluated by a Selection Committee appointed by the Town Chief Administrative Officer. The Committee will score proposals using the following weighted criteria:

Evaluation Criterion	Weight	Max Points
Qualifications and Experience in Florida Municipal Law	30%	30
Qualifications and Experience of Proposed Personnel	25%	25
Proposed Approach and Understanding of Town's Needs	20%	20
Fee Proposal and Cost Competitiveness	15%	15
References and Past Performance	10%	10

TOTAL	100%	100
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Finalists may be invited to oral presentations. The Selection Committee's recommendation will be forwarded to the Town Council, which retains final approval authority. The Town reserves the right to negotiate contract terms and fees with the top-ranked proposer.

SECTION 6: GENERAL TERMS AND CONDITIONS

6.1 Right to Reject

The Town reserves the right to reject any and all proposals, to waive informalities, and to accept the proposal deemed to be in the best interest of the Town. The Town is not obligated to select the lowest-cost proposer.

6.2 No Contract Until Executed

Issuance of this RFP does not constitute a commitment by the Town to award a contract. No contract shall be binding until fully executed by both parties and approved by the Town Council.

6.3 Public Records

All proposals become public records upon award of the contract or rejection of all proposals, pursuant to Chapter 119, Florida Statutes. Proposers claiming trade secret exemptions must clearly identify such material and submit a redacted version of their proposal in addition to the original.

6.4 Conflicts of Interest

Proposers must disclose any representation of clients whose interests may conflict with the Town of Eatonville, including any development applications, lawsuits, or regulatory matters involving the Town. The Town Attorney shall be subject to the Florida Rules of Professional Conduct and Chapter 112, Florida Statutes.

6.5 Insurance Requirements

The firm selected shall maintain, at a minimum, the following insurance coverage throughout the term of the contract:

- Professional Liability (Errors & Omissions): \$1,000,000 per occurrence / \$2,000,000 aggregate
- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Workers' Compensation: Statutory limits per Florida law

The Town of Eatonville shall be named as an additional insured on all applicable policies. Certificates of insurance must be provided prior to contract execution.

6.6 Governing Law and Venue

Any contract resulting from this RFP shall be governed by the laws of the State of Florida. Venue for any dispute shall be in Orange County, Florida.

6.7 Sunshine Law Compliance

All meetings of the Selection Committee are subject to Section 286.011, Florida Statutes (Government in the Sunshine). The Selection Committee's deliberations shall be conducted as open public meetings with reasonable public notice.

SECTION 7: CONTACT INFORMATION AND QUESTIONS

All questions regarding this RFP must be submitted in writing to the Town Clerk no later than June 13, 2026, at 4:00 PM EST. Questions and responses will be posted as an Addendum.

RFP Point of Contact	
Name:	Katrina Gibson, Finance Director
Address:	307 E. Kennedy Boulevard, Eatonville, FL 32751
Phone:	(407)623-8900
Email:	Kgibson@townofeatonville.org
Website:	www.townofeatonville.org

Proposers are instructed NOT to contact Town Council, Town staff (other than the designated contact above), or Selection Committee members regarding this RFP. Any such contact may be grounds for disqualification.

ACKNOWLEDGMENT AND CERTIFICATION

By submitting a proposal in response to this RFP, the Proposer acknowledges that it has read, understands, and agrees to all terms and conditions set forth herein, and certifies that all information submitted is accurate and complete.

Authorized Signature: _____ Date: _____
 Printed Name: _____ Title: _____
 Firm Name: _____ Florida Bar #: _____

Town of Eatonville — RFP-2026-0522 — Legal Services

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