

TOWN OF EATONVILLE, FLORIDA

307 E Kennedy Blvd · Eatonville, Florida 32751

REQUEST FOR PROPOSALS SPECIAL MAGISTRATE CODE ENFORCEMENT SERVICES

RFP No. 2026-CE-0526

Issue Date: May 26, 2026

Proposal Due: June 26, 2026 at 2:00 PM Eastern Standard Time

SECTION 1 – INTRODUCTION AND BACKGROUND

1.1 About the Town of Eatonville

The Town of Eatonville, Florida is one of the oldest African-American municipalities incorporated in the United States, established in 1887. Located in Orange County, the Town serves a tight-knit community and is governed by a Town Council with strong Mayor form of government. The Town operates with a commitment to responsive, equitable, and efficient municipal services.

1.2 Purpose of this RFP

The Town of Eatonville (hereinafter "Town" or "Issuing Authority") is soliciting competitive proposals from qualified individuals or firms to provide Special Magistrate services for Code Enforcement hearings pursuant to Chapter 162, Florida Statutes, and the Town's Code of Ordinances. The selected Special Magistrate will serve as an independent, quasi-judicial officer to hear and determine code enforcement cases brought by the Town.

1.3 Issuing Authority

Town: Town of Eatonville, Florida

Address: 307 E Kennedy Blvd, Eatonville, Florida 32751

RFP Number: 2026-CE-0526

Issue Date: June 26, 2026

Proposal Deadline: June 26, 2026 at 2:00 PM EST

SECTION 2 – SCOPE OF SERVICES

2.1 General Duties

The Special Magistrate shall perform all duties required by Chapter 162, Florida Statutes, the Town's Code of Ordinances, and any applicable Town resolutions, including but not limited to:

- Presiding over all Code Enforcement Board hearings scheduled by the Town, including regular, special, and emergency hearing sessions.
- Reviewing and ruling on all alleged violations of the Town's Code of Ordinances and applicable Florida Statutes referred by the Code Enforcement Division.
- Administering oaths and taking testimony from Town staff, property owners, witnesses, and other interested parties.
- Issuing findings of fact, conclusions of law, and written orders consistent with applicable law.
- Imposing fines, liens, and civil penalties in accordance with Chapter 162, Florida Statutes, and the Town's Code of Ordinances.
- Conducting lien reduction hearings and compliance hearings as requested by the Town.
- Reviewing and ruling on appeals and motions filed in connection with pending or decided cases.
- Maintaining impartiality, decorum, and adherence to due process in all proceedings.

2.2 Administrative Requirements

- Coordinating with the Town's Code Enforcement staff to establish hearing schedules, typically held on a monthly basis or as demand requires.
- Providing written orders within a reasonable time following each hearing, in a format acceptable to the Town Clerk for recording with Orange County.
- Maintaining accurate and complete records of all hearings, orders, and decisions, available to the Town upon request.
- Attending pre-hearing case reviews or coordination meetings with Town staff as needed.
- Providing guidance to Town staff regarding procedures, case preparation, and evidentiary requirements.

2.3 Estimated Hearing Volume

The Town currently anticipates approximately one hearing per month, with an average docket of five to fifteen (5–15) cases per hearing session. Hearing volume may vary seasonally and may increase as enforcement activity grows. The Town reserves the right to schedule additional hearings as needed without limitation.

2.4 Location of Services

Hearings shall be conducted at Eatonville Town Hall, 307 E Kennedy Blvd, Eatonville, Florida 32751, or at such other location as designated by the Town. The Town may consider hybrid or virtual hearing options upon mutual agreement.

SECTION 3 – MINIMUM QUALIFICATIONS

To be considered for this engagement, the Proposer/Magistrate must demonstrate ALL of the following minimum qualifications at the time of proposal submission:

1. Active, in good standing membership with The Florida Bar.
2. Minimum of five (5) years of experience practicing law in Florida, with demonstrated knowledge of Florida code enforcement law, administrative law, or municipal law.
3. Prior experience presiding over quasi-judicial hearings, code enforcement hearings, or serving as a hearing officer, special magistrate, or administrative law judge.
4. No conflict of interest with the Town of Eatonville or any of its officers, employees, or contractors.
5. Demonstrated ability to render timely, legally sound written orders and decisions.
6. Familiarity with Chapter 162, Florida Statutes, the Florida Evidence Code, and applicable local government procedures.

SECTION 4 – PROPOSAL SUBMISSION REQUIREMENTS

4.1 Proposal Format

Proposals shall be submitted in a single PDF document (plus a separate sealed fee proposal), organized as follows, with each section clearly labeled:

- Cover Letter (maximum 2 pages)
- Table of Contents
- Section A: Firm/Proposer Overview
- Section B: Qualifications and Experience
- Section C: Proposed Magistrate(s) – Resumes and Credentials
- Section D: Understanding of Scope and Proposed Approach
- Section E: References
- Section F: Disclosures, Conflicts, and Certifications
- Section G: Fee Proposal (sealed separately)

4.2 Cover Letter

The cover letter must be signed by an authorized representative of the Proposer and must include:

- Full legal name, address, and contact information of the Proposer.

- Statement confirming the Proposer has read and understands the RFP in its entirety.
- Affirmation that all information provided is accurate and complete.
- Statement of any known conflicts of interest or a declaration that none exist.

4.3 Qualifications and Experience

Proposers shall provide:

- A brief history and description of the firm or individual practice.
- A description of experience providing Special Magistrate or hearing officer services to Florida municipalities or counties, including names of jurisdictions served (if not confidential), approximate case volumes, and the nature of services provided.
- Representative examples of code enforcement orders or decisions (redacted as necessary to protect third-party privacy).
- A list of current engagements as Special Magistrate or hearing officer, including the name of each jurisdiction.

4.4 Proposed Magistrate(s)

For each individual proposed to serve as Special Magistrate:

- Full resume or curriculum vitae, including Florida Bar number and date of admission.
- Description of relevant experience in code enforcement, administrative, or municipal law.
- List of jurisdictions for which the individual currently serves or has previously served as Special Magistrate or equivalent.
- Any disciplinary history with The Florida Bar (disclose or state none).

4.5 Proposed Approach

Proposers shall provide a narrative (maximum 3 pages) describing:

- Understanding of the Town's needs and the applicable legal framework under Chapter 162, Florida Statutes.
- Proposed hearing procedures, including approach to due process, evidentiary standards, and case management.
- Process for issuing written orders and coordinating with Town staff.
- Availability to accommodate the Town's scheduled and special hearing needs.
- Any value-added services, innovations, or technology the Proposer would bring to the engagement.

4.6 References

Proposers shall provide a minimum of three (3) references from current or recent clients for whom Special Magistrate or hearing officer services were provided. Each reference must include:

- Name and title of contact person.

- Name and address of municipality or entity.
- Telephone number and email address.
- Description of services provided and approximate dates of engagement.

4.7 Fee Proposal

The Fee Proposal shall be submitted in a SEPARATELY SEALED envelope or PDF marked "FEE PROPOSAL – CONFIDENTIAL – RFP 2025-CE-001" and must include:

- Hourly rate for hearing time (preparation, presiding, and deliberation).
- Hourly rate for administrative time (order drafting, staff coordination, legal research).
- Flat rate per hearing session (if preferred).
- Any travel, mileage, or incidental cost schedule.
- Proposed not-to-exceed annual fee estimate based on the anticipated hearing volume described in Section 2.3.

SECTION 5 – SUBMISSION INSTRUCTIONS

5.1 Deadline and Delivery

All proposals must be received by the Town no later than:

June 26, 2026 at 2:00 PM Eastern Standard Time

Late proposals will not be accepted under any circumstances. The Town shall not be responsible for delays caused by mail, courier, or electronic transmission failures.

5.2 Submission Method

Proposals may be submitted by any of the following methods:

- Electronic Submission: Submit one (1) PDF via email to the Finance Director at kgibson@townofeatonville.org with the subject line: "RFP 2026-CE-0526 – Special Magistrate Proposal – [Firm Name]." The Fee Proposal must be submitted as a separately attached, clearly labeled PDF.
- Physical Submission: Deliver one (1) original and three (3) copies to: Finance Department, Town of Eatonville, 307 E Kennedy Blvd, Eatonville, Florida 32751. The outer envelope/package must be clearly labeled: "RFP 2026-CE-0526 – Special Magistrate Proposal – DO NOT OPEN." The sealed Fee Proposal must be included inside the package.

5.3 Questions and Clarifications

All questions regarding this RFP must be submitted in writing via email to the Finance Department no later than June 18, 2026. Questions and official responses will be posted on the

Town's website. Proposers shall not contact any other Town official, employee, or elected official regarding this RFP; doing so may result in disqualification.

5.4 Pre-Proposal Conference

An optional pre-proposal conference will be held on June 11, 2025 at 10:00 AM EST at Town Hall, 307 E Kennedy Blvd, Eatonville, Florida 32751. Attendance is not mandatory but is strongly encouraged. Proposers wishing to attend should notify the Town Clerk by June 9, 2025.

SECTION 6 – PROCUREMENT SCHEDULE

Milestone	Date
RFP Issued	May 26, 2026
Pre-Proposal Conference (Optional)	June 11, 2026 – 10:00 AM EST
Deadline for Written Questions	June 18, 2026 – 5:00 PM EST
Proposal Submission Deadline	June 26, 2026 – 2:00 PM EST

All dates are subject to change at the Town's discretion. Any changes will be communicated via addendum posted on the Town's official website.

SECTION 7 – EVALUATION CRITERIA AND PROCESS

7.1 Evaluation Criteria

Proposals will be evaluated by a Town-appointed Evaluation Committee using the following weighted criteria:

Evaluation Criteria	Maximum Points
Qualifications & Experience of Firm	25
Qualifications & Experience of Assigned Magistrate(s)	30

Understanding of Scope & Proposed Approach	20
References & Past Performance	15
Fee Proposal	10

7.2 Evaluation Process

The Evaluation Committee will review all responsive, responsible proposals against the criteria above. The Committee may invite top-ranked proposers for interviews or presentations. Fee proposals will be opened only after the technical evaluation is complete. The Town reserves the right to negotiate final terms and fees with one or more proposers.

7.3 Award

The Town Council will make the final award decision. Award of the contract is subject to Town Council approval and is not effective until a fully executed contract is in place. The Town reserves the right to reject any or all proposals, to waive technicalities, and to make the award that best serves the interests of the Town.

SECTION 8 – TERMS, CONDITIONS, AND LEGAL NOTICES

8.1 Right to Reject

The Town reserves the right, in its sole and absolute discretion, to reject any or all proposals, to accept any proposal deemed most advantageous to the Town, to cancel this RFP, to re-issue this RFP, or to waive any irregularities or informalities in any proposal.

8.2 No Obligation

This RFP does not commit the Town to award a contract, to pay any costs incurred in the preparation of proposals, or to procure or contract for services. All costs associated with preparing and submitting a proposal are the sole responsibility of the Proposer.

8.3 Public Records

All proposals and related documents become public records upon submission, subject to the public records laws of the State of Florida, Chapter 119, Florida Statutes. Proposers shall not designate entire proposals as confidential or proprietary; any request to exempt specific information must cite the applicable statutory exemption.

8.4 Conflict of Interest

Proposers must disclose any actual or potential conflicts of interest with the Town, including any current or prior legal representation of parties adverse to the Town, any familial or financial

relationships with Town officials or employees, or any other matters that could impair the impartial exercise of the Magistrate's duties. Failure to disclose a known conflict may result in immediate disqualification and termination of any resulting contract.

8.5 Independent Contractor

The selected Proposer will serve as an independent contractor. The Special Magistrate is not an employee of the Town and is not entitled to employee benefits, workers' compensation, or unemployment insurance. The Magistrate is solely responsible for all federal, state, and local taxes on compensation received.

8.6 Insurance

The selected Proposer shall maintain, at minimum, the following insurance throughout the term of the contract:

- Professional Liability (Errors & Omissions): \$1,000,000 per occurrence / \$2,000,000 aggregate.
- General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate.
- Such other coverage as the Town may reasonably require.

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.

8.7 Addenda

The Town may issue addenda to this RFP at any time prior to the proposal deadline. All addenda will be posted on the Town's official website and will be binding. Proposers are responsible for checking the Town's website for updates. Failure to acknowledge addenda may result in disqualification.

8.8 Governing Law

This RFP and any resulting contract shall be governed by and construed in accordance with the laws of the State of Florida. Venue for any legal action shall be in Orange County, Florida.

8.9 Americans with Disabilities Act

The Town of Eatonville complies with the Americans with Disabilities Act. People requiring special accommodation to participate in any hearing, conference, or public meeting related to this procurement should contact the Town Clerk at least 72 hours in advance.

SECTION 9 – CONTRACT TERMS

The selected Proposer will be required to fulfil a Professional Services Agreement with the Town of Eatonville. Key contract terms will include:

- Initial Term: Two (2) years commencing, with up to two (2) additional one-year renewal options at the Town's sole discretion.
- Compensation: As negotiated based on the fee proposal and final agreed terms.
- Termination for Convenience: Either party may terminate the contract upon thirty (30) days' written notice.
- Termination for Cause: The Town may terminate immediately upon written notice for material breach, ethical violations, loss of Florida Bar licensure, or conviction of a crime involving moral turpitude.
- Performance Standards: Timely issuance of written orders; compliance with all applicable statutes and ordinances; maintenance of impartiality.
- Indemnification: Standard municipal indemnification provisions in favor of the Town.

The Town reserves the right to modify contract terms during negotiation. The Proposer's submission of a proposal constitutes acceptance that the Town's standard contract form may be used as the basis for negotiation.

SECTION 10 – REQUIRED CERTIFICATIONS AND SIGNATURES

By submitting a proposal, the Proposer certifies and represents that:

7. The information contained in the proposal is accurate, complete, and not misleading.
8. The Proposer has not engaged in collusion, fraud, or unethical conduct in connection with this RFP.
9. The Proposer is not currently debarred or suspended from contracting with any federal, state, or local governmental entity.
10. The Proposer is in compliance with all applicable federal, state, and local laws and regulations, including but not limited to Florida's public records laws.
11. The Proposer understands and agrees to the terms and conditions set forth in this RFP.
12. All proposed personnel meet the minimum qualifications set forth in Section 3.

Authorized Signature: _____ Date: _____

Printed Name: _____

Title: _____

Firm / Organization: _____

Florida Bar Number (if applicable): _____

Address: _____

Phone: _____ Email: _____

END OF REQUEST FOR PROPOSALS

Town of Eatonville · 307 E Kennedy Blvd · Eatonville, Florida 32751
RFP No. 2026-CE-0526 · Special Magistrate Code Enforcement Services

PROPOSAL IN RESPONSE TO
Request for Proposals
Special Magistrate – Code Enforcement Services
RFP No. 2026-CE-0526

Submitted to:
Town of Eatonville, Florida
Finance Department – kgibson@townofeatonville.org
307 E Kennedy Blvd, Eatonville, Florida 32751

Submitted by:
Gregory Jackson, Esq.
299 Loraine Drive
Altamonte Springs, FL 32714
Central Florida
Florida Bar No.: 503126
Phone: (321) 328-8807
Proposal Submission Date: June 3, 2026

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Section 10 – Required Certifications and Signature

COVER LETTER

June 3, 2026

Finance Director Katrina Gibson
307 E Kennedy Blvd
Eatonville, Florida 32751
kgibson@townofeatonville.org

Re: RFP No. 2026-CE-0526 – Special Magistrate Code Enforcement Services

Dear Finance Director Gibson:

I am pleased to submit this proposal in response to the Town of Eatonville's Request for Proposals for Special Magistrate Code Enforcement Services (RFP No. 2026-CE-0526). As a Florida-licensed attorney with extensive experience in civil litigation, municipal law, administrative proceedings, and quasi-judicial hearings, I am uniquely qualified to serve the Town in this capacity with the highest standards of legal competency, fairness, and due process.

I have read and fully understand the RFP in its entirety. All information provided in this proposal is accurate and complete. I affirm that I have no known conflicts of interest with the Town of Eatonville, its officers, employees, contractors, or elected officials that would impair my ability to serve as an impartial Special Magistrate. Should any potential conflict arise during the course of any engagement, I will promptly disclose it in writing to the Town.

The Town of Eatonville holds a singular place in American history as one of the oldest incorporated African-American municipalities in the United States. I am deeply familiar with the Town, its community, and the civic values that define its governance. I understand that effective, equitable, and legally sound code enforcement is essential to preserving the character, safety, and vitality of Eatonville's neighborhoods. I am committed to fulfilling this role with the dignity and impartiality the community deserves.

I am available to accommodate the Town's scheduled monthly hearing sessions as well as any special or emergency hearings as required. I am committed to delivering timely written orders, maintaining accurate hearing records, and providing guidance to Town staff that enhances the quality and efficiency of the code enforcement process.

I welcome the opportunity to discuss this proposal further at the Town's convenience. Please do not hesitate to contact me directly.

Respectfully submitted,

/s/ Gregory Jackson
Gregory Jackson, Esq.
Florida Bar No.: 503126
(321) 287-8807 | flageneralcounsel@gmail.com

SECTION A: PROPOSER OVERVIEW

Gregory Jackson is a skilled trial attorney with extensive experience with government law experience who has served as an Assistant Attorney General for the State of Florida overseeing the litigation and trial activities for the Northern Bureau of the Consumer Protection Agency. Attorney Jackson has also served on numerous county and municipal board, to include serving as Chair of the Orange County Board of Zoning Adjustment, a quasi-judicial body that reviews evidence, hears witness statements, code enforcement officer when applicable, and makes determination related to variance, special exceptions and appeals to the Zoning Manager. Attorney Jackson has also served as General Counsel for the Town of Eatonville Community Redevelopment Agency (TOECRA), where he provides ongoing legal guidance on redevelopment law, code enforcement, governance matters, contract drafting, and compliance with Florida Statutes Chapter 163.

Attorney Jackson is deeply rooted in the Orange County community, to include Eatonville, having been actively involved in civic and community affairs for many years. His combination of quasi-judicial experience, municipal law knowledge, and personal familiarity with the Town's history and values makes him exceptionally well-suited to serve as Eatonville's Special Magistrate.

SECTION B: QUALIFICATIONS AND EXPERIENCE

Florida Bar Membership & Standing

Gregory Jackson is an active member of The Florida Bar in good standing. He has been licensed to practice law in Florida for approximately 25 years and maintains compliance with all continuing legal education requirements and Bar regulations. Attorney Jackson is a member of the Trial Lawyer Section, as well as the City, County and Local Government Law Section of the Florida Bar. Attorney Jackson is currently in the process of seeking Board Certification in Civil Trial.

Code Enforcement, Municipal Law Experience and Quasi-Judicial Experience

Attorney Jackson brings a multi-dimensional legal background directly applicable to code enforcement proceedings under Chapter 162, Florida Statutes. His relevant experience includes:

- Service on the Orange County Board of Zoning Adjuster as Chair and District 2 Representative, presiding over matters involving, variance, special exceptions, as well as code enforcement issues.
- Service as General Counsel to TOECRA, advising on municipal governance, redevelopment law, compliance with Florida Statutes, due process obligations, and quasi-judicial hearing procedures.
- Extensive civil litigation experience in Florida state courts, including jury trials, evidentiary hearings, and matters requiring application of the Florida Evidence Code.
- Familiarity with Chapter 162, Florida Statutes governing code enforcement; Chapter 163 governing community redevelopment; and applicable local government law throughout Central Florida.

Current Special Magistrate Engagements

Not Applicable at this time.

SECTION C: PROPOSED MAGISTRATE – RESUME AND CREDENTIALS

Name	Gregory Jackson, Esq.
Florida Bar No.	503126
Date of Admission	October 2001
Firm	N/A
Email	flageneralcounsel@gmail.com
Phone	(407) 564-6604
Bar Discipline	None

Professional Experience

See attached resume.

SECTION D: UNDERSTANDING OF SCOPE AND PROPOSED APPROACH**Understanding of the Town's Needs and Legal Framework**

The Town of Eatonville seeks a legally qualified, impartial Special Magistrate to preside over code enforcement proceedings pursuant to Chapter 162, Florida Statutes. Chapter 162 establishes a quasi-judicial process through which municipalities may enforce their codes of ordinances, imposing fines, liens, and compliance obligations on property owners found to be in violation. The Special Magistrate serves as the independent adjudicatory officer in these proceedings, responsible for ensuring that each hearing comports with the requirements of due process, applicable evidentiary standards, and the procedural mandates of both Chapter 162 and the Town's Code of Ordinances.

I understand that the Town anticipates approximately one hearing per month with dockets ranging from 5 to 15 cases, and that hearing volume may increase as code enforcement activity grows. I am fully prepared to accommodate this schedule and any additional or emergency hearings the Town may require. My current experience as an active Special Magistrate gives me immediate familiarity with the practical rhythms and administrative demands of a municipal code enforcement docket.

Proposed Hearing Procedures

I will conduct all hearings in accordance with Chapter 162, Florida Statutes, the Town's Code of Ordinances, and applicable Florida law. My approach to each hearing session will include the following:

- **Pre-Hearing Coordination:** I will review the case docket in advance of each hearing and coordinate with the Town's Code Enforcement staff to address any procedural issues, ensure adequate notice has been provided to property owners, and confirm that the Town's documentary evidence is properly organized and ready for presentation.
- **Due Process and Notice:** Every property owner will be afforded proper notice of the hearing, an opportunity to be heard, and a fair and impartial determination on the merits. I am attentive

to due process requirements and will identify and address any notice defects before proceeding on the merits.

- Evidentiary Standards: Hearings will be conducted in accordance with the Florida Evidence Code as applied in administrative proceedings, utilizing a relaxed but orderly evidentiary standard appropriate to quasi-judicial code enforcement hearings. I will administer oaths, receive testimony and documentary evidence, and rule on objections in a manner consistent with applicable law.
- Case Management: I will maintain firm but fair control of the docket to ensure hearings proceed efficiently. Cases will be called in order, default findings entered where appropriate for properly noticed cases with no appearance, and contested cases heard in a structured, organized manner.

Written Orders

Written orders will be issued within a reasonable time following each hearing, typically within ten (10) to fourteen (14) business days. Each order will contain findings of fact, conclusions of law, and the specific relief granted, in a form suitable for recording with the Orange County Clerk of Courts as required by Chapter 162. I will coordinate directly with the Town Clerk's office to ensure orders are formatted and transmitted in accordance with the Town's recording procedures.

Staff Guidance and Support

I will provide guidance to Town code enforcement staff on case preparation, evidence documentation, notice requirements, and hearing procedure. I am available by phone and email between hearing dates to answer procedural questions and assist staff in developing sound case files that will withstand legal scrutiny.

Availability

I am available for the Town's monthly hearing schedule and any special or emergency hearings as needed. I can confirm specific hearing dates upon contract execution and will prioritize the Town's hearing calendar. I am also available for pre-hearing conferences, site-related coordination meetings, and lien reduction hearings on mutually agreed dates.

Value-Added Services

- I am willing to attend and conduct hearings in hybrid or virtual format using standard video conferencing platforms if the Town elects to exercise that option.
- I can provide the Town's code enforcement staff with periodic written guidance on case preparation best practices to strengthen the quality of the Town's enforcement record.
- My existing relationship with TOECRA and familiarity with Eatonville's community context means I can begin service immediately without an onboarding learning curve.

SECTION E: REFERENCES

The following references are provided from current or recent clients for whom Special Magistrate, hearing officer, or related municipal legal services have been provided:

Reference 1

Contact Name/Title	Rod Love, Former Orange County Commissioner
Municipality / Entity	Community Synergy Group
Phone / Email	(407) 464-0008 comsg@comsg.net
Services Provided	Apopka Task Force Legal Consultant

Reference 2

Contact Name/Title	Bryan Nelson, Former Apopka Mayor
Municipality / Entity	City of Apopka
Phone / Email	(407) 963-9840 BNelsonIns@aol.com
Services Provided	No direct services

Reference 3

Contact Name/Title	Wanda Randolph, TOECRA Board Member
Municipality / Entity	Town of Eatonville CRA
Phone / Email	(407) 435-3520 wrandolph@townofeatonville.org
Services Provided	TOECRA General Counsel

SECTION F: DISCLOSURES, CONFLICTS, AND CERTIFICATIONS

Conflicts of Interest

Gregory Jackson, Esq., has no actual or potential conflicts of interest with the Town of Eatonville, its elected officials, appointed officers, employees, or contractors that would impair his ability to serve as an impartial Special Magistrate. Specifically:

- Attorney Jackson has represented the TOECRA in a matter adverse to the Town of Eatonville, which has since resolved.
- Attorney Jackson has no familial relationships with any current Town official, employee, or contractor that would create a conflict.
- Attorney Jackson's role as General Counsel to TOECRA is a related but legally distinct entity from the Town itself. He is aware of the distinction and will maintain strict impartiality in all code enforcement matters. Should any matter arise in which a TOECRA-related party appears before him in a code enforcement hearing, he will promptly disclose the relationship and recuse himself if appropriate.
- Should any conflict, real or perceived, arise during the term of any engagement, Attorney Jackson will disclose it in writing immediately and will defer to the Town's direction on recusal.

Florida Bar Disciplinary History

Gregory Jackson, Esq., has no disciplinary history, pending complaints, or sanctions on file with The Florida Bar.

Debarment / Suspension

Attorney Jackson is not currently debarred or suspended from contracting with any federal, state, or local government entity.

Public Records Compliance

Attorney Jackson acknowledges that this proposal and all related documents become public records upon submission pursuant to Chapter 119, Florida Statutes. No portion of this proposal is designated as confidential or proprietary.

SECTION G: FEE PROPOSAL**CONFIDENTIAL – FEE PROPOSAL**

RFP No. 2026-CE-0526 – Special Magistrate Code Enforcement Services

Service / Time Category	Rate
Hearing Preparation Time	\$250.00 per hour
Hearing Time (Presiding and deliberation)	\$250.00 per hour
Administrative Time (order drafting, staff coordination, legal research)	\$250.00 per hour
Travel / Mileage	IRS standard mileage rate (if applicable); no travel charge for Eatonville hearings within Central Florida area
Other Incidental Costs	None anticipated

Estimated Annual Not-to-Exceed Fee

Based on the anticipated hearing volume described in Section 2.3 of the RFP (approximately one hearing per month with 5–15 cases per session), the following estimate is provided:

Component	Est. Hours / Year	Est. Annual Cost
Hearing Preparation Time (2 -5 hours per session)	24 – 60 hrs	\$6,000 - \$15,000
Hearing time (12 sessions × avg. 4 hours)	48 hrs	\$12,000
Administrative time (order drafting, coordination)	30 hrs	\$7,500
ESTIMATED ANNUAL TOTAL	~60 hrs	\$25,500 - \$34,500

This estimate is based on the anticipated hearing volume in the RFP. Actual costs will be billed at \$250.00 per hour for actual time worked. The Town will only be charged for hours actually expended. No retainer is required. I am willing to negotiate a not-to-exceed cap on a per-session or annual basis at the Town's discretion.

REQUIRED CERTIFICATIONS AND SIGNATURE

By submitting this proposal, the undersigned certifies and represents that:

- The information contained in this proposal is accurate, complete, and not misleading.
- The Proposer has not engaged in collusion, fraud, or unethical conduct in connection with this RFP.
- The Proposer is not currently debarred or suspended from contracting with any federal, state, or local governmental entity.
- The Proposer is in compliance with all applicable federal, state, and local laws and regulations, including Florida's public records laws.
- The Proposer understands and agrees to the terms and conditions set forth in this RFP.
- All proposed personnel meet the minimum qualifications set forth in Section 3.

Authorized Signature:

/s/ Gregory Jackson

Gregory Jackson, Esq.

Florida Bar No.: 503126

299 Loraine Drive

Altamonte Springs, FL 32714

(407) 564-6604 | flageneralcounsel@gmail.com

GREGORY A. JACKSON, ESQ.
712 PRIMROSE WILLOW WAY
APOPKA, FL 32712
CELL: (321) 287-8807
PRIMARY EMAIL: gregory_jacksonesq@yahoo.com
SECONDARY EMAIL: flageneralcounsel@gmail.com

EMPLOYMENT EXPERIENCE

Dan Newlin Injury Attorneys, Orlando, FL

- Trial Attorney: January 2019 to present

Conroy Simherg, P.A., Orlando, FL

- Partner: September 2012 to January 2019

Office of the Attorney General, Department of Legal Affairs, Jacksonville, FL

- Assistant Attorney General, Economic Crimes: January 2010 to September 2012

Gregory Jackson & Associates, LLC, Orlando, FL

- President/Owner: September 2008 to January 2010

Bobo, Ciotoli, Bocchino, Newman & Corsini, P.A., Orlando, FL

- Shareholder: November 2001 to September 2008

Zimmerman, Shuffield, Kiser & Sutcliffe, P.A., Orlando, FL

- Associate: August 2000 to October 2001

EDUCATION

- *Florida State University College of Law*, Juris Doctor (2000)
 - Florida State University Law Review, Notes & Comments Editor (1998 and 1999)
 - FSU Land Use & Environmental Law Journal, Staff Member (1998 to 2000)
 - Florida Department of Corrections, Legal Intern (1999)
 - Florida Department of Business & Professional Regulations, Legal Intern / Qualified Representative (1999)
- *University of North Florida*, Master of Health Administration (1997)
- *Florida A&M University*, Bachelor of Science (1994)

MILITARY EXPERIENCE

United States Navy Reserve, CENTCOMINT 0174

- Naval Intelligence Analyst (Top Secret Security Clearance): 2001 to 2004

Florida National Guard, Company A, 3rd Battalion 124th Infantry

- Specialist (11C)/E-4: 1988-1994; Inactive Reserve: 1994 to 1996

GOVERNMENT /CITIZEN BOARD /ADVISORY COMMITTEE APPOINTMENTS

- *Orange County Board of Zoning Adjustment*, Chairman and District 2 Representative (2015 to 2020)
- *Eatonville Community Redevelopment Agency*, General Counsel Appointed by the TOECRA Board (2014 – 2020; 2022 – Present)
- *Orange County Public Schools Unitary Status Advisory & Oversight Committee*, (2017 OCPS District 7 Appointee of Board Member Christine Moore)
- *City of Orlando Affordable Housing Advisory Committee* (2017 to 2020 Appointee of City of Orlando Mayor)
- *Central Florida Urban League*, Community Task Force (2015 to 2017)
- *Civic Facilities Authority*: City of Orlando Representative (2005 to 2007 Appointee of City of Orlando Mayor)
- *City of Orlando Certification Appeal Board* (2002)
- *City of Orlando Certification Board*: Board Member (2001 to 2002)
- *Metro Plan Orlando Citizens' Advisory Committee*: Orange County Representative (2001 to 2002)

HONORS

- National Black Lawyers Top 100 (2020 to 2024)
- Lawyers of Distinction (2023)
- Elite Lawyer (2020)
- Orlando Style Magazine Attorneys of the Year (2020)
- National Attorneys General Training & Research Institute, Scholar Albuquerque, NM (2010) and Austin, TX (2011)
- Central Florida Political Leadership Institute (2012 Graduate)
- Mayor Teresa Jacob's Orange County Experience Citizen's Program (Inaugural Class of 2013)

PROFESSIONAL, CIVIC & COMMUNITY
FRATERNAL AFFILIATIONS

- *Alpha Phi Alpha Fraternity, Inc.*, Life Member
- *Alpha Phi Omega National Service Fraternity, Inc.*, Life Member
- *Let's Talk About It, Radio Talk Show Host* on 1680AM WOKB (2017 to present)
- *Florida Bar Association*, Member of Trial Lawyers / City, County & Local Government Law Sections
- *Florida Municipal Attorneys Association*, Member (2016 to 2019)
- *Apopka Task Force on Violence*, Legal Advisor and Strategist on Governmental Policy (2016 to 2018), Co -Author of Legislative White Paper on Topic of Community Redevelopment Agencies

PROFESSIONAL CIVIC & COMMUNITY AFFILIATIONS (Cont.)

- Florida Bar Association, Government & Public Policy Advocacy (2017 to present), Consumer Protection Law Committee (2012 to 2018) and LOMAS Advisory Board (2007 to 2010)
- College Park Rotary Club, President and Foundation Chair (2015 to 2016)
- Small Business Development Center at University of Central Florida, Advisory Committee Member (2008 to 2018)
- Easter Seals of Central Florida, Advisory Board Member (2008 to 2010)
- Primrose Center, Inc., Board of Directors (2000 to 2004)
- West Orange Chamber of Commerce, Economic & Governmental Advocacy Committee Member (2012)
- U.S. District Court Middle District of Florida
- U.S. District Court Southern District of Florida (Government Lawyer Admission)
- Alpha Phi Omega National Service Fraternity, Inc.
- Alpha Phi Alpha Fraternity, Inc.
- Tehillah Magazine, Inc., Official Magazine of The Stellar Awards (2010 to 2012), Founder, Past Managing Editor and Chief Legal Officer
- Florida Department of Financial Services & Georgia Insurance Department, Past Continuing Education Instructor (2006 to 2010)*

*Past Instructor with course authority for: General Line (Property & Casualty), Health, Adjuster Law & Policy, Adjuster and Agents Ethics, Generic (life, health, variable, general lines and title) and Premium Discounts/Mitigation Options.