

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 to retain the 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 the TOECRA. Specifically, the TOECRA seeking special investigation into the following:

A review of any and all documentation and/or pertinent information related to the use of TOECRA funds submitting compensation to the former TOECRA Executive Director in the amount of \$71,677.69 as severance pay, after the former Executive Director was terminated for cause. A review of any and all documentation and/or pertinent information related to the TOECRA financial transactions to determine the appropriateness of a single signer executing financial instruments on behalf of the TOECRA. A review of any and all documentation and/or pertinent information related to the TOECRA financial transactions to determine the appropriateness of allowing non-TOECRA Board Members to be listed as signers on the TOECRA accounts with any financial institution.

The TOECRA recognizes that the special investigation may result in other related areas being reviewed to complete a thorough special investigation. The TOECRA is thus requesting proposals for the possible establishment of a 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; the firm’s experience with municipal and government matters, to include procurement policies and employment issues.

Proposals need not include specific proposed rates or fees, as the contract rate for the special investigation shall be FIFTEEN THOUSAND DOLLARS and NO CENTS for the initial period of the investigation, which shall last for ninety (90) days. The period of time needed to complete the special investigation shall be extended based on 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 the TOECRA. Finally, the proposal should include the names of and contact information for one (1) to three (3) references.

The TOECRA will accept proposals through the close of business on April 28, 2023 but reserves the right to reject any and/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](https://www.townofeatonville.com/370-East-Kennedy-Boulevard-Eatonville-Florida-32751), (407) 960-1361;
nbonds@townofeatonville.com.