



Levy County Board of County Commissioners
Procurement Department
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May 25, 2023

Code Enforcement Special Magistrate

Evaluation Committee Discussions – Meeting Minutes

Staff Present:

Nicolle Shalley, County Attorney
Alicia Tretheway, Procurement Coordinator
Dave Banton, Code Enforcement
David Meyer, Development Director

Meeting began at 9:02 AM

Proposals were reviewed in no particular order.

First Proposal Reviewed: Weiss Serota Helfman

- Ms. Nicolle noted that they had experience attorneys, they were all members of the Florida Bar, in good standing. Their schedule of availability seemed very open to conducting special magistrate meetings whenever we needed it. As compared to the other two firms they did not seem to have a lot of experience in code enforcement or special magistrate services. They were experienced in education law, labor and employment law.
- David Meyer noted that they have offices in south Florida that specialize in code enforcement and special magistrate but not here, Ms. Nicolle agreed.
- Dave Banton agreed with David and Ms. Nicolle.

Second Proposal Reviewed: Norm D. Fugate P.A.

- Ms. Nicolle noted that they are very experienced, schedule and availability were good. She also noted the relevant experience and the conflicts issue. There are potential conflicts of interest with current ongoing cases in Levy County. Norm's office represents some of the other individuals. The proposal did not notate how the office would deal with potential conflicts. David Meyer agreed.
- Dave Banton noted that he liked that they had background in land, title, and the experience in probate.

Third Proposal Reviewed: Braswell Law PLLC

- Ms. Nicolle noted that they were well experienced, good firm, schedule of availability was good. They also have direct experience being a Special Magistrate for Code Enforcement for years. The firm clearly addressed the conflict issue in proposal. This firm addressed all of the criteria.

- Ali noted that their pricing was the highest.
- Dave Banton noted that he liked that they had experience in the Department of Environmental Protection. A lot of the things done in code enforcement surrounds DEP (environmental).
- David Meyer agreed that they are a good firm but was concerned with the money side of it. He also liked that they were from Gainesville because there could be a lot less conflicts.

Ali totaled up each firms score using the following methodology:

Took each evaluators scores total up all points for the firm being scored and divided the total points by the number of evaluators.

Below are the following scores:

Braswell Law PLLC: 85.3

Norm D. Fugate P.A.: 83.6

Weiss Serota Helfman: 77.6

General Discussion after Scoring:

- Ms. Nicolle notated that we could choose an alternate to serve in the event of a conflict (or to have another firm available).
- The consensus was to choose one firm.
- Ali will bring the evaluation scores and make a recommendation at the next BOCC Meeting 6/6/2023.

Meeting concluded at 9:34 AM.