

**CITY OF ST. PETE BEACH
REQUEST FOR QUALIFICATIONS**

Sealed statements will be accepted in the Office of the City Clerk, St. Pete Beach City Hall, 155 Corey Avenue, St. Pete Beach, FL 33706, until **10:00 a.m. on Friday, May 24, 2019** for the following:

“SPECIAL MAGISTRATE SERVICES”

The City of St. Pete Beach will accept statements of qualifications for the purpose of selecting a **Special Magistrate** to provide services in accordance with Chapter 22 and Section 98-20 of St. Pete Beach Municipal Code, Sections 3.3(b) and 3.16(b) and 3.1(b) of the St. Pete Beach Land Development Code. **Said services to be rendered typically at 10:00 a.m. on the second Monday of each month at the St. Pete Beach City Hall, 155 Corey Avenue, St. Pete Beach, FL 33706.**

Respondent must be a Florida Bar attorney in good standing.

For specifications and additional information, please contact the City Attorney, Andrew Dickman, at 727-363-9215, adickman@stpetebeach.org, or visit our website at www.stpetebeach.org.

All bid packages shall be sealed and plainly marked as **“RFQ - Special Magistrate Services”** and delivered to the Office of the City Clerk, St. Pete Beach City Hall, 155 Corey Avenue, St. Pete Beach, FL 33706, no later than **10:00 a.m. on Friday, May 24, 2019.** No late submittals will be accepted.

Respondents shall submit one (1) original and seven (7) copies, plus one thumb drive, of their proposal in its entirety.

No bids may be withdrawn after the scheduled closing time for a period of 30 (thirty) days. The City reserves the right to reject any and all submissions, to waive any technical defects and to accept any submission which, in the opinion of the bidding authority, is the best interest of the City. This request and all submissions are subject to the City Charter and Code of Ordinances.

SPECIAL MAGISTRATE STATEMENT OF QUALIFICATIONS

1. Specifications: Submissions should include the following:
 - a. The name, qualifications and experience of the person submitting the proposal.
 - b. Explanation of how the qualifications relate to the functions of the Special Magistrate position.
 - c. Statement of local availability and degree of accessibility to the City.
 - d. A proposed fee schedule – hourly rate, etc.

- e. A list of agreements or contracts for such services made with other governmental units.
- f. Three references from attorneys, public officials and/or judicial officials.

2. Selection Process:

- a. After the scheduled submission opening, the City Staff will review and rank each statement of qualifications.
- b. No more than five (5) qualified applicants will be selected for interview by staff.
- c. No more than three (3) qualified applicants will be interviewed by the City Commission in a regularly scheduled meeting, date to be determined.
- d. A selection will be made by the City Commission at a regularly scheduled meeting, date to be determined.