



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.19.

5/4/2021

Subject:

Permission to Develop and Advertise a Request for Qualifications (RFQ) for Attorney Services to Serve as Counsel for the Upcoming Charter Review Commission (CRC)

Fiscal Impact:

To Be Determined, based upon negotiated hourly with selected firm
Prior CRC legal services were billed at \$150.00 (lawyer) and \$75.00 (paralegal) per hour.

Dept/Office:

Central Services Office

Requested Action:

It is requested the Board of County Commissioners:

- Authorize the development and advertisement of an RFQ for Attorney Services to serve as counsel for the Brevard County CRC;
- Approve the appointment of the Charter Review Commission as the Selection Committee and Negotiation Committee in this solicitation process;

Summary Explanation and Background:

Section 7.4 of the Brevard County Charter provides as follows:

"Not later than July 1 of the year 1997 and every sixth year thereafter, the Board of County Commissioners shall appoint a Charter Review Commission to review the Charter of the County. Each Charter Review Commission shall consist of fifteen (15) persons, with not less than two (2) members residing in each Commission district. The Commission shall otherwise be appointed in the manner provided by law for the appointment of charter commissions in counties without charters. The Commission shall be funded by the Board of County Commissioners and shall be known as "Brevard County Charter Review Commission." It shall, within one (1) year from the date of its first meeting, present to the Board of County Commissioners its recommendations for amendment of the Charter or its recommendation that no amendment is appropriate. If amendment is to be recommended, the Charter Commission shall conduct three (3) public hearings, at intervals of not less than ten (10) days, immediately prior to the transmittal of its recommendations to the Board of County Commissioners. The Board of County Commissioners shall schedule a referendum on the proposed charter amendments concurrent with the next general election. The Charter Review Commission may remain in existence until the general election for purpose of conducting and supervising education and information on the proposed amendments."

The scope of services proposed will consist of (but not limited to) a law firm to provide an attorney to provide

legal advice to the Brevard County CRC. Experience in constitutional law, local government law, and drafting county charters is preferred.

It is anticipated that the RFQ will be prepared for review at the first CRC meeting (anticipated to take place in August 2021) and will be advertised in immediately following approval by the CRC. If approved as the selection/negotiation committee, the CRC will be provided a copy of all responses at the CRC meeting following the RFQ due date. Once the CRC has evaluated all responses, a recommendation of award will be presented to the Board of County Commissioners at a regularly scheduled Board meeting at a date to be determined. Upon Board approval, a contract will be drafted and executed, as approved by the Board.

It is requested that the Brevard County Board of County Commissioners provide approval to develop and advertise an RFQ for services of an attorney to serve as counsel for the Brevard County CRC, approve the appointment of the CRC to act as the Selection and Negotiation Committee in this solicitation process.

Clerk to the Board Instructions:

None



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May 5, 2021

M E M O R A N D U M

TO: Steven Darling, Central Services Director

RE: Item F.19., Permission to Develop and Advertise a Request for Qualifications (RFQ) for Attorney Services to Serve as Counsel for the Upcoming Charter Review Commission (CRC)

The Board of County Commissioners, in regular session on May 4, 2021, authorized the development and advertisement of an RFQ for Attorney Services to serve as counsel for the Brevard County CRC; and approved the appointment of the CRC as the Selection Committee and Negotiation Committee in the solicitation process.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK

Kimberly Powell
Kimberly Powell, Clerk to the Board

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cc: County Manager
County Attorney
Finance
Budget