

RFQ 2025-10 SPECIAL MAGISTRATE FOR CODE COMPLIANCE  
INTENT AND GENERAL INFORMATION

**Instructions to Proposers**

Proposers interested in the Work are instructed to submit four (4) hard copies and one (1) electronic copy (non-returnable USB flash drive) of its complete proposal in accordance with this RFQ, no later than **August 13, 2025 at 3:00 P.M., Eastern Time** unless otherwise changed through an addendum to this RFQ, to the County Manager's Office at 445 W. Palmer Mill Rd., Monticello, FL 32344. Proposals received after this date and time will not be considered and will be returned unopened.

All Proposals and all attachments must be bound and delivered **SEALED** to the County at the address shown below no later than the time and date set for receipt of Bids. Deliver OR mail the Bid in a sealed envelope/package to:

Jefferson County Board of County Commissioners  
ATTN: ITB 2025-10  
Shannon Metty  
445 W. Palmer Mill Rd  
Monticello, FL 32344

The front lower left corner of each **SEALED** envelope/package must contain the following information for proper identification:

<b>SPECIAL MAGISTRATE FOR CODE COMPLIANCE</b> <b>RFQ 2025-10</b> <b>Attention: SHANNON METTY</b> <b>DUE NO LATER THAN: AUGUST 13, 2025 @ 3:00 P.M. EST</b>
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1. Include name and address of Proposer on each sealed envelope/package.
2. If Proposal is contained in multiple packages, number each sealed package sequentially, i.e., "1 of 3", "2 of 3", "3 of 3".

Bidders shall construct its Bid in the following format. Required forms can also be provided in Microsoft Word format, upon request. Please contact the procurement office: (850) 342-0223, or email [smetty@jeffersoncountyfl.gov](mailto:smetty@jeffersoncountyfl.gov).

All Proposals received will be recorded and date-stamped at the Jefferson County office located at 445 W. Palmer Mill Rd., Monticello, Florida.

Submission of Proposals by fax or other electronic means will not be accepted. Any proposals received after the stated time and date will not be considered. Late proposals will not be opened at the public opening. Arrangements may be made for the unopened proposals to be returned at the Proposer's request and expense.

RFQ 2025-10 SPECIAL MAGISTRATE FOR CODE COMPLIANCE  
INTENT AND GENERAL INFORMATION

Proposals may be withdrawn or modified only by written notification from the Proposer prior to the time fixed for the opening of Proposals. Negligence on the part of the Proposer in preparing the Proposal confers no right for withdrawal of the Proposal after it has been opened.

**Proposal Must Address:**

The Proposal must address the requirements in a clear and concise manner in the order stated herein. Proposals must be divided as described below and must include the information/documents specified in the applicable divider. Proposals that do not adhere to the following format or include the requested information/documents may be considered incomplete and therefore unresponsive by the County.

The County reserves the right to seek additional/supplemental representation on specific issues as needed.

Proposals should be typed. **No changes in or corrections to Proposals will be allowed after the Proposals are opened.**

The signer of the Proposal must declare that the Proposal in all respects fair and in good faith without collusion or fraud and that the signer of the Proposal has the authority to bind the principal Proposer.

The County will not be liable for any costs incurred by Proposer prior to entering a contract. Therefore, all Proposers are encouraged to provide a simple, straightforward, and concise description of their ability to meet the RFQ requirements.

**PROPOSAL CONSTRUCTION**

Proposer will construct its Proposal in the following format as outlined and a divider must separate each section as prescribed.

**TAB 1 – PROPOSAL TRANSMITTAL FORM ON THE FIRM’S LETTERHEAD (FORM 1)**

All signatures must be by an individual with authority to legally bind the Proposer, witnessed, and corporate and/or notary seal (as applicable.) If the individual signing the Proposal Transmittal Form does not have apparent authority to legally bind the Proposer, attach documentation demonstrating such authority. The corporate or mailing address must match the company information as it is listed on the Florida Department of State Division of Corporations. Attach a copy of the webpage(s) from <http://www.sunbiz.org> as certification of this required information. Verify that all addenda and tax identification number have been provided.

**TAB 2 – EXECUTIVE SUMMARY AND QUALIFICATION APPLICATION (FORM 2)**

**The Executive Summary should be no more than three (3), front and back, pages.** Include Form 2, Qualification Application and Questionnaire. Additional pages may be added to Form 2 if needed.

**TAB 3 – LETTERS OF REFERENCE (FORM 3) AND PAST PERFORMANCE**

RFQ 2025-10 SPECIAL MAGISTRATE FOR CODE COMPLIANCE  
INTENT AND GENERAL INFORMATION

Include three reference letters from similarly situated communities or local governments dated 2020 or later. Letters must be on the entities letterhead and signed by an authorized official and include a brief description of the project and results, date of the project and name of contact person, e-mail, and phone number.

In addition, provide a detailed description of a minimum of four (4) projects completed within the past five (5) years of a similar nature to the work requested in this RFQ, including a project description, location, name of project manager, scheduled and actual completion date, anticipated and actual cost of the project, and client reference with contact information

**TAB 4 – RESPONDENTS' QUALIFICATIONS AND EXPERIENCE**

Provide documentation supporting that Respondent and all relevant members of Respondents' firm have been members in good standing of the Florida Bar for a minimum of five (5) years.

Describe any experience in litigation and quasi-judicial proceedings in the areas of local government land use, property, animal control, dangerous animals, and local government Code Enforcement. Explain how the Respondent's qualifications relate to the functions of the Special Master position. Describe any past experience as special magistrate, special master, judge, magistrate, mediator, arbitrator, or hearing officer.

Please describe any or all experience(s) related to the Jefferson County Code of Ordinances and Land Development Code.

**TAB 5 – RESUME**

Please provide a copy of your current resume. The response should be no more than five pages front and back.

**TAB 6 – REQUIRED FORMS DOCUMENTS AND CERTIFICATIONS**

The following forms must be fully filled out and signed by a person with authority to bind the Proposer:

Form No. 4	Indemnification and Hold Harmless Statement
Form No. 5	Sworn Statement on Public Entity Crimes
Form No. 6	Equal Employment Opportunity/Affirmative Action Statement
Form No. 7	Drug Free Workplace Certification
Form No. 8	Conflict of Interest Disclosure
Form No. 9	Non-Collusion Affidavit
Form No. 10	Ethics Clause & Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements
<del>Form No. 11</del>	<del>List of Proposed Sub-Contractors</del> NOT APPLICABLE
Form No. 12	Certification Regarding Debarment, Suspension, and Other Responsibility Matters -Primary Covered Transactions
Form No. 13	E-Verify Compliance Certification
Form No. 14	Insurance Certification

RFQ 2025-10 SPECIAL MAGISTRATE FOR CODE COMPLIANCE  
INTENT AND GENERAL INFORMATION

Form No. 15	Comments on Proposed Contract
Form No. 16	System for Award Management Form
Form No. 17	Byrd Anti-Lobbying Amendment Form
Form No. 18	Anti-Human Trafficking Affidavit

**Please note any concerns with the proposed contract on Form No. 15.** Any comments that are included on this form regarding the contract documents will be forwarded to the legal department for review. The County's acceptance of comments does not guarantee any revision to the contract documents. Comments not included on this form **WILL NOT** be considered. Please indicate NONE or Not Applicable (N/A) if there are no comments on the proposed contract documents.

**TAB 7 – COST PROPOSAL (Cost proposal envelope/package must be labeled and clearly labeled as such, in a separate sealed envelope/package)**

The cost proposal must indicate a fee structure or rate for the Services to be provided. Include the list of related services and scope of Services itemized.

**TAB 8 – STATEMENT OF AVAILABILITY**

The Statement of Availability shall indicate whether Respondent has an office within the County and describe Respondent's availability for conduct of hearings and other County business. Please include customary days of availability and any foreseeable dates or times at which Respondent will be unavailable to conduct County business.