



JEFFERSON COUNTY, FLORIDA

REQUEST FOR PROPOSALS (RFP 2026-04)

-ATTORNEY SERVICES-

ADVERTISEMENT / NOTICE OF REQUEST FOR PROPOSALS

Jefferson County, Florida ("County"), is soliciting sealed proposals from qualified attorneys or law firms to provide **County Attorney Services** on a contractual basis.

PROPOSAL DEADLINE:

 April 29, 2026

 4:00 PM (EST)

SUBMIT TO:

Jefferson County
Attn: Shannon Metty, County Manager
450 W. Walnut Street
Monticello, Florida 32344

Proposals received after the deadline will not be considered.

QUESTIONS

All questions must be submitted in writing via email to:

 smetty@jeffersoncountyfl.gov or jtuten@jeffersoncountyfl.gov

Deadline for Questions: April 15, 2026

Responses to questions may be issued via addendum.

CONE OF SILENCE

From the issuance of this RFP until contract execution, proposers shall not contact any County Commissioner or County employee regarding this solicitation except the County Manager or



Executive Assistant or as otherwise authorized. Violation of this provision may result in disqualification.

1. INTRODUCTION

Jefferson County, a political subdivision of the State of Florida, is seeking proposals from qualified attorneys or law firms to serve as **County Attorney**.

The County is governed by a five-member Board of County Commissioners responsible for legislative actions, budget adoption, and quasi-judicial proceedings. The County Attorney serves at the pleasure of the Board and acts as the chief legal advisor to the County Commission, boards, committees, and staff.

The selected Attorney must:

- Be a current member in good standing with The Florida Bar
- Demonstrate experience representing Florida local governments
- Possess knowledge of Florida Sunshine Law and Public Records Law

Board certification in a relevant area is preferred.

The selected Attorney will be expected to become familiar with:

- Jefferson County Code of Ordinances
- Land Development Code
- Comprehensive Plan

2. TERM OF AGREEMENT

The County intends to negotiate a **Professional Services Agreement** for:

- One (1) initial year
- Option to renew for four (4) additional one-year terms

The agreement may be terminated by the County **without cause** upon written notice.



3. SCOPE OF SERVICES

The County Attorney shall provide comprehensive legal services, including but not limited to:

1. Provide legal advice and representation in accordance with federal, state, and local laws.
2. Serve as legal advisor to the County Commission, boards, committees, and staff.
3. Conduct legal research and provide written and oral opinions.
4. Prepare, review, and approve contracts, agreements, ordinances, resolutions, and legal documents.
5. Review agenda items and advise on legal sufficiency.
6. Provide counsel on:
 - Land use and zoning
 - Comprehensive planning
 - Labor and employment law
 - Procurement and contracts
 - Public finance (taxes, fees, bonds)
 - Sunshine Law and Public Records
 - Environmental and real estate law
7. Represent the County in litigation and administrative proceedings unless otherwise assigned.
8. Attend all County Commission and Planning Commission meetings unless excused.
9. Provide legal services to County boards and committees.
10. Assist in drafting and revising ordinances, policies, and procedures.
11. Prepare legal documents for real estate transactions.
12. Provide quarterly activity reports to the County Commission.
13. Assist with annual audit documentation.
14. Coordinate and oversee outside counsel as needed.
15. Monitor and advise on legislative and legal developments affecting the County.
16. Provide training and guidance on Sunshine Law and public records compliance.
17. Be available for meetings and consultations as needed.
18. Perform other duties as directed by the County Commission.

4. SUBMITTAL REQUIREMENTS

Proposals must be concise and include the following:

1. Letter of Transmittal

- Statement of understanding of services



- Commitment to perform work
- Signature of authorized representative

2. Qualifications and Experience

- Relevant legal experience (especially public sector)
- Experience with Florida local government law
- Experience with Sunshine Law and Public Records
- Academic background, degrees, certifications
- Disclosure of any disciplinary actions

3. Accessibility and Responsiveness

- Office location and hours
- Availability for meetings and emergencies
- Response time expectations
- Backup or substitute attorney(s)

4. References

Provide at least three (3) references including:

- Name
- Title
- Organization
- Phone and email

5. Proposed Cost

Provide:

- Hourly rates for attorneys and staff
- Any fixed fee structure (if proposed)
- Rates for reimbursable expenses
- Travel/mileage reimbursement policy



Billing Requirements

Monthly invoices must include:

- Date of service
 - Personnel performing work
 - Time billed in tenths of an hour
 - Description of services
 - Fees charged
 - Organization by department/project
 - Itemized expenses
-

Independent Contractor Status

The selected Attorney or Firm shall serve as an **independent contractor**. No employee benefits will be provided by the County.

5. EVALUATION AND SELECTION

Proposals will be evaluated based on:

Criteria	Points
Experience	30
Qualifications	20
Accessibility & Responsiveness	25
References	10
Cost	10
Local Preference	5

Total: 100 Points

The County may conduct interviews prior to final selection.

Final selection shall be made by the Board of County Commissioners in the best interest of the County.



The County reserves the right to:

- Reject any or all proposals
 - Waive informalities
 - Request additional information
 - Negotiate terms
-

6. SUBMISSION INSTRUCTIONS

Submit:

- One (1) original marked “ORIGINAL”
- Seven (7) copies marked “COPY”
- One (1) flash drive

In a sealed envelope labeled:

“RFP 2026-04 – County Attorney Services”

Include proposer name and address.

Deliver to:

Jefferson County
Attn: Shannon Metty, County Manager
450 W. Walnut Street
Monticello, Florida 32344

Proposals must be received **before 4:00 PM on April 29, 2026.**

7. GENERAL CONDITIONS

Insurance Requirements

The selected Attorney/Firm shall maintain:

- Professional Liability: \$1,000,000 per occurrence



- Workers' Compensation (as required by law)
 - Acceptable insurer rating (A.M. Best "A", Size VIII or better)
-

Indemnification

The Attorney/Firm shall indemnify and hold harmless the County, its officials, and employees from claims arising out of services performed.

Public Entity Crimes

Proposers must comply with Florida Statutes §287.133.

Equal Opportunity

The County is an Equal Opportunity Employer and encourages participation from all qualified firms, including minority and women-owned businesses.

Public Records

All proposals are subject to Florida Public Records Law (Chapter 119, Florida Statutes).

Unauthorized Aliens

Compliance with the Immigration and Nationality Act is required.

Applicable Law

This RFP and any resulting agreement shall be governed by the laws of the State of Florida. Venue shall be in Jefferson County, Florida.



Costs of Proposal

The County is not responsible for costs incurred in proposal preparation.

Reservation of Rights

The County reserves the right to:

- Accept or reject any proposal
 - Request additional information
 - Modify the scope of services
 - Cancel the RFP
-

END