



City of Doral Request for Qualifications City Attorney Services RFQ No. 2023-02

NOTICE: Pursuant to the Procurement Ordinance, the City of Doral (the “City”) hereby gives notice of its intent to seek statements of qualifications and transmittal letters (proposals) from interested firms in response to this Request for Qualifications for “**RFQ No. 2023-02 – City Attorney Services**” (the “RFQ”) to provide the professional services described herein. **Proposals must be received by 10:00 a.m. on Monday, March 6th, 2023.**

All submittals shall be publicly opened and recorded on **Monday, March 6th, 2023 at 10:00 a.m.** Late submittals shall not be accepted or considered. Proposals must be submitted electronically through [DemandStar](#) or Vendor Registry by the date and time stated above. Any proposals received after the due date and time specified, will not be considered.

Questions regarding this solicitation shall be submitted in writing to procurement@cityofdoral.com no later than 5:00 p.m., Monday, February 20th, 2023. Responses to those questions considered material to the solicitation will be made available as formal addenda and located on the City’s website and Demandstar.com. It is the responsibility of prospective proposers to ensure they are aware of all addenda issued relative to this solicitation.

The City of Doral reserves the right to accept any proposal deemed to be in the best interest of the City or to waive any informality in any submittal. The City may reject any or all proposals and re-advertise.

PROJECT OVERVIEW

The City of Doral is soliciting statements of qualifications from qualified and experienced law firms to provide a full range of municipal legal services serving as the City’s legal counsel on a contractual basis.

The City Attorney will perform all duties pursuant to the City of Doral’s Charter and Code of Ordinances. The services sought by the City include, whether in part or in whole, is the attorney of record, or be responsible for the oversight of the attorney of record and to perform all duties pursuant to the City of Doral’s Charter and Code of Ordinances.

The selected City Attorney shall have been admitted to practice in the State of Florida for no less than ten (10) years at the time of their appointment, be a member of good standing in the Florida Bar and have no less than five (5) years of experience in the practice of law for local government.

The City Attorney may be a law firm or an individual attorney that shall perform the duties of the City Attorney under such terms, conditions, and compensation as may be established by the Council.

The City of Doral is willing to consider one of two options: electing a qualified firm on a contractual basis to provide legal services under a contractual relationship or hiring a qualified attorney as in-house counsel, along with a team of individuals hired by the City. Interested individuals wishing consideration for the position of City Attorney may submit an application to the City of Doral Human Resources Department by visiting <https://www.cityofdoral.com/all-departments/human-resources/job-opportunities/>

The selection of City Attorney shall be at the City's discretion and shall be made in a prompt manner after the receipt and evaluation of all RFQ responses and applications for employment.

All questions and/or comments regarding this request for qualifications should be directed to Procurement at the following email at procurement@cityofdoral.com.

All inquiries must reference "RFQ No. 2023-02 – City Attorney Services" in the subject line. No phone calls will be accepted in reference to this RFQ.

Any communications regarding matters of clarification must be made in writing to the email address listed above. If it becomes necessary to provide additional clarifying data or information that revises any part of this RFQ, supplements or revisions will be made available via written addendum.

Interested firms may secure the solicitation package and all other pertinent information by visiting the City of Doral website (www.cityofdoral.com), Vendor Registry and [DemandStar](#), the central notification systems which provide bid notification services to interested parties. To obtain the solicitation, interested parties must follow the link and register to be able to download the document.

Pursuant to Section 2-11.1 of the County Code of Ordinances, public notice is hereby given that a "Cone of Silence" is imposed concerning this solicitation process, which generally prohibits communications concerning this RFQ from the time of advertisement of the notice until such time as the City announces its decision. Violation of the Cone of Silence by a Respondent shall render this RFQ award or agreement to said Respondent voidable by the City Council or City Manager. For more information on the "Cone of Silence," please contact the City Clerk's Office at 305-593-6730 or via email at CityClerk@cityofdoral.com

Connie Diaz, MMC
City Clerk