

CITY OF QUINCY  
CITY COMMISSION  
AGENDA REQUEST

MEETING DATE: AUGUST 27, 2019  
DATE OF REQUEST AUGUST 22,2019  
TO: Honorable Mayor and Members of the City Commission  
FROM: Jack L. McLean Jr., City Manager  
Ann Sherman, Human Resources Director  
SUBJECT: RFQ & Evaluation Sheets for City Attorney Services

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**Statement of Issue:**

The information provided herein concerns the supply of contracted Attorney/Firm to provide legal direction and support for the City of Quincy in the future.

**Statutory Basis for the Appointment of a City Attorney:**

**ARTICLE IX. CITY ATTORNEY**

Sec. 9.01. Appointment and qualifications.

Sec. 9.02. Duties.

Sec. 9.01. Appointment and qualifications.

The city commission shall appoint a **city attorney**.

**Editor's note-**

Provisions in section 9.01 dealing with the qualifications of the **city attorney** which appear after the language shown above were either repealed by the Municipal Home Rule Powers Act (F.S. ch. 166) or converted into an ordinance by such act which has not been readopted.

Sec. 9.02. Duties.

**Editor's note-**

The provisions of section 9.02 have assumed ordinance status by virtue of the Municipal Home Rule Powers Act (F.S. ch. 166) and their inclusion in the Code. See Code, § 2-141. Rule Powers Act (F.S. ch. 166) and their inclusion in the Code. See Code, § 2-141

#### Sec. 2-141. Duties.

The city attorney shall prepare or approve as to form and legality all contracts, bonds and other instruments in writing in which the city is concerned. When required to do so by resolution of the city commission, he shall prosecute and defend for and in behalf of the city all complaints, suits and controversies in which the city is a party. He shall upon request furnish the city commission, the city manager, the head of any city department or any city officer or board not included in any department his opinion on any question of law relating to their respective powers and duties. In addition, he shall perform such other professional duties as may be required of him by ordinance or resolution of the city commission or as are prescribed for city attorneys under the general laws of the state which are not inconsistent with the charter and with any ordinance or resolution which may be passed by the city commission.

(Laws of Fla. ch. 63-1840, § 9.02)

Secs. 2-142-2-160. Reserved.

#### **Background of City Attorney Search:**

The current RFQ was advertised via the web and with the Florida League of Cities on July 24, 2019 and with the Florida Bar on July 29, 2019 and the due date for applicants was August 9, 2019 at 4:00pm in the City Manager's Office. Received on this date were two proposals, one from Knowles & Randolph, P.A. and from Gary A. Roberts & Associates.

#### **Staff Recommendation:**

During the next two weeks you can perform your critique of the firms and be prepared to discuss during the next meeting, come to a decision on the ranking of each of the firms and at that time, direct staff to begin negotiations, first with Firm 1, then with Firm 2, if needed or schedule a workshop for the Commission to begin their own negotiations.

**Options:**

1. Vote to accept submitted firms for further evaluation.
2. Give further direction to staff on how to proceed during the next two weeks.

**Recommended Option:**

Option 1

**Attachments:**

- RFQ as advertised
- Evaluation sheet to use to record your review
- Copies of RFQ's received from Knowles & Randolph, P.A. and Gary A. Roberts & Associates.



*July 25, 2019*

*RFP Number: 072019*

*The City of Quincy is requesting the submittal of Letters of Interest/Applications from qualified firms or individuals to provide legal services to the City of Quincy to serve as the City Attorney.*

*The City of Quincy is a municipality located in Gadsden County, Florida. The City operates under a Mayor-Commissioner-Manager form of government.*

*Five (5) sealed letters of Interest /Applications, one (1) paper original and one (1) copy on CD **must** be received by the Purchasing Officer at 404 W. Jefferson Street., Quincy, Florida no later than **4:00 P.M. on August 9, 2019**, at which time the applications will be opened in privacy of staff at 4:01P.M. on August 9, 2019, for:*

### **ATTORNEY SERVICES**

*Late Applications shall not be considered and shall be returned unopened. The City of Quincy reserves the right to accept or reject any or all Applications and to waive any deficiency or irregularity in the Applications.*

*The Request for Qualifications documents will be available on **July 24, 2019** and may be obtained during regular business hours at Quincy City Hall: City Manager's Office, 404 West Jefferson Street, Quincy, Florida (850-618-0020 ext.1881) or download from the City of Quincy website at [www.myquincy.net](http://www.myquincy.net).*



## REQUEST FOR QUALIFICATIONS



### PROFESSIONAL LEGAL SERVICES

**The City of Quincy Commissioners:**  
**Mayor Keith Dowdell**  
**Mayor Pro-Tem Ronte Harris**  
**Commissioner Angela G. Sapp**  
**Commissioner Daniel McMillan**  
**Commissioner Freida Bass-Prieto**

**Mayor Keith Dowdell**  
The City of Quincy  
404 W. Jefferson St.  
Quincy Florida 32351

**DATE ISSUED: July 24, 2019**  
**CLOSING DATE: August 9, 2019**

**CITY OF QUINCY  
QUINCY, FLORIDA**

**REQUEST FOR PROPOSALS**

**RFP NUMBER: CQ-072019**

The City of Quincy is requesting the submittal of Letters of Interest/Applications from qualified firms or individuals to provide legal services to the City of Quincy to serve as the City Attorney. The City of Quincy is a municipality located in Gadsden County, Florida. The City operates under a Mayor-Commissioner-Manager form of government.

Five (5) sealed letters of Interest/Applications, one (1) paper original and one (1) copy on CD **must** be received by the Human Resources/Risk Management Director at 404 W. Jefferson St., Quincy, Florida no later than **4:00 P.M. on August 9, 2019**, at which time the Applications will be opened in privacy of staff at 4:01 P.M. on August 9, 2019, for:

**ATTORNEY SERVICES**

Late Applications shall not be considered and shall be returned unopened. The City of Quincy reserves the right to accept or reject any or all Applications and to waive any deficiency or irregularity in the Applications.

The Request for Qualifications documents will be available on **July 24, 2019** and may be obtained during regular business hours at Quincy City Hall; City Manager's Office, 404 W. Jefferson St. Quincy, Florida (850-618-0020, ext. 1881) or downloaded from the City of Quincy website at [www.myquincy.net](http://www.myquincy.net).

## **SECTION 2 – BACKGROUND INFORMATION**

### **2.0 Scope of Services/Nature of Application**

A. The City of Quincy requests qualified law firms or individuals (“Applicant”) to submit a Letter of Interest and statements of qualifications and experience to provide legal services to the City of Quincy as the City Attorney on a contractual basis.

including but not limited to, local government issues, land use, code enforcement, bidding and purchasing, finance, municipal litigation, insurance, sunshine law, voting conflicts and public records.

### **2.1 Minimum Qualifications.**

Applicant must address the following requirements in order to be considered qualified:

- A. Attorney(s) must be licensed to practice law in the State of Florida and in good standing with the Florida Bar.
- B. Primary attorney is preferred to have a minimum of 5 years’ experience in municipal law.
- C. Applicant, firm or individual must have experience in representing municipal governments in all facets of daily government operations.
- D. For any individual providing litigation services, must be licensed to practice in the State of Florida, and applicable federal courts.

### **2.2 Information to be Provided.**

An Applicant shall submit a response in the form of a Letter of Interest (“Application”) which shall include as attachments all of the following information:

- A. A listing and individual or firm profile of all attorneys with the firm or if an individual, a profile of the individual, who have experience as municipal counsel. The response to this section should also include information as to the length of time that each firm, attorney or individual has provided such services in the public sector.
- B. The resumes of partners and associates who will or could be assigned to the City account, which information should include an indication of the experience that each attorney possesses relative to municipal government representation, specialties, and, if applicable, any courts that they are admitted to practice in.



- C. The individual partner(s) that will have primary responsibility for the City account and be present at City Commissioner's meetings and whether that attorney(s) represent other municipalities.
- D. A description of the general capabilities of the firm, including total size, staffing and research capability.
- E. A list of 5 references and contact information for any municipal, county and/or state governments in Florida for which your firm or the individual currently provides, or has previously provided, municipal services within the last 5 years.
- F. A statement that all of the firm's attorneys to be assigned to the City are members in good standing and members of the Florida Bar.
- G. A statement whether an office will be maintained in Gadsden or Leon County.
- H. Unless confidential, a statement disclosing any complaints filed against the individual or firm or any current member of the firm and the disciplinary procedures taken by the Florida Bar.

### **2.3 Supplementary Information.**

A. A firm or individual may provide a description of any other relevant legal work which the firm or individual has done which further qualifies it to provide legal services as the City Attorney.

### **2.4 Conflicts of Interest.**

A. In regard to the potential for conflicts of interest under the Florida Bar Rules, Article 2, Conflict of Interest and Code of Ethics provide the following:

1. A list of all known conflicts of interest the individual or firm may currently have in the event it was selected to serve as the City Attorney.
2. Provide confirmation that the individual or firm is prepared to take whatever steps the City Commissioners determines are necessary for your firm to take in order to resolve any actual conflicts of interest.

## **2.5 Criteria for Selection and Evaluation.**

Applications will be evaluated using the criteria listed below.

### **A. City Staff Evaluation of Applicants.**

1. All Applications will be reviewed by the Staff to determine that the firm or individual meets the minimum qualifications of paragraph 2.1.
2. Staff will evaluate the qualified Applicants based upon the information submitted with the Application.
3. As part of the evaluation process the Staff may choose to meet with one or more qualified Applicants.
4. As part of the evaluation process staff may check references of qualified Applicants.
5. Staff may consider the following criteria in evaluating the Qualified Applicants:
  - a. Experience in the field in handling municipal related types of matters;
  - b. Depth and specialties of legal talent;
  - c. Availability of resources;
  - d. The existence of any potential conflicts of interest;
  - e. Ability to meet the City's demands in a timely and efficient manner.

### **B. Nomination and City Commissioners confirmation of nomination.**

1. The City Manager, shall nominate, an individual attorney or law firm to act as the City Attorney.
2. The nomination of the firm or individual attorney shall be subject to approval by a majority of the City Commissioners.

### **C. Negotiation of Agreement.**

1. The Manager shall negotiate with the selected firm or individual attorney approved by the City Commissioners, an agreement based upon the terms, conditions and compensation for the City Attorney, as may be established by the City Commissioners, one of which will be the degree that a retainer is used to compensate for City Attorney responsibility.



## **SECTION 3 – GENERAL CONDITIONS**

### **3.1 RFQ Documents**

These RFQ documents constitute the complete RFQ package. All forms and documents must be executed, and submitted as provided in Section 4 of this RFQ.

### **3.2 Interpretations and Inquiries**

All Applicants shall carefully examine the RFQ documents. Any ambiguities or inconsistencies shall be brought to the attention of the Purchasing Agent (**Vancheria Perkins**) in writing prior to the submittal deadline.

Any questions concerning the intent, meaning and interpretation of the RFQ documents shall be requested in writing, and received by the Human Resources/Risk Management Director no later than 5:00 PM, local time, on **July 29, 2019**. Written inquiries shall be addressed to:

City of Quincy  
404 West Jefferson St.  
Quincy, Florida 32351  
Fax: (866) 702-2731

No person is authorized to give oral interpretations of, or make oral changes to, the RFQ documents. Therefore, oral statements shall not be binding and should not be relied upon. Any interpretation of, or changes to, the RFQ documents shall be made in the form of a written addendum to the RFQ document and shall be furnished by the City of Quincy to all Applicants who pick up a set of RFQ documents from the City. Only those interpretations of, or changes to, the RFQ documents that are made in writing and furnished to the Applicant by the City may be relied upon.

### **3.3 Verbal Agreements**

No verbal agreement or conversation with any officer, agent, or employee of the City, either before or after submittal, shall affect or modify any of the terms or obligations contained in the Request for Qualifications. Any such verbal agreement or conversation shall be considered as unofficial information and in no way binding upon the City or the Applicant.

### **3.4 No Contingent Fees**

Applicant by submitting an Application warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Applicant, to solicit or secure the services as the City Attorney, and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the Applicant, any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award of these services.



### **3.5 Independence**

On the form provided in Section 5 of this RFQ, the Applicant shall list, and describe any relationships – professional, financial or otherwise – that it may have with the City, its elected or appointed officials, its employees or agents or any of its agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the services sought in this RFQ.

### **3.6 Disqualification**

More than one submittal from an individual, firm, partnership, corporation or association under the same or different names will not be considered. Reasonable grounds for believing that an Applicant is involved in more than one submittal for the services in this RFQ will be cause for disqualification of all Applications in which such Applicants are believed to be involved.

### **3.7 Assignment; Non-transferability of Applications**

Applications shall not be assigned or transferred. An Applicant who is, or may be, purchased by or merged with any other corporate entity during any stage of the process, through to and including awarding of and execution of an agreement, is subject to having its submittal disqualified as a result of such transaction. Staff shall determine whether an Applicant is to be disqualified in such instances.

### **3.8 Legal Requirements**

Applicants are required to comply with all provisions of federal, state, county and local laws, ordinances, rules and regulations that are applicable to the Services being offered in this RFQ. Lack of knowledge of the Applicant shall in no way be a cause for relief from responsibility, or constitute a cognizable defense against the legal effects thereof.

### **3.9 Familiarity with Laws and Ordinances**

The submission of an Application requested herein shall be considered as a representation that the Applicant is familiar with all federal, state and local laws, ordinances, rules and regulations which affect those engaged or employed in the provision of such Services.

### **3.10 Execute Agreement**

The successful Applicant shall execute an agreement with the City which shall set forth the terms, conditions and compensation of the firm or individual's services to the City.

### **3.11 Facilities**

The Staff reserves the right to inspect each Applicant's facilities at any reasonable time, during normal working hours, without prior notice to determine that the Applicant has a bona fide place of business.

### **3.12 Withdrawal of Submittal Prior to and After Opening**

An Applicant may withdraw an Application after it has been deposited with the City prior to the opening date. An Applicant may not modify an Application after the opening date.

### **3.13 Reservation of Rights**

Staff reserves the right to:

1. Waive any deficiency or irregularity in the selection process;
2. Accept or reject any or all Applicants in part or in whole;
3. Request additional information as appropriate; or
4. Reject any or all Applications if found by Staff not to be in the best interest of the City.

### **3.14 Addenda**

Staff reserves the right to issue addenda. Each Applicant shall acknowledge receipt of such addenda on the form provided herein. In the event any Applicant fails to acknowledge receipt of such addenda, his/her Application shall nevertheless be construed as though the addenda had been received and acknowledged and the submission of his/her Application shall constitute acknowledgment of receipt of all addenda, whether or not received by him/her. It is the responsibility of each prospective Applicant to verify that he/she has received all addenda issued before depositing the Application with the City.

### **3.15 Review of the RFQ Documents**

By the submission of an Application, the Applicant certifies that a careful review of the RFQ documents has taken place and that the Applicant is fully informed and understands the requirements of the RFQ documents and the quality and quantity of Services to be performed.

### **3.16 Adjustment/Changes/Deviations**

No adjustments, changes or deviations to the RFQ will be accepted unless the conditions or specifications of the RFQ expressly so provide.

### **3.17 Public Records**

Any materials submitted in an Application in response to this RFQ will become a "public record" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes (Public Record Law). Applicants must claim the applicable exemptions to disclosure provided by law in their response to the RFQ by identifying materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The City reserves the right to make all final determination(s) of the applicability of the Florida Public Records Law.



### **3.18 Public Entities Crime**

A person or affiliate as defined in Section 287.133, Florida Statutes, who or which has been placed on the convicted vendor list maintained by the Florida Department of Management Services following a conviction for a public entity crime, may not submit an Application to provide any services to the City and may not transact business with the City in an amount set forth in Section 287.017, Florida Statutes, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

By submitting a response to this RFQ, Applicant certifies that it is qualified under Section 287.133, Florida Statutes, to provide the services set forth in this RFQ.

### **3.19 Non-Collusion Affidavit**

The Applicant shall include the Non-Collusion Affidavit as set forth in the form provided in Section 5 of this RFQ and as described in Section 4 of the RFQ. Applicant's failure to include the affidavit shall result in disqualification.

### **3.20 Insurance Requirements**

The successful Applicant agrees that it shall maintain at its sole cost and expense at all times, in addition to any other insurance the City may reasonably require, professional liability insurance, employer's liability insurance, comprehensive general liability insurance and automotive liability insurance with minimum policy limits for each coverage in the amount of One Million Dollars (\$1,000,000.00) per occurrence, single limit for property damage and bodily injury, including death. Each policy shall also state that it is not subject to cancellation, modification, or reduction in coverage without thirty (30) days written notice to the City prior to the effective date of cancellation, modification, or reduction in coverage. City Attorney shall obtain all insurance coverage as specified herein.

- A. The liability insurance shall protect the City Attorney and City, from claims set forth below that may arise out of or result from the City Attorney's Services and for which the City Attorney may be legally liable, whether such operations be by the City Attorney or by anybody performing work for the City Attorney under the Agreement or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:
1. Claims under workers' compensation, disability benefit and other similar employee benefit acts that are applicable to the services to be performed;
  2. Claims for damages because of bodily injury, occupational sickness or disease, or death of the City Attorney's employees;
  3. Claims for damages because of bodily injury, sickness or disease, or death of any person other than the City Attorney's employees;
  4. Claims for damages insured by usual personal injury liability coverage that are sustained (1) by a person as a result of an offense directly or indirectly related to employment of such person by the City Attorney, or (2) by another person;



5. Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle; and

6. Claims involving contractual liability insurance applicable to the City Attorney's obligation.

B. The insurance required for the City Attorney's Services shall be written for not less than limits of liability specified in this RFQ or required by law, whichever coverage is greater. Coverage's, whether written on an occurrence or claims-made basis, shall be maintained without interruption from date of commencement of the Services until date of final payment and termination of any coverage required to be maintained after final payment.

C. Certificates of Insurance acceptable to the City shall be filed with the City prior to commencement of the Services. City shall be named as an additional insured on all required insurance coverage.

D. Coverage's Required Minimum Limits

1. Worker's Compensation Statutory Limits – State of Florida

2. Employers' Liability \$500,000 accident

3. General Liability, \$1,000,000 general

Contractual Liability, aggregate, \$500,000 each Personal Injury Liability occurrence

4. Automobile liability \$1,000,000 BI & PD, each accident

5. Owned, hired, no owned \$1,000,000 BI & PD, each Accident.

6. Professional Liability \$1,000,000

## SECTION 4 – APPLICATION PROCESS

### 4.1 Preparation of Applications

#### 4.1.1 Number of Applications

Five (5) sealed Letters of Interest/Applications, one (1) paper original and one (1) copy on CD, **must** be received by the City Manager's Office at 404 West Jefferson St., Quincy, Florida no later than **4:00 P.M. on August 9, 2019**. Each copy should contain all mandatory and optional information submitted by the Applicant. Additional copies may be requested by the City at its discretion.

#### 4.1.2 Application Packaging

Each Application shall be submitted in a separate plain sealed parcel, box or other secure packaging. The outside of the sealed package shall clearly indicate "Application for City Attorney Services," Applicant's name, address and the name and telephone number of the Applicant's specific contact person.

#### 4.1.3 Signatures

All required signatures should be manual, in **blue ink** of an authorized representative who has the legal authority to bind the Applicant in contractual obligations. The Application shall be typed or legibly printed in ink. Use of erasable ink is not permitted. All blank spaces shall be filled in and noted, in ink or typed. All corrections made by Applicant's to any part of the Application document shall be initialed in ink. Failure to manually sign the appropriate Application forms will disqualify the Applicant and the Application will not be considered. Applications by corporations shall be executed in the corporate name by the President or Vice-President (or other corporate officer if accompanied by evidence of authority to sign) and the corporate seal shall be affixed and attested by the Corporate Secretary or an Assistant Secretary. The corporate address and state of incorporation shall be shown below the signature.

Applications by partnerships shall be executed in the partnership name and signed by a partner. His/her title shall appear under his/her signature and the official address of the partnership shall be shown below the signature.

#### **4.1.4 Format**

The Application shall be typewritten on 8-½x 11 inch white paper. Staple, cerlox binding or similar closures shall secure pages. All pages are to be consecutively numbered. If a form is provided and there is insufficient space for a response on a form, the response may be continued on a blank page immediately following the form. The additional pages are to be numbered the same as the form with the addition of the letter “a” “b” “c” or 1, 2, 3 etc. If a form is provided and additional forms are needed, the form may be copied. The copied pages are to be numbered the same as the form with the addition of the letter “a” “b” “c” or 1, 2, 3 etc.

Responses shall be complete and unequivocal. In instances where a response is not required, or is not applicable or material to the Application, a response such as “no response is required” or “not applicable” is acceptable.

#### **4.2 Submittal and Receipt of Applications**

All Applications shall be submitted on or before **4:00 PM**, local time, on **August 9, 2019**, prior to the close of business or mailed to:

City of Quincy  
404 West Jefferson St.  
Quincy, Fla 32351

All Applicants are reminded that it is the sole responsibility of the Applicant to ensure that their Application is time stamped in the Office of the Manager prior to **4:00 PM**, local time, on **August 9, 2019**. Failure of an Applicant to submit their Application and ensure that their Application is time stamped prior to the time stated above shall render an Applicant to be deemed non-responsive and the Application shall not be considered.

Applications submitted and time stamped on or before **4:00 PM**, local time, on **August 9, 2019** shall be opened publicly in accordance with Section 4.4.

#### **4.3 Evaluation and Selection**

The evaluation process is specified in Section 2.5.

#### **4.4 Opening of Applications**

The Applications will be opened by staff in privacy at 404 West Jefferson St, Quincy, Florida 32351, at **4:01 PM**, local time, **August 9, 2019**. Applicants shall provide the following information in the Application:



#### **4.4.1 Letter of Intent**

A Letter of Intent, which will include all of the information requested in Section 2 of the RFQ. The Letter of Intent is to be signed by an officer of the company authorized to bind the Applicant to its provisions. The Letter of Intent is to contain a statement indicating the period during which the Application will remain valid. A period of not less than 90 calendar days is required.

#### **4.4.2 Applicant's Statement of Organization**

Applicants shall complete Form 1. Applicants are permitted to supply additional information that will assist the City in understanding the Applicant's organization.

#### **4.4.3 Personnel**

Applicants shall provide, preferably in the format requested, all of the information requested in Form 2, which shall include the information requested in Section 2 of the RFQ.

#### **4.4.4 Firm Qualifications and Experience\References**

Applicant shall meet the minimum requirements of Section 2 of this RFQ. Applicants shall provide references using Form 3 provided in Section 5.

#### **4.4.5 Transition Plan**

Ensuring a smooth, seamless transition is of critical importance to the City. An Applicant shall provide a detailed description of how services will be transitioned from the City's existing counsel to the potentially new Applicant.

#### **4.4.6 Insurance Requirement**

Applicant shall provide proof in the form of a certificate of insurance complying with the requirements specified in this RFQ or evidence of insurability in the form of a letter from its insurance carrier indicating that Applicant is able to obtain the required insurance.

#### **4.4.7 Applicant's Non-Collusion Certification**

Any Applicant submitting an Application to this RFQ shall complete and execute the Non-Collusion Affidavit of Applicant (Form 4) included in Section 5 of these RFQ documents.

#### **4.4.8 Drug-Free Workplace**

Applicant shall certify that it has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. In order to receive consideration, a signed certification of compliance (Form 5), shall be submitted with the RFQ response.

#### **4.4.9 Addenda**

The Applicant shall complete and sign the Acknowledgment of Addenda Form 6 in Section 5 and include it in the Application in order to have the Application considered. In the event any Applicant fails to acknowledge receipt of such addenda, his/her Application shall nevertheless be construed as though the addenda had been received and acknowledged and the submission of his/her Application shall constitute acknowledgment of receipt of all addenda, whether or not received by him/her.

#### **4.4.10 Independence Affidavit**

Applicants shall list and describe their relationships with the City in accordance with Section 3.5 of the RFQ (Form 7).

#### **4.4.11 Certification to Accuracy of Application**

Applicant shall certify and attest, by executing Form 8 of Section 5 of these RFQ documents, that all Forms, Affidavits and documents related thereto that it has enclosed in the Application in support of its Application are true and accurate. Failure by the Applicant to attest to the truth and accuracy of such Forms, Affidavits and documents shall result in the Application being deemed non-responsive and such Application will not be considered.

#### **4.4.12 Background Checks**

The Applicant agrees that if selected, the Applicant shall be responsible for maintaining current background checks on all employees assigned to provide Services to the City in accordance with the City's Background Check Policy. Background checks for each individual must be performed prior to providing any Services to the City. Written verification of any background checks must be provided to the City if requested by the City Manager.

#### **4.4.13 Compliance with Code of Ethics**

The Applicant agrees that if selected, the Applicant and its employees will abide by the Code of Ethics for Public Officers and Employees, Chapter 112, Florida Statutes.

#### **4.4.14 Audits**

The Applicant agrees that if selected, the Applicant shall allow the City Manager or his designee, during the term of any Agreement and for a period of three (3) years from the date of termination or expiration of any Agreement, access to and the right to examine and audit any Records of the Applicant involving transactions related to the Services.

#### 4.5 Cone of Silence

##### CONE OF SILENCE

I. Notwithstanding any other provision in the specifications. The "Cone of Silence" prohibits the following activities:

- A. Any communication regarding this RFQ, RFP or Bid between a potential vendor, service provider, bidder, lobbyist or Applicant and the City's professional staff, including, but not limited to, the City Manager and his or her staff;
- B. Any communication regarding this RFQ, RFP or Bid between the City Commissioners and any member of the City's professional staff, including but not limited to, the City Manager and his or her staff;
- C. Any communication regarding this RFQ, RFP or Bid between potential vendor, service provider, bidder, lobbyist or Applicant and any member of a selection committee;
- D. Any communication regarding this RFQ, RFP or Bid between the City Commissioners and any member of a selection committee therefore;
- E. Any communication regarding a particular RFQ, RFP or bid between any member of the City's professional staff and any member of a selection committee; and
- F. Any communication regarding a particular RFQ, RFP or bid between a potential vendor, service provider, bidder, lobbyist or Applicant and the Mayor or City Commissioners.

II. These prohibitions do not apply to communications with the City Attorney and his or her staff.

III. The "Cone of Silence" is imposed upon this RFQ, RFP or Bid after advertisement of said RFQ, RFQ or Bid. The "Cone of Silence" shall terminate at the time that staff makes his or her recommendation to the City Commissioners.

IV. The "Cone of Silence" shall NOT apply to:

A. Oral communications at pre-bid conferences;

B. Oral presentations before publicly noticed selection committee meetings;

Contract negotiations during any duly noticed public meeting; Duly noticed site visits to determine the competency of bidders regarding a particular bid during the time period between the opening of bids and the time the staff makes his or her written recommendation;  
Emergency procurement of goods or services;

Communications regarding a particular RFQ, RFP or bid between any person and the City's procurement agent or contracting officer responsible for administering the procurement process for such RFQ, RFP or bid, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document; or



Communications regarding a particular RFQ, RFP or bid between the City's procurement agent or contracting officer responsible for administering the procurement process for such RFQ, RFP or bid and a member of the selection committee provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document. Communications in writing at any time with any City employee, official or member of the City Council unless specifically prohibited by the RFQ, RFP or Bid.

V. Any questions, explanations or other requests desired by an Applicant regarding this RFQ must be requested in writing to the Procurement Agent (**Vancheria Perkins**) 404 W. Jefferson Street, Quincy, Florida 32351 or via facsimile at 866-746-6998. Applicants must file copies of all written communications with the City Clerk's Office.

VI. Please contact the **City Manager** with any questions concerning the "Cone of Silence" compliance.

VII. Upon imposition of the Cone of Silence for a particular RFQ, RFP or Bid, the Manager shall:

A. Issue a written notice to affected City departments;

B. File a copy of the Notice required by subsection (1) with the City Clerk with a copy to the Mayor and City Commissioners; and

C. Include in the public solicitation for goods and services a statement disclosing the requirements of the Cone of Silence as follows:

#### **4.6 Estimated Schedule**

The Staff anticipates that RFQ activities will take place in the order listed below.

- Request for Applications Legal Advertisement
- RFQ Release
- Last Date for Submittal of Written Questions Prior to
- Application Due Date
- Applications Due
- Review and Evaluation
- Recommendation to City Commission
- City Commissioner Award
- Negotiation of Agreement
- Commence Services



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**SECTION 5 – QUALIFICATION FORMS**

The forms located in this section of the RFQ shall be included in the Sealed Application. Forms not completed in full may result in disqualification.

**[THIS SPACE INTENTIONALLY LEFT BLANK]**

**FORM 1**  
**APPLICANT'S STATEMENT OF ORGANIZATION**

1. Full Name of Business Concern (APPLICANT):

\_\_\_\_\_

Principal Business Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Principal Contact Person(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Form of Business Concern (Corporation, Partnership, Joint Venture, Other):

\_\_\_\_\_  
\_\_\_\_\_

4. Provide names of partners or officers as appropriate and indicate if the individual has the authority to sign in name of Applicant. Provide proof of the ability of the individuals so named to legally bind the Applicant.

Name Address Title

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If a corporation, in what state incorporated:

Date Incorporated:

Month Day Year

If a Joint Venture or Partnership, date of Agreement:

5. List all firms participating in this project (including subcontractors, etc.):

Name Address Title

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

**FORM 1**  
**APPLICANT'S STATEMENT OF ORGANIZATION**  
**(CONTINUED)**

6. Outline specific areas of responsibility for each firm listed in Question 5.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

7. Licenses:

a. County or Municipal Occupational License No.

\_\_\_\_\_

(Attach Copy)

b. Occupational License Classification:

\_\_\_\_\_

c. Occupational License Expiration Date:

\_\_\_\_\_

d. Social Security or Federal I.D. No:

\_\_\_\_\_

**[THIS SPACE INTENTIONALLY LEFT BLANK]**



**FORM 2  
PERSONNEL**

For each person providing services sought in the RFQ, provide a detailed resume indicating that individual's areas of expertise and experience. It is preferred that resumes be provided in the following format, but not required. Additional information may be provided at the option of the APPLICANT.

---

A. Name & Title

B. Years Experience with:

This Firm:

With Other Similar Firms:

C. Education:

Degree(s)

Year/Specialization

D. Other Relevant Experience and Qualifications

E. Attach documentation showing Applicant is an active member of the Florida Bar eligible to practice law in the State of Florida.

**[THIS SPACE INTENTIONALLY LEFT BLANK]**

**FORM 3  
REFERENCES**

The Applicant shall provide a minimum of five references of public agencies presently, or previously being served by the Applicant with similar services to those being proposed in this Application.

1. Name of Public Agency:  
Address:

\_\_\_\_\_

Phone Number:

Principal Contact Person(s):

\_\_\_\_\_

Year Contract Initiated: \_\_\_\_\_

2. Name of Public Agency:  
Address:

\_\_\_\_\_

Phone Number:

Principal Contact Person(s):

\_\_\_\_\_

Year Contract Initiated: \_\_\_\_\_

3. Name of Public Agency:  
Address:

\_\_\_\_\_

Phone Number:

Principal Contact Person(s):

\_\_\_\_\_

Year Contract Initiated: \_\_\_\_\_

4. Name of Public Agency:  
Address:

---

Phone Number:

Principal Contact Person(s):

---

Year Contract Initiated: \_\_\_\_\_



**FORM 3  
REFERENCES  
(CONTINUED)**

5. Name of Public Agency:  
Address:

---

Phone Number:

Principal Contact Person(s):

---

Year Contract Initiated: \_\_\_\_\_

**[THIS SPACE INTENTIONALLY LEFT BLANK]**

**FORM 4**  
**NON-COLLUSION AFFIDAVIT**

The undersigned individual, being duly sworn, deposes and says that:

1. He/She is \_\_\_\_\_ of \_\_\_\_\_, the Applicant that has submitted the attached Application;
  
2. He/She is fully informed respecting the preparation and contents of the attached Application and of all pertinent circumstances respecting such Application;
  
3. Such Application is genuine and is not a collusive or sham Application;
  
4. Neither said Applicant nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Applicant, firm or person to submit a collusive or sham Application in connection with the Agreement for which the attached Application has been submitted or to refrain from proposing in connection with such Agreement, or has in any manner, directly or indirectly, sought by agreement of collusion or communication of conference with any other Applicant, firm, or person to fix the price or prices in the attached RFQ, or of any other Applicant, or to fix any overhead, profit or cost element of the Application or the response of any other Applicant, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Quincy, Florida, or any person interested in the proposed Agreement; and

**[THIS SPACE INTENTIONALLY LEFT BLANK]**

**FORM 4  
NON-COLLUSION AFFIDAVIT  
(CONTINUED)**

5. The response to the attached RFQ is fair and proper and is not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Applicant or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

\_\_\_\_\_  
Signature (Blue ink only)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Witness my hand and official notary seal/stamp at \_\_\_\_\_ the day  
and year written above STATE OF FLORIDA)

) SS:

COUNTY OF \_\_\_\_\_)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments,  
personally appeared \_\_\_\_\_ as

\_\_\_\_\_, of \_\_\_\_\_, an  
organization authorized to do business in the State of Florida, and acknowledged executing the  
foregoing Affidavit as the proper official of \_\_\_\_\_ for the use and  
purposes mentioned in the Affidavit and affixed the official seal of the corporation, and that the  
instrument is the act and deed of that corporation. He/She is personally known to me or has  
produced \_\_\_\_\_ as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and  
County aforesaid on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:



**FORM 5**  
**DRUG-FREE WORKPLACE**

The undersigned Applicant in accordance with Chapter 287.087, Florida Statutes, hereby certifies that \_\_\_\_\_ does:  
(Name of Company)

1. Publish a statement notifying employees that the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
  
2. Inform employees about the dangers of drug abuse in the work place, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
  
3. Give each employee engaged in providing the contractual services that are under consideration a copy of the statement specified in subsection (1).
  
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the contractual services that are under consideration, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
  
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

**[THIS SPACE INTENTIONALLY LEFT BLANK]**

**FORM 5  
DRUG-FREE WORKPLACE  
(CONTINUED)**

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
Signature (Blue ink only)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Witness my hand and official notary seal/stamp at \_\_\_\_\_ the day  
and year written above STATE OF FLORIDA)

) SS:

COUNTY OF \_\_\_\_\_)

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared \_\_\_\_\_ as \_\_\_\_\_, of \_\_\_\_\_, an organization authorized to do business in the State of Florida, and acknowledged executing the foregoing Form as the proper official of \_\_\_\_\_ for the use and purposes mentioned in the Form and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation. He/She is personally known to me or has produced \_\_\_\_\_ as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

**FORM 6**  
**ACKNOWLEDGMENT OF ADDENDA**

The Applicant hereby acknowledges the receipt of the following addenda issued by the City and incorporated into and made part of this RFQ. In the event the Applicant fails to include any such addenda in the table below, submission of this form shall constitute acknowledgment of receipt of all addenda, whether or not received by him/her.

<b>ADDENDUM NUMBER</b>	<b>DATE RECEIVED</b>	<b>PRINT NAME</b>	<b>TITLE</b>	<b>SIGNATURE (BLUE INK ONLY)</b>



**INTERVIEW QUESTIONS TO ASK  
REPRESENTATIVES FROM LAW FIRMS**

<u>TIME</u>	<u>FIRM REPRESENTATIVE</u>	<u>FIRM NAME</u>

1. What is your knowledge of the City of Quincy's charter policy and procedures, and administrative laws? Commissioner Dowdell
2. Have you practiced municipal law and if so how many years? Commissioner Taylor
3. Describe your experience in municipal government? Commissioner Elias
4. How many of your legal cases have been successful; and have you had any experience in telecommunications and bonds – to what extent? Commissioner Taylor
5. Why should the City of Quincy hire you? Commissioner Cook
6. How would you control your budget? Commissioner Cook
7. Describe your specific experience in utilities, telecommunications and drafting ordinances. Commissioner Elias
8. What has been your working relationship with the previous Commissioners that you have worked with? (Staff)
9. What is your experience in the area of labor law and labor relations? Specifically, ERISA laws (pension and retirement benefits), workers compensation, employment litigation, and fair labor standards laws. (Staff)
10. Describe the steps that you would take in working with the City Commission and staff to assist the City in minimizing legal actions against the City?



*KNOWLES & RANDOLPH, P.A.*  
*Attorneys at Law*

**RESPONSE TO REQUEST FOR QUALIFICATIONS**

**PROFESSIONAL LEGAL SERVICES RFQ # CQ-072019**

**DATE ISSUED: July 24, 2019**  
**CLOSING DATE: August 9, 2019**

C O P Y

**CITY OF QUINCY  
QUINCY, FLORIDA**

**REQUEST FOR PROPOSALS**

**RFP NUMBER: CQ-072019**

The City of Quincy is requesting the submittal of Letters of Interest/Applications from qualified firms or individuals to provide legal services to the City of Quincy to serve as the City Attorney. The City of Quincy is a municipality located in Gadsden County, Florida. The City operates under a Mayor-Commissioner-Manager form of government.

Five (5) sealed letters of Interest/Applications, one (1) paper original and one (1) copy on CD **must** be received by the Human Resources/Risk Management Director at 404 W. Jefferson St., Quincy, Florida no later than **4:00 P.M. on August 9, 2019**, at which time the Applications will be opened in privacy of staff at 4:01 P.M. on August 9, 2019, for:

**ATTORNEY SERVICES**

Late Applications shall not be considered and shall be returned unopened. The City of Quincy reserves the right to accept or reject any or all Applications and to waive any deficiency or irregularity in the Applications.

The Request for Qualifications documents will be available on **July 24, 2019** and may be obtained during regular business hours at Quincy City Hall; City Manager's Office, 404 W. Jefferson St. Quincy, Florida (850-618-0020, ext. 1881) or downloaded from the City of Quincy website at [www.myquincy.net](http://www.myquincy.net).

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## **SECTION 2 – BACKGROUND INFORMATION**

### **2.0 Scope of Services/Nature of Application**

A. The City of Quincy requests qualified law firms or individuals (“Applicant”) to submit a Letter of Interest and statements of qualifications and experience to provide legal services to the City of Quincy as the City Attorney on a contractual basis.

including but not limited to, local government issues, land use, code enforcement, bidding and purchasing, finance, municipal litigation, insurance, sunshine law, voting conflicts and public records.

### **2.1 Minimum Qualifications.**

Applicant must address the following requirements in order to be considered qualified:

- A. Attorney(s) must be licensed to practice law in the State of Florida and in good standing with the Florida Bar. [See attached Composite Exhibit “A”]
- B. Primary attorney is preferred to have a minimum of 5 years’ experience in municipal law. The primary attorney managing the proposed City of Quincy engagement [Harold M. Knowles] has 40 years of continuous experience in municipal governmental law.
- C. Applicant, firm or individual must have experience in representing municipal governments in all facets of daily government operations. Knowles & Randolph, P.A., collectively, has 75 years of experience in representing local governments in practice areas, consisting of but not limited to legal advice and consultation, public finance, litigation assistance, grants review, ordinance preparation, code enforcement, intergovernmental relations, growth management, land use planning and economic development.
- D. For any individual providing litigation services, must be licensed to practice in the State of Florida, and applicable federal courts. Each of the four (4) firm attorneys assigned to the proposed Quincy engagement is licensed to practice law in the State of Florida and before the applicable federal courts.

### **2.2 Information to be Provided.**

An Applicant shall submit a response in the form of a Letter of Interest (“Application”) [See attached Exhibit “B”] which shall include as attachments all of the following information:

- B. A listing and individual or firm profile of all attorneys with the firm or if an individual, a profile of the individual, who have experience as municipal counsel. The response to this section should also include information as to the length of time that each firm, attorney or individual has provided such services in the public sector. [See attached Composite Exhibit “C”]

- B. The resumes of partners and associates who will or could be assigned to the City account, which information should include an indication of the experience that each attorney possesses relative to municipal government representation, specialties, and, if applicable, any courts that they are admitted to practice in. [See attached Exhibit "D"]
- C. The individual partner(s) that will have primary responsibility for the City account and be present at City Commissioner's meetings and whether that attorney(s) represent other municipalities. The lead attorney managing the proposed City of Quincy engagement [Harold M. Knowles], who will have primary responsibility for the City of Quincy account and be present at City Commission meetings, also represents the City of Gretna, Florida. It should also be noted, parenthetically, that firm senior attorney Clayton Knowles is the City Attorney for the City of Jacob, Florida.
- D. A description of the general capabilities of the firm, including total size, staffing and research capability. Knowles & Randolph (est. 1979) is the oldest full service, African-American owned law firm in continuous existence in Florida. The firm concentrates its practice in the areas of municipal and governmental law, public finance, governmental relations, administrative law, corporate and general business transactions, civil litigation, real estate, probate, and personal injury. Knowles & Randolph, P.A. ("K&R") is headquartered in Tallahassee and with combined experience of over 105 years among its partners and associates, proven legal skills and a solid reputation for integrity, K&R is well equipped and prepared to address its clients' needs, whether such needs require a legal, administrative or political solution. The attorneys (4) and support staff (5) are regularly enrolled in continuing education courses in order to maintain the requisite skill levels needed to provide quality service to the firm's clients. The staff is required to attend basic and advanced training courses and programs to keep abreast of trends, new technology and information system developments. K&R is fully computerized with on-line research capability, as well as internal and external Internet access. The firm is equipped with a technologically advanced infrastructure and the appropriate human resources capable of addressing minor or major projects on behalf of its clients. K&R's information system resources allow it to establish and maintain client confidentiality, security and integrity.

The firm assumes the scope of this engagement includes the following, which the firm is fully capable of furnishing:

- (1) Attending all Board meetings of the Commission and, when so requested, meetings of its committees, local boards and agencies;
- (2) Attending Commission staff meetings when so requested;

- (3) Representing the Commission in any litigation instituted by or against it, when so requested by the Commission;
- (4) Providing legal services and advice in connection with the City operations in matters such as: conducting meetings, enabling legislation (Charter/ ordinances), the "Sunshine Law," state ethics laws and the, public records requests, public contracts and procurement of services, corporate governance issues, inter-local issues, rules, policies, and any other areas of city governance as requested by the Commission;
- (5) Advising the Commission and its staff as to new or changed policies related to practices and procedures, including Florida Statutes and local codes;
- (6) Preparing or assisting staff with resolutions and agenda action items; and
- (7) Assisting and advising the Commission in and during negotiations with any entity with which it desires to do business.

E. A list of 5 references and contact information for any municipal, county and/or state governments in Florida for which your firm or the individual currently provides, or has previously provided, municipal services within the last 5 years. [See Form 3 attached as Exhibit "E"]

F. A statement that all of the firm's attorneys to be assigned to the City are members in good standing and members of the Florida Bar. [See attached Composite Exhibit "A"]

G. A statement whether an office will be maintained in Gadsden or Leon County. The firm does not currently have an office in Gadsden County; however, should the need arise, the firm might consider setting up a branch office in Quincy, provided a sound business case can be made for doing so.

H. Unless confidential, a statement disclosing any complaints filed against the individual or firm or any current member of the firm and the disciplinary procedures taken by the Florida Bar. No Florida Bar complaints lodged against any member of the firm.

### **2.3 Supplementary Information.**

A. A firm or individual may provide a description of any other relevant legal work which the firm or individual has done which further qualifies it to provide legal services as the City Attorney.



The firm is fully capable of providing public finance services serving in the capacity of bond counsel, disclosure counsel, issuer's counsel, or underwriter's counsel. This includes issuance of bond opinions, drafting bond and disclosure documents as well as general assistance in connection with bond issues. The firm's managing shareholder [Harold Knowles] directs the firm's bond finance practice is listed in The Bond Buyer's Municipal Marketplace ("The Red Book"), a compendium of nationally recognized bond attorneys. Representative bond clients include Leon County, Florida Board of County Commissioners, the Leon County, Florida School Board, the Tallahassee - Leon County Blueprint 2000 Intergovernmental Agency, the Leon County Educational Facilities Authority, the Leon County Housing Finance Authority and the Florida Correctional Privatization Commission.

The firm has been engaged in bond issuances ranging from \$1,000,000 to over \$50,000,000, totaling in the aggregate in excess of \$800,000,000. It has participated as bond counsel (unless otherwise indicated) in the following issuances: (1) \$51,485,000 Leon County, Florida Infrastructure Sales Surtax Revenue Bonds, Series 1991 (Criminal Detention Facility Project); (2) \$33,945,000 Leon County, Florida Capital Improvement Refunding Revenue Bonds, Series 1991; (3) \$28,735,000 Leon County Educational Facilities Authority Certificates of Participation (disclosure counsel); (4) \$43,570,000 School District of Leon County, Florida General Obligation Refunding Bonds, Series 1993; (5) \$4,040,000 Gadsden County, Florida General Obligation Hospital Refunding Bonds, Series 1995 (underwriter's counsel); (6) \$1,500,000 Leon County, Florida Health Facility Revenue Bonds (Big Bend Hospice Project), Series 1995A and 1995B; (7) \$550,000 Leon County, Florida Industrial Development Revenue Bonds (North Florida Fair Association), Series 1995; (8) \$17,115,000 Certificates of Participation, Series 1995B (350 Bed Youthful Offender Correctional Facility Polk County Project), Florida Correctional Privatization Commission; (9) \$18,265,000 Certificates of Participation, Series 1995C (350 Bed Youthful Offender Correctional Facility Palm Beach County Project), Florida Correctional Privatization Commission; (10) \$14,000,000 Certificates of Participation, Series 1995A (350 Bed Youthful Offender Correctional Facility Columbia County Project), Florida Correctional Privatization Commission; (11) \$800,000 City of Gretna, Florida Water and Sewer System Revenue Bonds, Series 1995 (issuer's counsel); (12) \$22,390,000 Single Family Housing Finance Authority of Leon County Mortgage Revenue Bonds, 1995 Series A (Multi-County Program); (13) \$13,400,000 Housing Finance Authority of Leon County Single Family Mortgage Revenue Bonds, 1995 Series B (Multi-County Program); (14) \$7,255,000 Leon County, Florida Capital Improvement Revenue Bonds, Series 1997; (15) \$34,970,000 School District of Leon County, Florida Certificates of Participation, Series 1997; (16) \$28,395,000 Leon County, Florida Capital Improvement Revenue Refunding Bonds, Series 1998B; (17) \$9,710,000 Leon County, Florida Capital Improvement Revenue Bonds, Series 1998A; (18) (1998 Reissuance) \$3,200,000, Series 1989 Leon County Florida Industrial Development Bonds (bond counsel); (19) \$28,395,000 Leon County, Florida Capital Improvement Revenue Bonds, Series 1998B (Part II); (20) \$29,900,000 Leon County, Florida Capital Improvement Revenue Bonds, Series 1999; (21) \$15,000,000 Alachua



County, Florida Public Improvement Revenue Bonds, Series 1999 (co-disclosure counsel); (22) \$1,605,000 School District of Leon County, Florida Refunding Revenue Bonds, Series 1999; (23) \$9,850,000 Leon County Educational Facilities Authority Student Housing Revenue Bonds (University Courtyard Apartments Project) Series 2000; (24) \$19,155,000 Sale of GNMA Certificates, Housing Finance Authority of Leon County, Florida Single Family Mortgage Revenue Bond Program, Series 1991A (2001); (25) \$17,680,000 City of Tallahassee, Florida Energy System Refunding Revenue Bonds, Series 2001; (26) \$23,900,000 City of Tallahassee, Florida Consolidated Utility Systems Refunding Revenue Bonds, Series 2001; (27) \$58,975,000 Certificates of Participation, Series 2001 (Master Lease Agreement With Option to Purchase), Florida Correctional Privatization Commission; (28) \$4,400,000 Leon County Educational Facilities Authority Revenue Bonds, Series 2001; (29) \$27,630,000 City of Tallahassee Energy System Refunding Revenue Bonds, Series 2002; (30) \$475,000 Housing Finance Authority of Leon County, Florida Taxable Multifamily Housing Revenue Bonds (Magnolia Terrace Apartments Project), Series 2002; (31) \$70,000,000 Leon County, Florida City of Tallahassee Blueprint 2000 Intergovernmental Agency Sales Tax Revenue Bonds, Series 2003; (32) \$3,313,000 School District of Leon County, Florida Certificates of Participation, Series 2004-QZAB; (33) \$40,045,000 Refunding Certificates of Participation, Series 2004A (Master Lease Agreement with Option to Purchase), Florida Privatization Commission; (34) \$47,395,000 Certificates of Participation, Series 2004B, Florida Correctional Privatization Commission; (35) \$9,000,000 Gadsden County, Florida Revenue Bonds (Public Safety Academy Housing, Inc. Project), Series 2004; (36) \$16,800,000 Housing Finance Authority of Leon County, Florida Multifamily Housing Revenue Bonds (Lakes at San Marcos Apartments Project), Series 2005; (37) \$27,280,000 School District of Leon County, Florida Refunding Certificates of Participation, Series 2005; (38) \$61,795,000 School District of Leon County, Florida Certificates of Participation, Series 2006; (39) \$164,460,000 City of Tallahassee Consolidated Utility Revenue Bonds, Series 2007; (40) \$75,285,000 Leon County – City of Tallahassee Blueprint 2000 Intergovernmental Agency Sales Tax Revenue Bonds, Series 2007; (41) \$5,000,000 School District of Leon County, Florida Certificates of Participation, Series 2008 QZAB; (42) \$15,000,000 School District of Leon County, Florida Certificates of Participation, Series 2008 B-QZAB; (43) \$18,597,100 School District of Leon County, Florida Certificates of Participation, Series 2010.

**ALSO:**

The firm's real estate section provides a complete complement of services, such as quiet title and property partition lawsuits, defaults, foreclosures, debt restructurings, workouts, preparation of deeds, title examinations, land sales, property development and real estate closings, including issuance of title opinions. The firm also specializes in analysis of complex title issues including but not limited to resolution of boundary encroachments, prescriptive easements and ways of necessity, adverse possession, sovereignty lands, survey ambiguities and errors, reformation of property interests and legal descriptions and intergovernmental property swaps.

**ALSO:**

With an experienced staff of attorneys and paralegals, Knowles & Randolph is capable of providing litigation assistance in the areas of contracts, labor disputes, insurance claims, real property, commercial, corporate and personal injury matters.

**2.4 Conflicts of Interest.**

A. In regard to the potential for conflicts of interest under the Florida Bar Rules, Article 2, Conflict of Interest and Code of Ethics provide the following:

1. A list of all known conflicts of interest the individual or firm may currently have in the event it was selected to serve as the City Attorney. An internal firm-wide conflicts check has been performed and no conflicts are known to exist
2. Provide confirmation that the individual or firm is prepared to take whatever steps the City Commissioners determines are necessary for your firm to take in order to resolve any actual conflicts of interest. The firm hereby confirms that should any conflict of interest be disclosed in the future the firm is prepared to take whatever steps the City Commission determines are necessary for the firm to take in order to resolve any actual conflicts of interest.

**2.5 Criteria for Selection and Evaluation.**

Applications will be evaluated using the criteria listed below.

A. City Staff Evaluation of Applicants.

1. All Applications will be reviewed by the Staff to determine that the firm or individual meets the minimum qualifications of paragraph 2.1.
2. Staff will evaluate the qualified Applicants based upon the information submitted with the Application.
3. As part of the evaluation process the Staff may choose to meet with one or more qualified Applicants.
4. As part of the evaluation process staff may check references of qualified Applicants.
5. Staff may consider the following criteria in evaluating the Qualified Applicants:
  - a. Experience in the field in handling municipal related types of matters;

- b. Depth and specialties of legal talent;
- c. Availability of resources;
- d. The existence of any potential conflicts of interest;
- e. Ability to meet the City's demands in a timely and efficient manner.

B. Nomination and City Commissioners confirmation of nomination.

1. The City Manager, shall nominate, an individual attorney or law firm to act as the City Attorney.
2. The nomination of the firm or individual attorney shall be subject to approval by a majority of the City Commissioners.

C. Negotiation of Agreement.

1. The Manager shall negotiate with the selected firm or individual attorney approved by the City Commissioners, an agreement based upon the terms, conditions and compensation for the City Attorney, as may be established by the City Commissioners, one of which will be the degree that a retainer is used to compensate for City Attorney responsibility.



## **SECTION 3 – GENERAL CONDITIONS**

### **3.1 RFQ Documents**

These RFQ documents constitute the complete RFQ package. All forms and documents must be executed, and submitted as provided in Section 4 of this RFQ.

### **3.2 Interpretations and Inquiries**

All Applicants shall carefully examine the RFQ documents. Any ambiguities or inconsistencies shall be brought to the attention of the Purchasing Agent (**Vancheria Perkins**) in writing prior to the submittal deadline.

Any questions concerning the intent, meaning and interpretation of the RFQ documents shall be requested in writing, and received by the Human Resources/Risk Management Director no later than 5:00 PM, local time, on **July 29, 2019**. Written inquiries shall be addressed to:

City of Quincy  
404 West Jefferson St.  
Quincy, Florida 32351  
Fax: (866) 702-2731

No person is authorized to give oral interpretations of, or make oral changes to, the RFQ documents. Therefore, oral statements shall not be binding and should not be relied upon. Any interpretation of, or changes to, the RFQ documents shall be made in the form of a written addendum to the RFQ document and shall be furnished by the City of Quincy to all Applicants who pick up a set of RFQ documents from the City. Only those interpretations of, or changes to, the RFQ documents that are made in writing and furnished to the Applicant by the City may be relied upon.

### **3.3 Verbal Agreements**

No verbal agreement or conversation with any officer, agent, or employee of the City, either before or after submittal, shall affect or modify any of the terms or obligations contained in the Request for Qualifications. Any such verbal agreement or conversation shall be considered as unofficial information and in no way binding upon the City or the Applicant.

### **3.4 No Contingent Fees**

Applicant by submitting an Application warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Applicant, to solicit or secure the services as the City Attorney, and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the Applicant, any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award of these services.



### **3.5 Independence**

On the form provided in Section 5 of this RFQ, the Applicant shall list, and describe any relationships – professional, financial or otherwise – that it may have with the City, its elected or appointed officials, its employees or agents or any of its agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the services sought in this RFQ

### **3.6 Disqualification**

More than one submittal from an individual, firm, partnership, corporation or association under the same or different names will not be considered. Reasonable grounds for believing that an Applicant is involved in more than one submittal for the services in this RFQ will be cause for disqualification of all Applications in which such Applicants are believed to be involved.

### **3.7 Assignment; Non-transferability of Applications**

Applications shall not be assigned or transferred. An Applicant who is, or may be, purchased by or merged with any other corporate entity during any stage of the process, through to and including awarding of and execution of an agreement, is subject to having its submittal disqualified as a result of such transaction. Staff shall determine whether an Applicant is to be disqualified in such instances.

### **3.8 Legal Requirements**

Applicants are required to comply with all provisions of federal, state, county and local laws, ordinances, rules and regulations that are applicable to the Services being offered in this RFQ. Lack of knowledge of the Applicant shall in no way be a cause for relief from responsibility, or constitute a cognizable defense against the legal effects thereof.

### **3.9 Familiarity with Laws and Ordinances**

The submission of an Application requested herein shall be considered as a representation that the Applicant is familiar with all federal, state and local laws, ordinances, rules and regulations which affect those engaged or employed in the provision of such Services.

### **3.10 Execute Agreement**

The successful Applicant shall execute an agreement with the City which shall set forth the terms, conditions and compensation of the firm or individual's services to the City.

### **3.11 Facilities**

The Staff reserves the right to inspect each Applicant's facilities at any reasonable time, during normal working hours, without prior notice to determine that the Applicant has a bona fide place of business.

### **3.12 Withdrawal of Submittal Prior to and After Opening**

An Applicant may withdraw an Application after it has been deposited with the City prior to the opening date. An Applicant may not modify an Application after the opening date.

### **3.13 Reservation of Rights**

Staff reserves the right to:

1. Waive any deficiency or irregularity in the selection process;
2. Accept or reject any or all Applicants in part or in whole;
3. Request additional information as appropriate; or
4. Reject any or all Applications if found by Staff not to be in the best interest of the City.

### **3.14 Addenda**

Staff reserves the right to issue addenda. Each Applicant shall acknowledge receipt of such addenda on the form provided herein. In the event any Applicant fails to acknowledge receipt of such addenda, his/her Application shall nevertheless be construed as though the addenda had been received and acknowledged and the submission of his/her Application shall constitute acknowledgment of receipt of all addenda, whether or not received by him/her. It is the responsibility of each prospective Applicant to verify that he/she has received all addenda issued before depositing the Application with the City.

### **3.15 Review of the RFQ Documents**

By the submission of an Application, the Applicant certifies that a careful review of the RFQ documents has taken place and that the Applicant is fully informed and understands the requirements of the RFQ documents and the quality and quantity of Services to be performed.

### **3.16 Adjustment/Changes/Deviations**

No adjustments, changes or deviations to the RFQ will be accepted unless the conditions or specifications of the RFQ expressly so provide.

### **3.17 Public Records**

Any materials submitted in an Application in response to this RFQ will become a "public record" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes (Public Record Law). Applicants must claim the applicable exemptions to disclosure provided by law in their response to the RFQ by identifying materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The City reserves the right to make all final determination(s) of the applicability of the Florida Public Records Law.



### **3.18 Public Entities Crime**

A person or affiliate as defined in Section 287.133, Florida Statutes, who or which has been placed on the convicted vendor list maintained by the Florida Department of Management Services following a conviction for a public entity crime, may not submit an Application to provide any services to the City and may not transact business with the City in an amount set forth in Section 287.017, Florida Statutes, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

By submitting a response to this RFQ, Applicant certifies that it is qualified under Section 287.133, Florida Statutes, to provide the services set forth in this RFQ.

### **3.19 Non-Collusion Affidavit**

The Applicant shall include the Non-Collusion Affidavit as set forth in the form provided in Section 5 of this RFQ and as described in Section 4 of the RFQ. Applicant's failure to include the affidavit shall result in disqualification.

### **3.20 Insurance Requirements**

The successful Applicant agrees that it shall maintain at its sole cost and expense at all times, in addition to any other insurance the City may reasonably require, professional liability insurance, employer's liability insurance, comprehensive general liability insurance and automotive liability insurance with minimum policy limits for each coverage in the amount of One Million Dollars (\$1,000,000.00) per occurrence, single limit for property damage and bodily injury, including death. Each policy shall also state that it is not subject to cancellation, modification, or reduction in coverage without thirty (30) days written notice to the City prior to the effective date of cancellation, modification, or reduction in coverage. City Attorney shall obtain all insurance coverage as specified herein.

A. The liability insurance shall protect the City Attorney and City, from claims set forth below that may arise out of or result from the City Attorney's Services and for which the City Attorney may be legally liable, whether such operations be by the City Attorney or by anybody performing work for the City Attorney under the Agreement or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

1. Claims under workers' compensation, disability benefit and other similar employee benefit acts that are applicable to the services to be performed;
2. Claims for damages because of bodily injury, occupational sickness or disease, or death of the City Attorney's employees;
3. Claims for damages because of bodily injury, sickness or disease, or death of any person other than the City Attorney's employees;
4. Claims for damages insured by usual personal injury liability coverage that are sustained (1) by a person as a result of an offense directly or indirectly related to employment of such person by the City Attorney, or (2) by another person;

5. Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle; and

6. Claims involving contractual liability insurance applicable to the City Attorney's obligation.

B. The insurance required for the City Attorney's Services shall be written for not less than limits of liability specified in this RFQ or required by law, whichever coverage is greater. Coverage's, whether written on an occurrence or claims-made basis, shall be maintained without interruption from date of commencement of the Services until date of final payment and termination of any coverage required to be maintained after final payment.

C. Certificates of Insurance acceptable to the City shall be filed with the City prior to commencement of the Services. City shall be named as an additional insured on all required insurance coverage.

D. Coverage's Required Minimum Limits [See Insurance Certificate attached as Exhibit "F"]

1. Worker's Compensation Statutory Limits - State of Florida

2. Employers' Liability \$500,000 accident

3. General Liability, \$1,000,000 general

Contractual Liability, aggregate, \$500,000 each Personal Injury Liability occurrence

4. Automobile liability \$1,000,000 BI & PD, each accident

5. Owned, hired, no owned \$1,000,000 BI & PD, each Accident.

6. Professional Liability \$1,000,000 [See Insurance Certificate attached as Exhibit "G"]



## SECTION 4 – APPLICATION PROCESS

### 4.1 Preparation of Applications

#### 4.1.1 Number of Applications

Five (5) sealed Letters of Interest/Applications, one (1) paper original and one (1) copy on CD, **must** be received by the City Manager's Office at 404 West Jefferson St., Quincy, Florida no later than **4:00 P.M. on August 9, 2019**. Each copy should contain all mandatory and optional information submitted by the Applicant. Additional copies may be requested by the City at its discretion.

#### 4.1.2 Application Packaging

Each Application shall be submitted in a separate plain sealed parcel, box or other secure packaging. The outside of the sealed package shall clearly indicate "Application for City Attorney Services," Applicant's name, address and the name and telephone number of the Applicant's specific contact person.

#### 4.1.3 Signatures

All required signatures should be manual, in **blue ink** of an authorized representative who has the legal authority to bind the Applicant in contractual obligations. The Application shall be typed or legibly printed in ink. Use of erasable ink is not permitted. All blank spaces shall be filled in and noted, in ink or typed. All corrections made by Applicant's to any part of the Application document shall be initialed in ink. Failure to manually sign the appropriate Application forms will disqualify the Applicant and the Application will not be considered. Applications by corporations shall be executed in the corporate name by the President or Vice-President (or other corporate officer if accompanied by evidence of authority to sign) and the corporate seal shall be affixed and attested by the Corporate Secretary or an Assistant Secretary. The corporate address and state of incorporation shall be shown below the signature.

Applications by partnerships shall be executed in the partnership name and signed by a partner. His/her title shall appear under his/her signature and the official address of the partnership shall be shown below the signature.

## SECTION 4 – APPLICATION PROCESS

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Applications by partnerships shall be executed in the partnership name and signed by a partner. His/her title shall appear under his/her signature and the official address of the partnership shall be shown below the signature.



#### **4.4.1 Letter of Intent**

A Letter of Intent, which will include all of the information requested in Section 2 of the RFQ. The Letter of Intent is to be signed by an officer of the company authorized to bind the Applicant to its provisions. The Letter of Intent is to contain a statement indicating the period during which the Application will remain valid. A period of not less than 90 calendar days is required.

#### **4.4.2 Applicant's Statement of Organization**

Applicants shall complete Form 1. Applicants are permitted to supply additional information that will assist the City in understanding the Applicant's organization.

#### **4.4.3 Personnel**

Applicants shall provide, preferably in the format requested, all of the information requested in Form 2, which shall include the information requested in Section 2 of the RFQ.

#### **4.4.4 Firm Qualifications and Experience\References**

Applicant shall meet the minimum requirements of Section 2 of this RFQ. Applicants shall provide references using Form 3 provided in Section 5.

#### **4.4.5 Transition Plan**

Ensuring a smooth, seamless transition is of critical importance to the City. An Applicant shall provide a detailed description of how services will be transitioned from the City's existing counsel to the potentially new Applicant. [See attached Exhibit "K"]

#### **4.4.6 Insurance Requirement**

Applicant shall provide proof in the form of a certificate of insurance complying with the requirements specified in this RFQ or evidence of insurability in the form of a letter from its insurance carrier indicating that Applicant is able to obtain the required insurance.

#### **4.4.7 Applicant's Non-Collusion Certification**

Any Applicant submitting an Application to this RFQ shall complete and execute the Non-Collusion Affidavit of Applicant (Form 4) included in Section 5 of these RFQ documents.

#### **4.4.8 Drug-Free Workplace**

Applicant shall certify that it has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. In order to receive consideration, a signed certification of compliance (Form 5), shall be submitted with the RFQ response.

#### **4.4.9 Addenda**

The Applicant shall complete and sign the Acknowledgment of Addenda Form 6 in Section 5 and include it in the Application in order to have the Application considered. In the event any Applicant fails to acknowledge receipt of such addenda, his/her Application shall nevertheless be construed as though the addenda had been received and acknowledged and the submission of his/her Application shall constitute acknowledgment of receipt of all addenda, whether or not received by him/her.

#### **4.4.10 Independence Affidavit**

Applicants shall list and describe their relationships with the City in accordance with Section 3.5 of the RFQ (Form 7). [Not applicable as no such form was provided in the RFQ]]

#### **4.4.11 Certification to Accuracy of Application**

Applicant shall certify and attest, by executing Form 8 of Section 5 of these RFQ documents, that all Forms, Affidavits and documents related thereto that it has enclosed in the Application in support of its Application are true and accurate. Failure by the Applicant to attest to the truth and accuracy of such Forms, Affidavits and documents shall result in the Application being deemed non-responsive and such Application will not be considered. [Not applicable as no such form was provided in the RFQ]]

#### **4.4.12 Background Checks**

The Applicant agrees that if selected, the Applicant shall be responsible for maintaining current background checks on all employees assigned to provide Services to the City in accordance with the City's Background Check Policy. Background checks for each individual must be performed prior to providing any Services to the City. Written verification of any background checks must be provided to the City if requested by the City Manager.

#### **4.4.13 Compliance with Code of Ethics**

The Applicant agrees that if selected, the Applicant and its employees will abide by the Code of Ethics for Public Officers and Employees, Chapter 112, Florida Statutes.

#### **4.4.14 Audits**

The Applicant agrees that if selected, the Applicant shall allow the City Manager or his designee, during the term of any Agreement and for a period of three (3) years from the date of termination or expiration of any Agreement, access to and the right to examine and audit any Records of the Applicant involving transactions related to the Services.



#### 4.5 Cone of Silence

#### CONE OF SILENCE

I. Notwithstanding any other provision in the specifications. The "Cone of Silence" prohibits the following activities:

- A. Any communication regarding this RFQ, RFP or Bid between a potential vendor, service provider, bidder, lobbyist or Applicant and the City's professional staff, including, but not limited to, the City Manager and his or her staff;
- B. Any communication regarding this RFQ, RFP or Bid between the City Commissioners and any member of the City's professional staff, including but not limited to, the City Manager and his or her staff;
- C. Any communication regarding this RFQ, RFP or Bid between potential vendor, service provider, bidder, lobbyist or Applicant and any member of a selection committee;
- D. Any communication regarding this RFQ, RFP or Bid between the City Commissioners and any member of a selection committee therefore;
- E. Any communication regarding a particular RFQ, RFP or bid between any member of the City's professional staff and any member of a selection committee; and
- F. Any communication regarding a particular RFQ, RFP or bid between a potential vendor, service provider, bidder, lobbyist or Applicant and the Mayor or City Commissioners.

II. These prohibitions do not apply to communications with the City Attorney and his or her staff.

III. The "Cone of Silence" is imposed upon this RFQ, RFP or Bid after advertisement of said RFQ, RFQ or Bid. The "Cone of Silence" shall terminate at the time that staff makes his or her recommendation to the City Commissioners.

IV. The "Cone of Silence" shall NOT apply to:

A. Oral communications at pre-bid conferences;

B. Oral presentations before publicly noticed selection committee meetings;

Contract negotiations during any duly noticed public meeting; Duly noticed site visits to determine the competency of bidders regarding a particular bid during the time period between the opening of bids and the time the staff makes his or her written recommendation;

Emergency procurement of goods or services;

Communications regarding a particular RFQ, RFP or bid between any person and the City's procurement agent or contracting officer responsible for administering the procurement process for such RFQ, RFP or bid, provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document; or

Communications regarding a particular RFQ, RFP or bid between the City's procurement agent or contracting officer responsible for administering the procurement process for such RFQ, RFP or bid and a member of the selection committee provided the communication is limited strictly to matters of process or procedure already contained in the corresponding solicitation document. Communications in writing at any time with any City employee, official or member of the City Council unless specifically prohibited by the RFQ, RFP or Bid.

V. Any questions, explanations or other requests desired by an Applicant regarding this RFQ must be requested in writing to the Procurement Agent (**Vancheria Perkins**) 404 W. Jefferson Street, Quincy, Florida 32351 or via facsimile at 866-746-6998. Applicants must file copies of all written communications with the City Clerk's Office.

VI. Please contact the **City Manager** with any questions concerning the "Cone of Silence" compliance.

VII. Upon imposition of the Cone of Silence for a particular RFQ, RFP or Bid, the Manager shall:

A. Issue a written notice to affected City departments;

B. File a copy of the Notice required by subsection (1) with the City Clerk with a copy to the Mayor and City Commissioners; and

C. Include in the public solicitation for goods and services a statement disclosing the requirements of the Cone of Silence as follows:

#### **4.6 Estimated Schedule**

The Staff anticipates that RFQ activities will take place in the order listed below.

Request for Applications Legal Advertisement

RFQ Release

Last Date for Submittal of Written Questions Prior to

Application Due Date

Applications Due

Review and Evaluation

Recommendation to City Commission

City Commissioner Award

Negotiation of Agreement

Commence Services

**[THIS SPACE INTENTIONALLY LEFT BLANK]**

**SECTION 5 – QUALIFICATION FORMS**

The forms located in this section of the RFQ shall be included in the Sealed Application. Forms not completed in full may result in disqualification.

**[THIS SPACE INTENTIONALLY LEFT BLANK]**



FORM 1  
[STATEMENT OF ORGANIZATION]

**FORM 1**  
**APPLICANT'S STATEMENT OF ORGANIZATION**

1. Full Name of Business Concern (APPLICANT):

Knowles & Randolph, P.A.

Principal Business Address:

3065 Highland Oaks Terrace  
Tallahassee, Florida 32301

2. Principal Contact Person(s):

Harold M. Knowles

3. Form of Business Concern (Corporation, Partnership, Joint Venture, Other):

Corporation

4. Provide names of partners or officers as appropriate and indicate if the individual has the authority to sign in name of Applicant. Provide proof of the ability of the individuals so named to legally bind the Applicant.

<u>Name</u>	<u>Address</u>	<u>Title</u>
Harold M. Knowles	3065 Highland Oaks Terrace Tallahassee, Florida 32301	Managing Shareholder

If a corporation, in what state incorporated:

Date Incorporated: [See attached Exhibit "H"]

Month Day Year

If a Joint Venture or Partnership, date of Agreement: Not Applicable

5. List all firms participating in this project (including subcontractors, etc.):

<u>Name</u>	<u>Address</u>	<u>Title</u>
Knowles & Randolph, P.A.	3065 Highland Oaks Terrace	Primary Law Firm

**FORM 1**  
**APPLICANT'S STATEMENT OF ORGANIZATION**  
**(CONTINUED)**

6. Outline specific areas of responsibility for each firm listed in Question 5.

Knowles & Randolph, P.A. shall be solely responsible for the entire City of Quincy engagement

7. Licenses:

a. County or Municipal Occupational License No.

Effective June 30, 2017, the City of Tallahassee repealed the requirement for obtaining a Business Tax Certificate (i.e., business license) for businesses that are located or operate within the city limits of Tallahassee. While there will no longer be a requirement to obtain a Business Tax Certificate through the City of Tallahassee, Knowles & Randolph, P.A. attaches a copy of its business certification with the State of Florida Division of Corporations as evidence that it is a business operating as an active going concern. [See attached Exhibit "I"]

b. Occupational License Classification:

Not Applicable

c. Occupational License Expiration Date:

Not Applicable

d. Social Security or Federal I.D. No:

[See attached Exhibit "J"]

**[THIS SPACE INTENTIONALLY LEFT BLANK]**



FORM 2  
[PERSONNEL]



**FORM 2  
PERSONNEL**

For each person providing services sought in the RFQ, provide a detailed resume indicating that individual's areas of expertise and experience. It is preferred that resumes be provided in the following format, but not required. Additional information may be provided at the option of the APPLICANT.

---

**A. Name & Title:** Harold M. Knowles, Managing Shareholder

**B. Years of Experience:**

This Firm: 40 years

With Other Similar Firms: 5 Years

**C. Education:**

Degree(s):

Year/Specialization

1970/ B.A., Government/ Florida State University

1974/ Juris Doctorate/ Florida State University College of Law

**D. Other Relevant Experience and Qualifications:**

Served as an Assistant Attorney General in the Florida Office of the Attorney General

**E.** Attach documentation showing Applicant is an active member of the Florida Bar eligible to practice law in the State of Florida. [See attached Composite Exhibit "A"]



**FORM 2  
PERSONNEL**

For each person providing services sought in the RFQ, provide a detailed resume indicating that individual's areas of expertise and experience. It is preferred that resumes be provided in the following format, but not required. Additional information may be provided at the option of the APPLICANT.

---

A. **Name & Title:** Roosevelt Randolph, Company President and Shareholder

B. **Years of Experience:**

This Firm: 40 years

With Other Similar Firms: 4 years

C. **Education:**

Degree(s):

Year/Specialization

1971/ Mathematics / University of North Carolina, Chapel Hill

1974/ Juris Doctorate/ Florida State University College of Law

D. **Other Relevant Experience and Qualifications:**

Served as the first black Assistant State Attorney in the Second Judicial Circuit for the State of Florida; currently serves a Board Legal Counsel to the City of Tallahassee Environmental Code Board

E. Attach documentation showing Applicant is an active member of the Florida Bar eligible to practice law in the State of Florida. [See attached Composite Exhibit "A"]



**FORM 2  
PERSONNEL**

For each person providing services sought in the RFQ, provide a detailed resume indicating that individual's areas of expertise and experience. It is preferred that resumes be provided in the following format, but not required. Additional information may be provided at the option of the APPLICANT.

---

**A. Name & Title:** Clayton F. Knowles, Senior Attorney / Co-Managing Shareholder

**B. Years of Experience:**

This Firm: 7 Years

With Other Similar Firms: N/A

**C. Education:**

Degree(s):

Year/Specialization

2006 / B.A., Government/ Florida State University

2012 / Juris Doctorate/ Florida State University College of Law

**D. Other Relevant Experience and Qualifications:**

Currently serves as City Attorney for the Town of Jacob, Florida and Board Legal Counsel to the City of Tallahassee Municipal Code Enforcement Board

**E.** Attach documentation showing Applicant is an active member of the Florida Bar eligible to practice law in the State of Florida. [See attached Composite Exhibit "A"]



**FORM 2  
PERSONNEL**

For each person providing services sought in the RFQ, provide a detailed resume indicating that individual's areas of expertise and experience. It is preferred that resumes be provided in the following format, but not required. Additional information may be provided at the option of the APPLICANT.

---

**A. Name & Title:** Linje Rivers, Senior Attorney

**B. Years of Experience:**

This Firm: 3 years

With Other Similar Firms: N/A

**C. Education:**

Degree(s):

Year/Specialization

2006/ B.A., Accounting and Economics/ Morehouse College

2009/ Juris Doctorate/ University of Florida College of Law

**D. Other Relevant Experience and Qualifications:**

Before joining Knowles & Randolph, P.A., worked as an Assistant General Counsel for the Florida Department of Financial Services and the Florida Office of Financial Regulation

**E.** Attach documentation showing Applicant is an active member of the Florida Bar eligible to practice law in the State of Florida. [See attached Composite Exhibit "A"]





FORM 3  
[REFERENCES]

**FORM 3  
REFERENCES**

The Applicant shall provide a minimum of five references of public agencies presently, or previously being served by the Applicant with similar services to those being proposed in this Application.

1. Name of Public Agency: City of Gretna, Florida  
Address: P.O. Drawer A  
Gretna, Florida  
Phone Number: 850-519-0681  
Principal Contact Person(s): Antonio Jefferson, City Manager  
Year Contract Initiated: 1979- Present

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2. Name of Public Agency: City of Jacob, Florida  
Address: 4490 Jackson Road  
Cottondale, Florida 32341  
Phone Number: 850-263-6636  
Principal Contact Person(s): Felix George, Mayor  
Year Contract Initiated: 2019 - Present

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3. Name of Public Agency: City Tallahassee, Florida Municipal Code Enforcement Board  
Address: 435 N. Macomb Street  
Tallahassee, Florida 32301  
Phone Number: 850-891-7007  
Principal Contact Person(s): Theresa Flury  
Year Contract Initiated: 1992 - Present

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4. Name of Public Agency: Leon County, Florida Housing Finance Authority  
Address: 918 Railroad Avenue  
Tallahassee, Florida 32310  
Phone Number: 850-556-1582  
Principal Contact Person(s): Allen Stucks, Former Authority Chair  
Year Contract Initiated: 2017

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5. Name of Public Agency: Tallahassee - Leon County Board of Adjustment and Appeals  
Address: Tallahassee, Florida  
Phone Number: 850-891-7166  
Principal Contact Person(s): Greg Harden  
Year Contract Initiated: 1999- 2017



FORM 4  
[NON-COLLUSION AFFIDAVIT]

**FORM 4**  
**NON-COLLUSION AFFIDAVIT**

The undersigned individual, being duly sworn, deposes and says that:

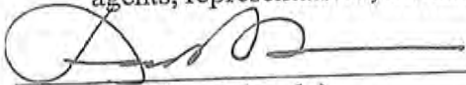
1. He is the Managing Shareholder of Knowles & Randolph, P.A., the Applicant that has submitted the attached Application;
2. He is fully informed respecting the preparation and contents of the attached Application and of all pertinent circumstances respecting such Application;
3. Such Application is genuine and is not a collusive or sham Application;
4. Neither said Applicant nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Applicant, firm or person to submit a collusive or sham Application in connection with the Agreement for which the attached Application has been submitted or to refrain from proposing in connection with such Agreement, or has in any manner, directly or indirectly, sought by agreement of collusion or communication of conference with any other Applicant, firm, or person to fix the price or prices in the attached RFQ, or of any other Applicant, or to fix any overhead, profit or cost element of the Application or the response of any other Applicant, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Quincy, Florida, or any person interested in the proposed Agreement; and

**[THIS SPACE INTENTIONALLY LEFT BLANK]**



FORM 4  
NON-COLLUSION AFFIDAVIT  
(CONTINUED)

5. The response to the attached RFQ is fair and proper and is not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Applicant or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.



Signature (Blue ink only)

HAROLD M. KNOWLES

Print Name

MANAGING SHAREHOLDER

Title

8/6/2019

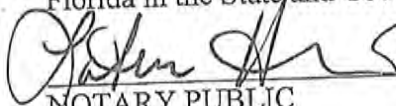
Date

Witness my hand and official notary seal/stamp at Tallahassee, Florida the day and year written above

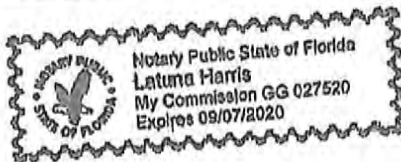
STATE OF FLORIDA  
COUNTY OF LEON

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared HAROLD M. KNOWLES as Managing Shareholder of KNOWLES & RANDOLPH, P.A., an organization authorized to do business in the State of Florida, and acknowledged executing the foregoing Affidavit as the proper official of KNOWLES & RANDOLPH, P.A. for the use and purposes mentioned in the Affidavit and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation. He is [] personally known to me or [] has produced \_\_\_\_\_ as identification

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at Tallahassee, Florida in the State and County aforesaid on this 17<sup>th</sup> day of August, 2019.

  
NOTARY PUBLIC

My Commission Expires:



FORM 5  
[DRUG-FREE WORKPLACE]

**FORM 5  
DRUG-FREE WORKPLACE**

The undersigned Applicant in accordance with Chapter 287.087, Florida Statutes, hereby certifies that KNOWLES & RANDOLPH, P.A. does:

1. Publish a statement notifying employees that the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the work place, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are under consideration a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the contractual services that are under consideration, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

**[THIS SPACE INTENTIONALLY LEFT BLANK]**



**FORM 5  
DRUG-FREE WORKPLACE  
(CONTINUED)**

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

*[Handwritten Signature]*

Signature (Blue ink only)

HAROLD M. KNOWLES  
Print Name

MANAGING SHAREHOLDER  
Title

8/6/2019  
Date

Witness my hand and official notary seal/stamp at Tallahassee, Florida the day and year written above.

STATE OF FLORIDA

COUNTY OF LEON

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared HAROLD M. KNOWLES as Managing Shareholder of KNOWLES & RANDOLPH, P.A., an organization authorized to do business in the State of Florida, and acknowledged executing the foregoing Form as the proper official of KNOWLES & RANDOLPH, P.A. for the use and purposes mentioned in the Form and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation. He is  personally known to me or [ ] has produced \_\_\_\_\_ as identification

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this 6th day of August, 2019.

*[Handwritten Signature]*  
NOTARY PUBLIC

My Commission Expires:






FORM 6  
[ACKNOWLEDGMENT OF ADDENDA]

**FORM 6**  
**ACKNOWLEDGMENT OF ADDENDA**

The Applicant hereby acknowledges the receipt of the following addenda issued by the City and incorporated into and made part of this RFQ. In the event the Applicant fails to include any such addenda in the table below, submission of this form shall constitute acknowledgment of receipt of all addenda, whether or not received by him/her.

ADDENDUM NUMBER	DATE RECEIVED	PRINT NAME	TITLE	SIGNATURE (BLUE INK ONLY)
N/A	N/A	HAROLD M. KNOWLES	APPLICANT	

COMPOSITE EXHIBIT "A"





# The Florida Bar

651 East Jefferson Street  
Tallahassee, FL 32399-2300

Joshua E. Doyle  
Executive Director

850/561-5600  
www.FLORIDABAR.org

State of Florida     )  
County of Leon     )

In Re: 0174354  
Harold M Knowles  
Knowles & Randolph, P.A.  
3065 Highland Oaks Ter  
Tallahassee, FL 32301-3837

## I CERTIFY THE FOLLOWING:

I am the custodian of membership records of The Florida Bar.

Membership records of The Florida Bar indicate that The Florida Bar member listed above was admitted to practice law in the state of Florida on **May 10, 1974.**

The Florida Bar member above is an active member in good standing of The Florida Bar who is eligible to practice law in the state of Florida.

Dated this 30th day of **July, 2019.**

Cynthia B. Jackson, CFO  
Administration Division  
The Florida Bar

PG:R10  
CTM-51399







# The Florida Bar

651 East Jefferson Street  
Tallahassee, FL 32399-2300

850/561-5600  
www.FLORIDABAR.org

Joshua E. Doyle  
Executive Director

State of Florida     )  
County of Leon     )

In Re: 0183446  
Roosevelt Randolph  
Knowles and Randolph 3065 Highland Oaks Ter  
Tallahassee, FL 32301-3837

I CERTIFY THE FOLLOWING:

I am the custodian of membership records of The Florida Bar.

Membership records of The Florida Bar indicate that The Florida Bar member listed above was admitted to practice law in the state of Florida on **October 25, 1974**.

The Florida Bar member above is an active member in good standing of The Florida Bar who is eligible to practice law in the state of Florida.

Dated this 31st day of **July, 2019**.

Cynthia B. Jackson, CFO  
Administration Division  
The Florida Bar

PG:R10  
CTM-51572





# The Florida Bar

651 East Jefferson Street  
Tallahassee, FL 32399-2300

850/561-5600  
www.FLORIDABAR.org

Joshua E. Doyle  
Executive Director

State of Florida     )  
County of Leon     )

In Re: 0096670  
Clayton F Knowles  
Knowles & Randolph, P.A.  
3065 Highland Oaks Ter Ste 2  
Tallahassee, FL 32301-3842

I CERTIFY THE FOLLOWING:

I am the custodian of membership records of The Florida Bar.

Membership records of The Florida Bar indicate that The Florida Bar member listed above was admitted to practice law in the state of Florida on **May 24, 2012**.

The Florida Bar member above is an active member in good standing of The Florida Bar who is eligible to practice law in the state of Florida.

Dated this 30th day of **July, 2019**.

Cynthia B. Jackson, CFO  
Administration Division  
The Florida Bar

PG:R10  
CTM-51440





# The Florida Bar

651 East Jefferson Street  
Tallahassee, FL 32399-2300

850/561-5600  
www.FLORIDABAR.org

Joshua E. Doyle  
Executive Director

State of Florida     )  
County of Leon     )

In Re: 0079063  
Linjé E Rivers  
Knowles & Randolph  
3065 Highland Oaks Ter Ste 2  
Tallahassee, FL 32301-3842

I CERTIFY THE FOLLOWING:

I am the custodian of membership records of The Florida Bar.

Membership records of The Florida Bar indicate that The Florida Bar member listed above was admitted to practice law in the state of Florida on **May 5, 2010**.

The Florida Bar member above is an active member in good standing of The Florida Bar who is eligible to practice law in the state of Florida.

Dated this 29th day of **July, 2019**.

Cynthia B. Jackson, CFO  
Administration Division  
The Florida Bar

PG:R10  
CTM-51234





EXHIBIT "B"





*KNOWLES & RANDOLPH, P.A.*  
*Attorneys at Law*

Harold M. Knowles  
Clayton F. Knowles

Roosevelt Randolph  
Linje' Rivers\*

\*Also Admitted in Georgia

AUGUST 7, 2019

Honorable Keith Dowdell  
Mayor, City of Quincy, Florida  
404 W. Jefferson Street  
Quincy, Florida 32351

Re: Letter of Interest in Responding to City of Quincy RFQ # CQ-072019

Dear Mayor Dowdell:

This correspondence comes to you on behalf of the of the Law Firm of Knowles & Randolph, P.A. as a statement of the firm's qualifications and experience offering to provide legal services to the City of Quincy as the City Attorney on a contractual basis, which services include but are not limited to the following: local government issues, land use, code enforcement, bidding and purchasing, finance, municipal litigation, insurance, Sunshine Law, voting conflicts and public records.

All of the firm's attorneys involved in this representation are in good standing with the Florida Bar (licensed to practice in the State of Florida and applicable federal courts) and meet the City's minimum experience requirements for participation in the engagement. With over 40 years of continuous experience in all facets of municipal governmental law, the undersigned will be the primary attorney assigned to this engagement.

Attached to this correspondence, please find the following: 1) a listing of all attorneys with the firm or if an individual, a profile of the individual, who have experience as municipal counsel; 2) resumes of partners and associates who will or could be assigned to the City of Quincy account; 3) the individual partner who will have primary responsibility for the City of Quincy account and generally attend City Commission meetings; and 4) a list of 5 references and contact information for municipal, county and/or state governments in Florida for which our firm currently provides, or has previously provided, municipal services within the last 5 years.



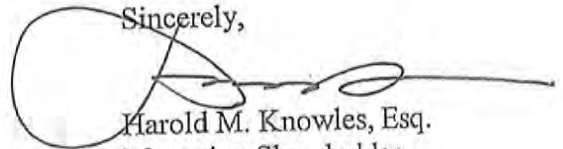
The firm assumes the scope of this engagement generally includes the following:

- (1) Attending all Board meetings of the Commission and, when so requested, meetings of its committees, local boards and agencies;
- (2) Attending Commission staff meetings when so requested;
- (3) Representing the Commission in any litigation instituted by or against it, when so requested by the Commission;
- (4) Providing legal services and advice in connection with City operations in matters such as: conducting meetings, enabling legislation (Charter/ordinances), the "Sunshine Law," state ethics laws and the, public records requests, public contracts and procurement of services, corporate governance issues, inter-local issues, rules, policies, and any other areas of city governance as requested by the Commission;
- (5) Advising the Commission and its staff as to new or changed policies related to practices and procedures, including Florida Statutes and local codes;
- (6) Preparing or assisting staff with resolutions and agenda action items; and
- (7) Assisting and advising the Commission in and during negotiations with any entity with which it desires to do business.

Please be advised that this offer to the City of Quincy by Knowles & Randolph shall remain open for a period of ninety (90) days.

Thank you for your consideration of the foregoing. Any favorable consideration accorded the firm as a result of this correspondence is greatly appreciated.

Sincerely,



Harold M. Knowles, Esq.  
Managing Shareholder  
Knowles & Randolph, P.A.



EXHIBIT "C"



## Harold Knowles



Harold Knowles is the managing shareholder of the firm, which is the oldest African-American law firm in continuous existence in Florida. He assumes responsibility for the firm's real estate, probate and bond finance practices. Mr. Knowles is a product of the public school system of Leon County, Florida. Following graduation from Leon High School he enrolled in Florida State University and subsequently in the Florida State University College of Law, where he was a recipient of the Herbert H. Lehman Foundation Scholarship for three (3) years. Upon completion of his legal training and receipt of his Juris Doctorate, he was employed as an Assistant Attorney General by the Florida Department of Legal Affairs. In 1974 he opened his law practice and has been engaged in the private practice

of law since. He currently serves as the City Attorney for the City of Gretna, Florida, a position he has held for almost 40 years.

Mr. Knowles is admitted to practice before the Florida Supreme Court, the U.S. Eleventh Circuit Court of Appeals, and the U.S. District Court for the Northern District of Florida. He has served as president of the Tallahassee Barristers Association, is a member of the National Bar Association and the Florida Bar's Real Property and Probate Law Section, as well as its Administrative Law Section. He has served two terms on the Second Judicial Circuit Nominating Commission and one term on the Florida Bar Grievance Committee for the Second Circuit.

His past and present civic affiliations include serving on the Board of Directors of Capital City Bank, membership on the Tallahassee-Leon County Civic Center Authority, the Tallahassee Downtown Improvement Authority, the Dale Mabry Army Airfield Museum Board and the Northwest Florida Black Business Investment Corporation Board. In 1999 he was appointed by Governor Jeb Bush to serve on the State of Florida Lottery Commission; in 2001, he was appointed by Governor Bush to serve on the Florida Federal Judicial Nominating Commission and, subsequently, to the Board of Trustees of Florida State University, where he served for eight (8) years. In 2010, he was appointed by Florida's Chief Financial Officer Alex Sink to the Board of Governors of Citizens Property Insurance Corporation, one of the largest property and casualty insurance companies in the nation and the largest property insurer in Florida.

Mr. Knowles received his Bachelor of Arts degree in 1970 from the Florida State University School of Government and his Juris Doctorate in 1973 from the Florida State University College of Law.





## Roosevelt Randolph



Roosevelt Randolph directs Knowles & Randolph's litigation section. He is a 1974 graduate of Florida State University College of Law, having previously received dual degrees in political science and mathematics from the University of North Carolina, Chapel Hill. From 1974 through 1977 he served as the Second Judicial Circuit's first African-American Assistant State Attorney and conducted jury trials in hundreds of criminal cases. Subsequently, in 1978, he pursued a private sector law practice forming Knowles & Randolph, concentrating in serious personal injury and wrongful death cases as well as medical malpractice litigation.

As a trial advocate, Mr. Randolph has represented clients in matters involving hospitals, physicians, corporations and governmental entities. Widely viewed as one of Florida's most experienced personal injury attorneys, his areas of concentration include automobile accidents, medical malpractice and premises liability.

Mr. Randolph's professional and community activities are extensive, all of which consistently elevate the legal profession and community. He is the past President of the Florida Bar Foundation whose primary mission is to improve administration of the institutions of justice, provide financial assistance to students for the study of law and promote public service by members of the legal profession utilizing funds contributed by members of the legal profession. He is past President of the Tallahassee Chapter of the American Inns of Court and two time past President of the Tallahassee Chapter of the American Board of Trial Lawyers. He has been a member of the National Bar Association, Tallahassee Barristers Association, and the Florida Academy of Trial Lawyers. He is admitted to practice before the United States Supreme Court, as well as the U.S. District Court for the Northern District of Florida. He also served thirteen (13) years as an adjunct professor teaching trial practice at the Florida State University College of Law.



### Clayton Knowles



Clayton Knowles was admitted to the Florida Bar in 2012 upon graduation from The Florida State University College of Law. He also received a B.A. in Government from Florida State in 2006. While pursuing his undergraduate studies at Florida State Mr. Knowles was appointed as the Student Government Association's Secretary of Campus Concerns by the Student Body President. While in law school, Mr. Knowles was a member of the College of Law's Mock Trial Team. He began his affiliation with the legal profession as an office assistant at the Bryant Miller Olive Law Firm in 2003. After his first year in law school, Mr. Knowles was hired as a law clerk at Knowles & Randolph and worked in that capacity until he was admitted to the Florida Bar in 2012. He currently serves as Board Legal

Counsel to the City of Tallahassee Municipal Code Enforcement Board and City Attorney for the City of Jacob, Florida.

### Linje Rivers



Linje Rivers joined the firm of Knowles & Randolph in 2016. Prior to joining the firm, Mr. Rivers worked as an Assistant General Counsel with the Florida Department of Financial Services and the Florida Office of Financial Regulation. In both positions, Mr. Rivers was assigned to the prosecution and enforcement division where he was responsible for ensuring federal and state regulatory compliance of licensees under the Insurance and Banking codes. During his time as an Assistant General Counsel, Mr. Rivers presented cases before the Florida District Courts of Appeals, Florida State Courts, the Division of Administrative Hearings, and informal hearing officers

After earning his Bachelors of Arts degree in Accounting and Economics from Morehouse College in 2006, he was awarded a Juris Doctorate degree by the University of Florida in 2009. Mr. Rivers' focus within the firm's practice areas is primarily in its civil litigation division with a concentration in local governmental law, commercial and construction litigation, real property law and bond finance. Mr. Rivers is admitted to practice in both Florida and Georgia.





EXHIBIT "D"



**HAROLD M. KNOWLES**

3065 Highland Oaks Terrace • Tallahassee, Florida 32301 • Telephone: 850-222-3768

**EDUCATION**

Florida State University College of Law Juris Doctorate (1973)	Tallahassee, Florida
Florida State University B.A. in Government (1970)	Tallahassee, Florida
DePauw University 1965-1967	Greencastle, Indiana
Leon High School Diploma - 1965	Tallahassee, Florida.



**EMPLOYMENT AND PROFESSIONAL EXPERIENCE**

2002 - Present	CEO, Pinnacle Construction Support Group, LLC, Tallahassee, Florida
2012 - 2019	General Counsel, Florida A & M University Foundation, Inc. Tallahassee, Florida
1979 - Present	Managing Shareholder, Knowles & Randolph, P.A., Tallahassee, Florida
1974 - Present	City Attorney, City of Gretna, Gadsden County, Florida
1991 - 2004	Co-Bond Counsel, Housing Finance Authority of Leon County, Florida
1995 - 2004	Co-Bond Counsel, Leon County, Florida, Florida Correctional Privatization Commission
1995 - 2012	Co-Bond Counsel, School District of Leon County, Florida
1991 - 2013	Co-Bond Counsel, Leon County, Florida, Board of County Commissioners
1990 - Present	Board Counsel, Leon County Board of Adjustments and Appeals
1988 - Present	Board Counsel, Leon County, Florida Code Enforcement Board
1982 - Present	Board Counsel, City of Tallahassee Municipal Code Enforcement Board
1991 - 2005	Contract Legal Counsel for Leon County, Florida, Clerk of Circuit Court
1997 - 1999	Special Legal Counsel, Department of Business and Professional Regulation, Tallahassee, Florida
1993 - 1996	Contract Legal Counsel, (Audit Services Division) Florida Agency for Health Care Administration

1981 - 1992	Contract Legal Counsel, Florida Department of Health and Rehabilitative Services, Child Support Enforcement (Wakulla, Liberty, Jefferson and Franklin Counties)
1981- (March/June)	Adjunct Professor Florida A & M University, School of Business Tallahassee, Florida (part-time)
1974 - 1978	Private Practitioner, Law Offices of Harold M. Knowles, Tallahassee, Florida
1974 - (Sept/Oct)	Associate, Law Offices of Ed Duffee, Jr., Tallahassee, Florida
1974 - (April/Sept)	Criminal Justice Planner, Bureau of Criminal Justice Planning and Assistance (LEAA), Florida Department of Administration, Tallahassee, Florida
1973 - (June/Dec)	Assistant Attorney General, Office of the Attorney General, State of Florida Tallahassee, Florida
1971 - 1972	Legislative Aide, Judiciary Committee, Florida House of Representatives Tallahassee, Florida
1971 - (Summer)	Law Clerk, Atlanta Aid Society, Inc., Atlanta, Georgia

### **BAR MEMBERSHIP**

Florida Bar, Admitted 1974  
 Federal District Court (Northern District, Florida), Admitted 1975

### **HONORS AND AWARDS**

#### **PROFESSIONAL:**

Member, Florida Federal Judicial Nominating Commission  
 Former Member, Bar Grievance Committee, Second Judicial Circuit (Florida)  
 Former Member, Judicial Nominating Commission, Second Judicial Circuit (Florida)  
 Former Member, U.S. Attorney Screening Committee (Northern District of Florida)  
 Former General Counsel, Florida Chapter of the National Bar Association

#### **COLLEGE:**

Recipient, Herbert H. Lehman Foundation Law Scholarship (3 years)

### **AFFILIATIONS (Both Past & Current)**

#### **CIVIC:**

Member, Board of Governors, Citizens Property Insurance Corporation  
 Trustee, Florida State University Board of Trustees  
 Former Commissioner, State of Florida Lottery Commission  
 Board of Directors, Capital City Bank, Tallahassee, Florida  
 Member, Tallahassee-Leon County Civic Center Authority  
 Member, Northwest Florida Black Business Investment Corporation, Inc.  
 Director, Community Foundation of North Florida  
 Member, City of Tallahassee Downtown Improvement Authority

## PROFESSIONAL:

Member, Florida Bar Association  
Member, National Bar Association  
Member, Tallahassee Barristers Association  
Member, Property Law Section (Florida Bar)  
Member, Administrative Law Section (Florida Bar)

## COMMUNITY (past and Present):

Member, Havana Florida Community Development Corporation, Inc.  
Big Bend Minority Chamber of Commerce, Inc  
Havana, Florida Community Development Corporation, Inc.  
Tallahassee Area Chapter, 100 Black Men of America  
Executive Board, Tallahassee Urban League (Former Member)  
National Association for the Advancement of Colored People (NAACP) (Life Member)  
Tallahassee Barristers Association (Past President)  
Board of Directors, Legal Services of North Florida, Inc. (Former Member)  
Bond Neighborhood Management Association (Former Member)  
Citizen Advocacy Program (Former Member)  
Leon County Friends of the Library Committee (Former Member)

## REFERENCES

Furnished Upon Request



**EDUCATION**

Florida State University  
College of Law  
Juris Doctorate (1974)

Tallahassee, Florida

University of North Carolina  
B.A. in Mathematics (1971)  
B.A. in Political Science (1971)

Chapel Hill, North Carolina

Frink High School  
Diploma - 1967

LaGrange, North Carolina



**EMPLOYMENT AND PROFESSIONAL EXPERIENCE**

1979 - present	KNOWLES & RANDOLPH, P.A., Tallahassee, Florida
1996 - present	Adjunct Professor, Florida State University (Trial Practice)
1993 - present	Contract Legal Counsel, Florida Department of Insurance, Rehabilitation and Liquidation Division
1986 - present	Contract Prosecuting Attorney, Department of professional Regulation, Florida Medical Practice Act
1992 - present	Board Counsel, Leon County, Florida Code Enforcement Board
1991 - present	Board Counsel, City of Tallahassee Environmental Code Board
1993 - 1995	Co-Bond Counsel, School District of Leon County, Florida
1992 - 1994	Special Master, Florida Department of Insurance
1981 - 1992	Contract Legal Counsel, Florida Department of Health and Rehabilitative Services, Child Support Enforcement (Wakulla, Liberty, Jefferson and Franklin Counties)
1991 - 1992	Co-Bond Counsel, Leon County, Florida Board of County Commissioners
1981 - 1984	Adjunct Professor, Florida State College of Law (Trial Practice)
1978 - 1981	General Counsel, Apalachee Community Mental Health Services, Inc., Tallahassee, Florida
1977 - 1978	Partner, Law Offices of Smith & Randolph, Tallahassee, Florida
1974 - 1977	Assistant State Attorney, Felony Division, Second Judicial Circuit, Tallahassee, Florida
1973 - (July/Dec)	Law Clerk, Department of Transportation, Tallahassee, Florida

## BAR MEMBERSHIP

Florida Bar, Admitted 1974  
Federal District Court, Admitted 1974 (Northern District, Florida)  
United States Supreme Court Bar, Admitted 1985

## HONORS AND AWARDS

### COLLEGE:

Recipient, Herbert H. Lehman Foundation Law Scholarship (4 years)

## AFFILIATIONS

### PROFESSIONAL:

President, Florida Bar Foundation (Former)  
Board of Directors, Florida Bar Foundation (Former)  
Member, National Bar Association  
Member, Tallahassee Barristers Association  
Member, Tallahassee Association of Criminal Defense Attorneys  
Member, American Inns of Court (Alumnus)

### CIVIC (past and present):

Business Advisory Board Member, BB&T Bank (present)  
Board of Directors, Disc Village (past)  
Board Member, Tallahassee Community Relations Council (past)  
Board of Directors, Legal Services of North Florida, Inc. (Former Chairman)  
Board of Directors, Legal Aid Foundation (Former Member)  
Board of Directors, Tallahassee Urban League (Former Member)  
Sexual Assault Task Force, Florida A & M University (Former Member)  
Lively Vocational Technical School Health Advisory Committee (Former Member)  
Operation PULL (i.e., volunteer in assisting juvenile delinquents who are involved in the court process in obtaining employment) (Former Member)

### COLLEGE:

Law Students Civil Rights Research Council (LSCRRC)  
Black American Law Student Association (BALSA)  
LSCRRC Legal Referral Service

### FRATERNAL:

Member, Knights of Pythias  
Member, Frontiers International

## REFERENCES

Furnished Upon Request

**CLAYTON FORD KNOWLES**

3065 Highland Oaks Terrace • Tallahassee, Florida 32301 • Telephone: 850.766.8373

**EDUCATION**

Florida State University College of Law Juris Doctorate (2010)	Tallahassee, Florida
Florida State University B.A. Government (2006)	Tallahassee, Florida
Morehouse College 2001-2003	Atlanta, Georgia
Alfred B. Maclay School Diploma - 2001	Tallahassee, Florida



**EMPLOYMENT AND PROFESSIONAL EXPERIENCE**

2012 – Present Senior Attorney/Co-Managing Shareholder  
Practice Leader: Probate, Criminal Defense and Land Use/Governmental Affairs  
Knowles & Randolph, P.A.

Responsibilities include:

- Advising and assisting clients in estate planning, specifically wills and trusts.
- Assisting clients in business formation, operation and litigation.
- Providing businesses with proper guidance regarding regulatory compliance with local state and federal laws
- Defending against criminal litigation at the local, state and federal level including misdemeanors and PBL (punishable-by-life) felonies
- Advise governmental clients on issues related to land use, land development code enforcement, the International Property Maintenance Code
- Assist and advise clients with matters related to tax implications of trust formation
- Defend and prosecute foreclosure cases
- Drafting ordinances for governmental and business clients
- Provide legislative analysis of bills and statutory construction

2016 – Present Board Legal Counsel – Tallahassee, Florida Municipal Code Enforcement Board

2019- Present City Attorney – Jacob City, Florida

Responsibilities include:

- Drafting City Ordinances and Annexation Plans
- Implementation of Annexation Plan of 80MW Solar Farm
- Assisting with the implementation of new millage rate and proper compliance with the Florida T.R.I.M. Statute
- Ensure compliance with various grant application conflict processes and provide legal opinions regarding conflicts



2007 - 2012 Law Clerk, Knowles & Randolph, P.A.  
Tallahassee, Florida

2005 - 2006 Utility Services Specialist, City of Tallahassee Utilities Department  
Tallahassee, Florida

2004 - 2005 VP of Operations, Phoenix Construction & Fencing, LLC, Tallahassee, FL

2003 - 2004 Office Assistant – Bryant, Miller, Olive Law Firm  
Tallahassee, Florida

### **BAR ADMISSIONS**

Florida

United States District Court for the Northern District of Florida

### **HONORS AND AWARDS**

#### **LAW SCHOOL:**

Member, FSU College of Law – Mock Trial Team

#### **COLLEGE:**

Secretary, Student Government Association Office of Campus Concerns (2004-2005)  
Member, Student Government Association Executive Cabinet (2003-2005)

### **AFFILIATIONS**

Director – Board of Directors – DISC Village

- DISC Village, Inc. is a private, non-profit corporation that provides a full continuum of services from prevention and intervention to residential treatment and aftercare services for individuals adversely affected by alcohol and other drug abuse, and those who may be involved in the criminal and/or juvenile justice systems.

Lifetime Member, National Association for the Advancement of Colored People

### **REFERENCES**

Furnished Upon Request

# Linjé E. Rivers

2244 Paul Russell Circle  
Tallahassee, Florida 32301  
Mobile: 850.345.7521  
E-mail: [Linje15@gmail.com](mailto:Linje15@gmail.com)

## EDUCATION

### UNIVERSITY OF FLORIDA

Gainesville, FL

May 2009

#### *Juris Doctorate*

- Member of Black Law Students Association, John Marshall Bar Association, Association of Business Law, Estates and Trusts Society, Association for Tax Law
- Relevant Course Work: Constitutional Law, Creditors and Debtors Law, Corporations, Corporate Tax, Partnership Tax, Estate Planning, Taxation of Gratuitous Transfers, Income Taxation of Estate and Trust, Tax Planning, Tax Seminar
- Estates and Trust Certificate
- Pro Bono Certificate (100+ hours)

### MOREHOUSE COLLEGE

*Bachelor of Science, Business Administration, Accounting and Economics, Double Major w/ distinction*

Atlanta, GA

May 2006

- Awarded academic scholarship and participated in Honors Program
- Awarded the Emma and Joe Adams Public Service scholarship (completed 500+ hours of service a year)
- Elected Vice President of Morehouse Business Association, Appointed to the Student Senate, Secretary for the Kiwanis Club, Vice-President of the Pre-Law Society
- Relevant Course work: Corporate Finance, Microeconomics, Macroeconomics, Financial Accounting, Intermediate Accounting 1 & 2, Auditing

## EXPERIENCE

### KNOWLES & RANDOLPH, LLP

Associate Attorney

Tallahassee, FL

August 2016 – Present

- Practice focused on personal injury, medical malpractice, probate, construction, and real property
- Litigated cases before all Florida and Georgia State Courts

### THE FLORIDA OFFICE OF FINANCIAL REGULATION

*Senior Attorney, Assistant General Counsel*

Tallahassee, FL  
June 2015 – August 2016

- Assigned to the prosecution and enforcement section of the Division of Consumer Finance
- Focused on the regulation of mortgage lenders, consumer/commercial collection agencies, loan originators, and money service businesses
- Drafted declaratory statements, administrative complaints, various pleadings, appellate briefs and various motions

### THE FLORIDA DEPARTMENT OF FINANCIAL SERVICES

*Senior Attorney, Assistant General Counsel*

Tallahassee, FL  
June 2009–June 2015

- Assigned to the prosecution and enforcement section of the Division of Legal Services
- Focused on the prosecution and enforcement of the funeral home industry, bail bonds agents, state fire marshal, insurance agents, and insurance agencies
- Drafted declaratory statements, administrative complaints, appellate briefs, memorandums, settlement agreements, pleadings, suspension orders, rule-making challenges, consent orders, discovery, and motions
- Presented cases before Florida District Courts of Appeals, Division of Administrative Hearings, informal hearing officers, and the Board of Funeral, Cemetery and Consumer Services

### MATTHEWS, EASTMOORE, HARDY, CRAUWEL, GARCIA

*Summer Associate*

Sarasota, FL  
May 2007–August 2007

- Worked with managing partners in the personal injury, commercial litigation, medical malpractice, land use, and the administrative law sections of the firm
- Analyzed federal and state constitutional issues as it pertained to the Sarasota County School Board's liberties and limitations
- Conducted research and participated in drafting a response to a 500+ claimant class action law suit brought against a client
- Prepared legal memorandums on various legal subjects, also drafted pleadings, interrogatories, and performed various research task

## OTHER

- Published Decisions: *Giamberini v. Dept. of Financial Services*, 162 So.3d 1133 (4<sup>th</sup> DCA 2015)
- Leadership Tallahassee - Class 36 (2018-2019)
- Bar Membership: Florida and Georgia
  - Florida Bar Leadership Academy Fellow – Class III (2015-2016)
  - Florida Bar Government Lawyer Section, Secretary
  - Florida Bar Standing Committee on Unlicensed Practice of Law (2016-2019)
  - Florida Bar Committee on Diversity and Inclusion (2015-2018)
  - Florida Bar Committee on Diversity and Inclusion (2015-2018)
- Tallahassee Legal Aid Foundation, Immediate Past-President, Board Member (2014 – present)
- Tallahassee Bar Association, Member
- Florida Justice Association, Member
- Tallahassee Barristers Association, Member
- Florida Licensed Realtor – Kenney & Associates
- United Way, Community Human Services Program
- Minor in Spanish
- Enjoy soccer, golf, reading, and traveling

References: Upon Request





EXHIBIT "E"



**FORM 3  
REFERENCES**

The Applicant shall provide a minimum of five references of public agencies presently, or previously being served by the Applicant with similar services to those being proposed in this Application.

1. Name of Public Agency: City of Gretna, Florida  
Address: P.O. Drawer A  
Gretna, Florida  
Phone Number: 850-519-0681  
Principal Contact Person(s): Antonio Jefferson, City Manager  
Year Contract Initiated: 1979- Present

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2. Name of Public Agency: City of Jacob, Florida  
Address: 4490 Jackson Road  
Cottondale, Florida 32341  
Phone Number: 850-263-6636  
Principal Contact Person(s): Felix George, Mayor  
Year Contract Initiated: 2019 - Present

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3. Name of Public Agency: City Tallahassee, Florida Municipal Code Enforcement Board  
Address: 435 N. Macomb Street  
Tallahassee, Florida 32301  
Phone Number: 850-891-7007, Option 3  
Principal Contact Person(s):  
Year Contract Initiated: 1992 - Present

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4. Name of Public Agency: Leon County, Florida Housing Finance Authority  
Address: 918 Railroad Avenue  
Tallahassee, Florida 32310  
Phone Number: 850-556-1582  
Principal Contact Person(s): Allen Stucks, Former Authority Chair  
Year Contract Initiated: 2017

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5. Name of Public Agency: Tallahassee - Leon County Board of Adjustment and Appeals  
Address: Tallahassee, Florida  
Phone Number: 850-891-7166  
Principal Contact Person(s): Greg Harden  
Year Contract Initiated: 1999- 2017

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EXHIBIT "F"





KNOW&amp;RA-01

CARLA

DATE (MM/DD/YYYY)

7/30/2019

## CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Earl Bacon Agency, Inc. Post Office Box 12039 Tallahassee, FL 32317	CONTACT NAME:	FAX (A/C, No): (850) 878-2128
	PHONE (A/C, No, Ext): (850) 878-2121	
INSURED  Knowles & Randolph, PA 3065 Highland Oaks Terrace Tallahassee, FL 32301	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Old Dominion Insurance Company	40231
	INSURER B: NGM Insurance Company	14788
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:  
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		BPG1189C	11/24/2018	11/24/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					EACH OCCURRENCE \$ AGGREGATE \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	WCG1189C	10/17/2018	10/17/2019	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)



CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

City of Quincy, Florida  
404 W. Jefferson Street  
Quincy, FL 32351

AUTHORIZED REPRESENTATIVE

*Robert J. Nye*

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EXHIBIT "G"





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/29/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>KOUWENHOVEN &amp; ASSOC</b> 365 Wekiva Springs Rd #251 Longwood, FL 32779	CONTACT NAME: <b>Ms. Linda A. Sonsini</b>	FAX (A/C, No): <b>(407)774-7820</b>	
	PHONE (A/C, No, Ext): <b>(407)774-5556</b>	E-MAIL ADDRESS: <b>linda@kouwen.com</b>	
INSURED <b>Knowles &amp; Randolph, P.A.</b>  3065 Highland Oaks Terrace Tallahassee, FL 32301	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: <b>Landmark American Insurance Company</b>		<b>33138</b>
	INSURER B:		
	INSURER C:		
	INSURER E:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COM/POP AGG	\$
								\$
							COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) (If yes, describe under DESCRIPTION OF OPERATIONS below)						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	<b>Lawyers Professional Liability Insurance</b>			LHR775909	5/3/2019	5/3/2020	Per Claim	\$500,000
							Aggregate	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)



CERTIFICATE HOLDER  <b>City of Quincy, Florida</b> 404 W. Jefferson Street Quincy, FL 32351	CANCELLATION  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



EXHIBIT "H"





Department of State / Division of Corporations / Search Records / Detail By Document Number /

### Detail by Entity Name

Florida Profit Corporation  
KNOWLES & RANDOLPH, P.A.

Filing Information

Document Number	P97000044776
FEI/EIN Number	59-3452512
Date Filed	05/20/1997
State	FL
Status	ACTIVE
Last Event	NAME CHANGE
AMENDMENT	
Event Date Filed	03/29/2004
Event Effective Date	NONE

Principal Address

3065 HIGHLAND OAKS TERRACE  
TALLAHASSEE, FL 32301

Changed: 04/07/2006

Mailing Address

3065 HIGHLAND OAKS TERRACE  
TALLAHASSEE, FL 32301

Changed: 04/07/2006

Registered Agent Name & Address

KNOWLES, HAROLD M  
3065 HIGHLAND OAKS TERRACE  
TALLAHASSEE, FL 32301

Address Changed: 04/07/2006

Officer/Director Detail

**Name & Address**

Title PD

RANDOLPH, ROOSEVELT  
3029 HAWKS GLEN  
TALLAHASSEE, FL 32312



Title STD

KNOWLES, HAROLD M  
 235 N ROSEHILL DRIVE  
 TALLAHASSEE, FL 32312

**Annual Reports**

Report Year	Filed Date
2017	03/20/2017
2018	01/15/2018
2019	02/17/2019

**Document Images**

<a href="#">02/17/2019 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/15/2018 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/20/2017 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/28/2016 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/11/2015 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">02/17/2014 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/28/2013 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/22/2012 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/18/2011 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">02/12/2010 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/10/2009 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/28/2008 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">02/09/2007 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/07/2006 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/14/2005 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/12/2004 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/29/2004 -- Name Change</a>	View image in PDF format
<a href="#">04/16/2003 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/24/2002 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">03/02/2001 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/22/2000 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">05/04/1999 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">01/30/1998 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">05/20/1997 -- Domestic Profit Articles</a>	View image in PDF format

EXHIBIT "T"



2019 FLORIDA PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# P97000044776

Entity Name: KNOWLES & RANDOLPH, P.A.

Current Principal Place of Business:

3065 HIGHLAND OAKS TERRACE  
TALLAHASSEE, FL 32301

Current Mailing Address:

3065 HIGHLAND OAKS TERRACE  
TALLAHASSEE, FL 32301

FEI Number: 59-3452512

Name and Address of Current Registered Agent:

KNOWLES, HAROLD M  
3065 HIGHLAND OAKS TERRACE  
TALLAHASSEE, FL 32301 US

Certificate of Status Desired: No

*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.*

SIGNATURE: \_\_\_\_\_ Date

Electronic Signature of Registered Agent

**Officer/Director Detail :**

Title PD  
Name RANDOLPH, ROOSEVELT  
Address 3029 HAWKS GLEN  
City-State-Zip: TALLAHASSEE FL 32312

Title STD  
Name KNOWLES, HAROLD M  
Address 235 N ROSEHILL DRIVE  
City-State-Zip: TALLAHASSEE FL 32312



*I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.*

SIGNATURE: ROOSEVELT RANDOLPH

PD

02/17/2019

Electronic Signature of Signing Officer/Director Detail

Date

EXHIBIT "J"



# Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Knowles & Randolph P.A.**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

*(Applies to accounts maintained outside the U.S.)*

5 Address (number, street, and apt. or suite no.) See instructions.  
**3065 Highland Oaks Terrace**

6 City, state, and ZIP code  
**Tallahassee, FL 32301**

7 List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
5	9	-	3	4	5	2	5	1	2

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶ \_\_\_\_\_

Date ▶ \_\_\_\_\_

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-NEC (non-employee compensation) and certain other transactions
  - Form 1099-K (payment card and network transactions)
  - Form 1099-E (student loan interest)
  - Form 1099-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.





EXHIBIT "K"

## KNOWLES & RANDOLPH PROPOSED TRANSITION PLAN

To insure a seamless and transparent transition between former City of Quincy City Attorney and proposed legal counsel (Knowles & Randolph), the following protocols should be followed:

1. Schedule individual face-to-face briefings with former City Attorney (Shirley) and Interim City Attorney (Roberts) to analyze any ongoing or historical legal matters requiring immediate oversight and/or attention of the newly designated City Attorney.
2. Schedule a management review session with the City Manager and/ or the executive leadership team (i.e., department and agency heads, etc.) to ferret out any historical legal concerns or future legal matters that are presently foreseeable.
3. Schedule face-to-face meeting with each commissioner to discuss any legal concerns each may have and to discuss their individual expectations relative to the role of a city attorney.
4. Perform an internal SWOT (Strengths, Weaknesses, Opportunity and Threats) Analysis following meetings with the city officials outlined in #1, #2 and #3 above.
5. Confer with City audit firm and examine city audits for the past three (3) years to create a baseline of trends in connection with ongoing legal exposure, litigation expenses and settlement costs; in addition, review annual legal and management responses to audit findings for past three (3) years.
6. Confer with all City insurance carriers (including but not limited to its worker's compensation carrier, general liability carrier, premises liability carrier, fire and casualty carrier and auto liability carrier to establish any outstanding legal liability or forecasting any foreseeable any future legal liability.
7. Review all existing bond issuances, if any, to insure that the City is legally compliant and such bonds are amortizing in accordance with their legal requirements.
8. Review all existing contracts with outside vendors, e.g., technology, city enterprise operations (water, sewer, gas, electric, cable, telephone, etc.) for legal sufficiency, expiration dates and any "evergreen" provisions (which should be stricken).
9. Confirm that all ordinances and code citations are updated and synchronized in the City Code of Ordinances through Municipal Code Corporation.
10. Review all planning & zoning, growth management and Comp Plan elements for legal sufficiency and compliance.
11. Review code enforcement and variance board operations for legal sufficiency and compliance.



*Law Offices of*  
**GARY A. ROBERTS & ASSOCIATES, LLC**  
A Limited Liability Company

Gary A. Roberts, Esq.  
*Personal Injury*  
*Criminal Defense*  
*Wrongful Death*  
*Municipal Law*

E-mail: [Garyr@garyrobertslaw.com](mailto:Garyr@garyrobertslaw.com)

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August 8, 2019

City of Quincy  
404 West Jefferson St.  
Quincy, FL 32351

Dear Commissioners:

It is a privilege to submit my application for consideration for the City Attorney for the City of Quincy, Florida. For the past six months I have handled municipal matters for the City of Quincy as interim City Attorney, and I have become keenly aware of and embraced the mission and vision of the City Commission. I have seen first-hand the efforts to carry out the City's vision to "sustain a safe, vibrant and growing City in its entirety." This has been evident in the discussions in meetings around developing infrastructure for more efficient services, developing smart grid technology, attracting young people to the city, making the city more attractive for visitors and tourists, improving parks and recreation, and involving youth in city government.

Over the past months, I have become drawn even more by city's dedicated citizens and leaders, its history, and community-focused orientation. As a trial attorney who has tried civil and criminal cases in federal court, circuit court, juvenile court and county court, I, too, advocate for safety and growth of our communities and will be committed to representing the City and its departments. I will continue to provide my legal expertise, resources, and experience to ensure that the interests of the City are protected while the Commission endeavors to meet its goals and address issues.

Please allow me to summarize my specific characteristics as they are related to the job description. Others are outlined in the attached in my resume. I believe the depth of my legal experience and talent uniquely qualifies me for the permanent position. I was admitted to the Florida Bar in 1995, and I am in good standing (see attached letter of good standing from the Florida Bar). I was admitted to the Federal Bar for the Northern District of Florida in August of 1998 and the Federal

130 Salem Court • Tallahassee, Florida 32301  
Telephone: 850-513-0505 • Fax: 850-513-0318



Bar for the Middle District of Florida in 2007. I have held a position as an Assistant State Attorney, worked in the Public Defender Office in Philadelphia, and General Counsel's Office at Florida A&M University. For 14 years I held the position as Traffic Hearing Officer (THO) in Leon County, where I adjudicated 14,642 cases, comprising of 3,739 written motions and 10,903 cases from the bench as a Leon County Civil Traffic Hearing Officer. I concluded my THO role in March of 2015.

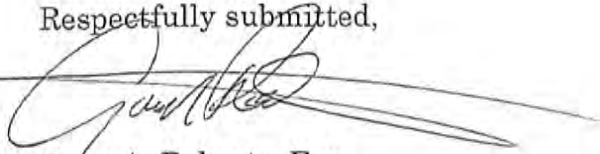
I performed my THO duties all while carrying out my private practice responsibilities. The operational structure that I had in place then is still intact, demonstrating I have the capacity to represent the city and meet the City's demands in a timely and efficient manner. I understand the perspective of plaintiff lawyers who target the city for lawsuits. I will be able to assist outside counsel with litigation, mediation, and negotiating settlements. In my practice, I litigated civil cases for families and individuals involving wrongful death, negligent security, car accidents, and a variety of cases that result in serious injuries to people. I have also litigated contract disputes, dissolution of marriage, child support, child custody, labor litigation, insurance claims, and commercial, corporate and general business matters. Other areas include real property and probate, tort claims and appellate practice.

As the Interim City Attorney, I have provided written and oral legal opinions to city commissioners, opined on employment/personnel issues, filled in as counsel for the CRA board, acted as counsel for the code enforcement board, drafted ordinances, assisted with canvassing board/voting conflicts, assisted in responding to public records requests, advised the mayor during oversight inquiries by the city commission, reviewed contracts, and stood ready to engage in any municipal legal matters that the city may encounter on a daily basis.

As a result of my experience, I have a vast amount of resources available to me. Among, the most important is my network. My staff is small but extremely efficient, seasoned and productive. In many ways that is what sets us apart. By many standards Quincy is considered a small town, but that doesn't reflect the potential for greatness the city strives for. As a small team my firm will be able to provide personable and customized service. I have two legal assistants and because of my relationship with both universities, I have a steady flow of bright and ambitious interns who are technologically and academically savvy. Over the years, I have worked closely with various co-counsels and leaders on handling legal, and administrative matters and can draw upon their expertise.

I am confident that my legal acumen and experience, work ethic and reputation will more than satisfy the requirements and responsibilities set forth for the City Attorney. Attached is my resume and other required documents. I would be honored to have the opportunity to meet you in the forum that you choose to further discuss my qualifications and answer any questions you may have.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gary A. Roberts", with a long horizontal flourish extending to the right.

Gary A. Roberts, Esq.

*GARY ANTHONY ROBERTS, ESQUIRE*

Law Offices of GARY A. ROBERTS & ASSOCIATES, LLC  
130 Salem Court  
Tallahassee, Florida 32301-2809  
850-513-0505  
850-513-0318-fax  
E-MAIL [GARYR@GARYROBERTSLAW.COM](mailto:GARYR@GARYROBERTSLAW.COM)

EDUCATION:

FLORIDA STATE UNIVERSITY COLLEGE OF LAW 08/92 - 05/95  
Tallahassee, Florida 32306  
*Juris Doctorate - May 1995*

BARUCH COLLEGE, CUNY 09/85 - 01/90  
New York, New York  
*Degree: B.B.A.; Finance, 1990*

BAR ADMISSIONS: Member of the Florida Bar, November 1995  
Member of the Federal Bar, Northern District of Florida, August 1998  
Member of the Federal Bar, Middle District of Florida, June 2007

EXPERIENCE:

Interim City Attorney for City of Quincy 2/19-Present

Interim City Attorney for legal issues involving municipal government functions, including but not limited to, being present for all city commission meetings, civil litigation, sunshine law matters, writing and giving oral legal opinions to city commissioners, engaging in employment/personnel issues, voting and home rule issues, acting as backup counsel for CRA board, counsel for code enforcement board, drafting ordinances, assisting with canvassing board/voting conflicts, assisting in responding to public records requests, the legal advisor to mayor during oversight inquiries by city commission, reviewing contracts, and engaging in any municipal legal matters that the city may encounter on a daily basis.

Gary A. Roberts & Associates, LLC 2/13-Present  
Tallahassee, Florida

Represent clients in criminal and civil trial practice in federal and state courts.  
Civil trial work involving insurance companies and private companies. Litigation in these areas include personal injury, wrongful death, car accidents, dog bite,



medical malpractice, and slip and fall. Engaging in criminal defense trial work involving crimes against persons, including capital offenses, felonies, misdemeanors, traffic, and juvenile matters. Duties include but are not limited to jury and non-jury trials, criminal contempt hearings, restitution hearings, as well as violation of probation hearings.

Traffic Court Hearing Officer Tallahassee, Florida

2/02- 2015

Adjudicated 14,642 cases, comprising 3,739 written motions and 10,903 cases from the bench as a Leon County Civil Traffic Hearing Officer. Cases included civil traffic infractions, red light camera cases, animal control cases that violated county ordinances, and fish and wildlife matters.

Roberts & Meeks, P.L.  
Tallahassee, Florida

9/10-2013

Assisted law partner with labor and employment law cases, including workplace investigation and hearings under F.S. Chapter 120. Engaged in criminal and civil trial practice in federal and state courts. Perform criminal defense trial work consisting of crimes against persons including capital offenses, felonies, misdemeanors, traffic, and juvenile matters. Duties include but were not limited to jury and non-jury trials, criminal contempt hearings, restitution hearings, as well as violation of parole and probation hearings. Represented numerous clients in civil actions. Litigation in these areas included personal injury, wrongful death, car accidents, dog bite, medical malpractice, and slip and fall.

Sole Practitioner  
Gary A. Roberts & Associates, LLC  
Tallahassee, Florida

1/01-2010

Criminal and civil trial practice in federal and state courts. Performed criminal defense trial work consisting of crimes against persons including capital offenses, felonies, misdemeanors, traffic, and juvenile matters. Duties included but were not limited to jury and non-jury trials, criminal contempt hearings, restitution hearings, as well as violation of parole and probation hearings. Represented numerous clients in civil actions. Litigation in these areas included personal injury, wrongful death, car accidents, dog bite, medical malpractice, and slip and fall.

Partner  
Roberts & Giddings, LLC  
Tallahassee, Florida

12/99-1/01

Performed criminal defense trial work consisting of crimes against persons including capital offenses, felonies, misdemeanors, traffic and juvenile matters. Duties included but are not limited to jury and non-jury trials, witness interviews, criminal contempt hearings, restitution hearings, as well as violation of parole and probation hearings. Represented numerous clients in civil actions. Litigation in these areas included contract disputes, dissolution of marriage, child support, child custody, labor litigation, insurance claims, and commercial, corporate and general business matters. Other areas included real property and probate, tort claims and appellate practice.

Associate  
Knowles, Marks & Randolph, P.A.  
Knowles & Randolph, P.A.  
Tallahassee, Florida

08/97 -12/99  
05/96 - 07/97

Assisted partners in civil litigation practice by taking depositions, conducting motion hearings, and activity participating in trials in the areas of medical malpractice and personal injury, contract disputes, labor litigation, insurance claims, commercial, corporate, real property and probate matters, tort claims and appellate practice. Performed criminal defense trial work consisting of crimes against persons felonies, misdemeanors, traffic and juvenile matters. Duties include but are not limited to jury and non-jury trials, witness interviews, criminal contempt hearings, restitution hearings, as well as violation of probation hearings.

Assistant State Attorney  
Office of the State Attorney, Second Judicial Circuit  
Tallahassee, Florida

06/95 - 04/96

Managed misdemeanor caseload. Duties included conducting jury and non-jury trials, violation of probation hearings, restitution hearings, as well as motion and bond hearings. Responsible for weekly arraignments. Conducted and assisted with depositions, witness interviews and plea negotiations.

Florida Supreme Court Certified Legal Extern  
Office of the General Counsel, Florida A & M University  
Tallahassee, Florida

01/95 – 04/96

Assisted staff attorneys in preparing for litigation. Conducted legal research and drafted motions and proposed legislation and proposed administrative rules and rule changes for appellate procedure.

Florida Supreme Court Certified Legal Extern  
Office of the State Attorney, Second Judicial Circuit  
Tallahassee, Leon County, Florida

08/94 - 12/94

Co-counsel and lead counsel in felony jury trials. Also, managed misdemeanor caseload (including jury trials) and juvenile caseload (including bench trials). Reviewed probable cause affidavits of law enforcement officers in order to evaluate and determine justification for filing of juvenile petition.

Summer Law Intern  
Defender Association of Philadelphia  
Philadelphia, Pennsylvania

05/94 - 08/94

Assisted staff attorney in trial preparation, conducted client interviews, and assisted clients with pretrial probation programs, as well as bench warrant proceedings.

Associate Justice, Student Supreme Court  
Florida State University  
Tallahassee, Florida

09/93 - 05/94

Adjudicated all violations of the Student Body Constitution, statutes and University Code of Rights and Responsibilities. Reviewed all appeals from the lower court.

Law Clerk  
Bedford-Stuyvesant Community Legal Services Corporation  
Brooklyn, New York

07/93 - 08/93

Conducted client interviews, reviewed pleadings for accuracy and legal sufficiency, and assisted staff attorneys in preparing for litigation.



ACTIVITIES:

President of the Board of Directors for Disc Village Inc  
Member, Second Judicial Circuit Bench Bar Committee  
Member, Tallahassee Barrister Association  
Member, Tallahassee Bar Association  
Member, Florida Association of Criminal Defense Lawyers  
Member, National Bar Association  
Member, Omega Psi Phi Fraternity Inc.  
Fellow, Council on Legal Education Opportunity

*Law Offices of*  
**GARY A. ROBERTS & ASSOCIATES, LLC**  
A Limited Liability Company

Gary A. Roberts, Esq.  
*Personal Injury*  
*Criminal Defense*  
*Wrongful Death*  
*Municipal Law*

E-mail: [Garyr@garyrobertslaw.com](mailto:Garyr@garyrobertslaw.com)

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## PROFESSIONAL REFERENCES

**Hon. James O. Shelfer**  
O'Steen & O'Steen, P.L.  
2900 East Park Ave  
Tallahassee, FL 32301  
[Jim@OsteenOsteen.com](mailto:Jim@OsteenOsteen.com)  
Phone: 850-877-6514

**John C. Wilson, CEO**  
DISC Village, Inc.  
3333 W. Pensacola Street, Suite 330  
Tallahassee, FL 32304  
[John.Wilson@discvillage.org](mailto:John.Wilson@discvillage.org)  
Phone: 850-717-9806

**Benjamin L. Crump, Esq.**  
Ben Crump Law  
122 S. Calhoun St.  
Tallahassee, FL 32301  
[ben@bencrump.com](mailto:ben@bencrump.com)  
Phone: 844-293-5184

**Judy Ware**  
Judicial Assistant to Hon. Barbara Hobbs  
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Quincy, FL 32351  
[WareJ@leoncountyfl.gov](mailto:WareJ@leoncountyfl.gov)  
Phone: 850-766-1401

**Bruce R. Meeks, Esq.**  
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Tallahassee, FL 32317  
[brucemeekslaw@yahoo.com](mailto:brucemeekslaw@yahoo.com)  
Phone: 850-212-0184

130 Salem Court • Tallahassee, Florida 32301  
Telephone: 850-513-0505 • Fax: 850-513-0318

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Gary A. Roberts, Esq.  
*Personal Injury*  
*Criminal Defense*  
*Wrongful Death*  
*Municipal Law*

E-mail: [Garyr@garyrobertslaw.com](mailto:Garyr@garyrobertslaw.com)

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### **STATEMENT OF LAW OFFICE LOCATION**

The Law Offices of Gary A. Roberts & Associates, LLC is solely maintained and operated in Leon County, Tallahassee, Florida.

### **STATEMENT REGARDING CONFLICTS OF INTEREST**

The Law Offices of Gary A. Roberts & Associates, LLC has no known conflicts which would impact this application and/or subsequent appointment. The firm is prepared to take whatever steps the City Commission determines are necessary in order to resolve any actual conflicts of interest.



**FORM 1**  
**APPLICANT'S STATEMENT OF ORGANIZATION**

1. Full Name of Business Concern (APPLICANT):

Gary A. Roberts & Associates, LLC

Principal Business Address:

130 Salem Court, Tallahassee FL 32301

2. Principal Contact Person(s):

Gary A. Roberts

3. Form of Business Concern (Corporation, Partnership, Joint Venture, Other):

Limited Liability Company

4. Provide names of partners or officers as appropriate and indicate if the individual has the authority to sign in name of Applicant. Provide proof of the ability of the individuals so named to legally bind the Applicant. N/A

Name Address Title

Not Applicable

---

If a corporation, in what state incorporated: N/A

Date Incorporated: N/A

Month Day Year: N/A

If a Joint Venture or Partnership, date of Agreement:

5. List all firms participating in this project (including subcontractors, etc.): N/A

Name Address Title

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**FORM 1**  
**APPLICANT'S STATEMENT OF ORGANIZATION**  
**(CONTINUED)**

6. Outline specific areas of responsibility for each firm listed in Question 5. N/A

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

7. Licenses: N/A

a. County or Municipal Occupational License No.

\_\_\_\_\_  
(Attach Copy)

b. Occupational License Classification:

\_\_\_\_\_

c. Occupational License Expiration Date:

\_\_\_\_\_

d. Social Security or Federal I.D. No:

Tax I.D. No. is F 59-3687075

**[THIS SPACE INTENTIONALLY LEFT BLANK]**

**FORM 2  
PERSONNEL**

For each person providing services sought in the RFQ, provide a detailed resume indicating that individual's areas of expertise and experience. It is preferred that resumes be provided in the following format, but not required. Additional information may be provided at the option of the APPLICANT.

---

A. Name & Title

B. Years Experience with:

This Firm:

With Other Similar Firms:

C. Education:

Degree(s)

Year/Specialization

D. Other Relevant Experience and Qualifications

E. Attach documentation showing Applicant is an active member of the Florida Bar eligible to practice law in the State of Florida.

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# The Florida Bar

651 East Jefferson Street  
Tallahassee, FL 32399-2300

Joshua E. Doyle  
Executive Director

850/561-5600  
[www.FLORIDABAR.org](http://www.FLORIDABAR.org)

State of Florida )

County of Leon )

In Re: 0069620  
Gary Anthony Roberts  
Gary A. Roberts & Associates, LLC  
130 Salem Ct  
Tallahassee, FL 32301-2810

I CERTIFY THE FOLLOWING:

I am the custodian of membership records of The Florida Bar.

Membership records of The Florida Bar indicate that The Florida Bar member listed above was admitted to practice law in the state of Florida on **November 27, 1995**.

The Florida Bar member above is an active member in good standing of The Florida Bar who is eligible to practice law in the state of Florida.

Dated this 5th day of **August, 2019**.

Cynthia B. Jackson, CFO  
Administration Division  
The Florida Bar

PG:R10  
CTM-52060



**FORM 3  
REFERENCES**

The Applicant shall provide a minimum of five references of public agencies presently, or previously being served by the Applicant with similar services to those being proposed in this Application.

1. Name of Public Agency:

Address:

---

Phone Number:

Principal Contact Person(s):

---

Year Contract Initiated:

2. Name of Public Agency:

Address:

---

Phone Number:

Principal Contact Person(s):

---

Year Contract Initiated: \_\_\_\_\_

3. Name of Public Agency:

Address:

---

Phone Number:

Principal Contact Person(s):

---

Year Contract Initiated: \_\_\_\_\_

4. Name of Public Agency:

Address:

---

Phone Number:

Principal Contact Person(s):

---

Year Contract Initiated: \_\_\_\_\_



**FORM 3  
REFERENCES  
(CONTINUED)**

5. Name of Public Agency:  
Address:

---

Phone Number:

Principal Contact Person(s):

---

Year Contract Initiated: \_\_\_\_\_

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**FORM 4**  
**NON-COLLUSION AFFIDAVIT**

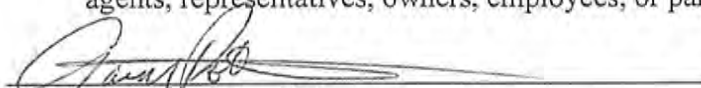
The undersigned individual, being duly sworn, deposes and says that:

1. He is Gary A. Roberts of Gary A. Roberts & Associates, LLC, the Applicant that has submitted the attached Application;
2. He is fully informed respecting the preparation and contents of the attached Application and of all pertinent circumstances respecting such Application;
3. Such Application is genuine and is not a collusive or sham Application;
4. Neither said Applicant nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Applicant, firm or person to submit a collusive or sham Application in connection with the Agreement for which the attached Application has been submitted or to refrain from proposing in connection with such Agreement, or has in any manner, directly or indirectly, sought by agreement of collusion or communication of conference with any other Applicant, firm, or person to fix the price or prices in the attached RFQ, or of any other Applicant, or to fix any overhead, profit or cost element of the Application or the response of any other Applicant, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Quincy, Florida, or any person interested in the proposed Agreement; and

**[THIS SPACE INTENTIONALLY LEFT BLANK]**

**FORM 4  
NON-COLLUSION AFFIDAVIT  
(CONTINUED)**

5. The response to the attached RFQ is fair and proper and is not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Applicant or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

  
\_\_\_\_\_  
Signature (Blue ink only)

Gary A. Roberts  
Print Name

Sole Managing Member  
Title


August 9, 2019  
Date

Witness my hand and official notary seal/stamp at Tallahassee, FL the day and year written above

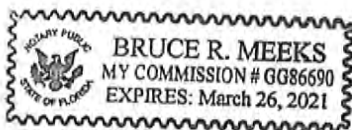
STATE OF FLORIDA  
COUNTY OF LEON

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, Personally appeared Gary A. Roberts as Sole Managing Member, of Gary A. Roberts & Associates, LLC, an organization authorized to do business in the State of Florida, and acknowledged executing the foregoing Affidavit as the proper official of Gary A. Roberts & Associates, LLC for the use and purposes mentioned in the Affidavit and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation. He is personally known to me or has produced as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this 9<sup>th</sup> day of August, 2019.

  
\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:





**FORM 5**  
**DRUG-FREE WORKPLACE**

The undersigned Applicant in accordance with Chapter 287.087, Florida Statutes, hereby certifies that Gary A. Roberts & Associates, LLC does:

(Name of Company)

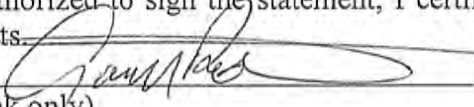
1. Publish a statement notifying employees that the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
  
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
  
3. Give each employee engaged in providing the contractual services that are under consideration a copy of the statement specified in subsection (1).
  
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the contractual services that are under consideration, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
  
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

**[THIS SPACE INTENTIONALLY LEFT BLANK]**

**FORM 5  
DRUG-FREE WORKPLACE  
(CONTINUED)**

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

  
\_\_\_\_\_  
Signature (Blue ink only)

Gary A. Roberts  
Print Name

Sole Managing Member

Title


August 9, 2019  
Date

Witness my hand and official notary seal/stamp at Tallahassee, FL the day and year written above

STATE OF FLORIDA  
COUNTY OF LEON

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared Gary A. Roberts as Sole Managing Member, of Gary A. Roberts & Associates, LLC, an organization authorized to do business in the State of Florida, and acknowledged executing the foregoing Form as the proper official of Gary A. Roberts & Associates, LLC for the use and purposes mentioned in the Form and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation. He is personally known to me or has produced \_\_\_\_\_ as identification.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this 9th day of August, 2019.

  
\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

