

ST. AUGUSTINE PORT WATERWAY AND BEACH DISTRICT

REQUEST FOR PROPOSALS FOR LEGAL SERVICES

The St. Augustine Port, Waterway & Beach District, an independent special district located in St. Augustine, Florida, is soliciting proposals for the provision of general legal services to the district's board which services may include:

- Attending board meetings
- Advising the board and commissioners regarding the requirements of all state, federal and local laws and regulations affecting the board and the district
- Preparation of minutes of all meetings of the board
- Advising commissioners and the district Secretary as to the requirements of Florida public records and public meeting regulations
- Possible representation of the district in court or administrative proceedings
- Reviewing contracts with agencies and vendors
- Drafting official communications on behalf of commissioners and the board

Proposals must include information demonstrating the candidate is a member in good standing of the Florida Bar, should detail the experience or special qualifications, if any, making the candidate particularly suited to represent the district, and must include details of how the candidate expects to be compensated. All proposals must be received in the district's office before 12:00 Noon, September 11, 2020. The district's board of commissioners will review all proposals at the next regular meeting and may make a decision at that time. Any candidate desiring to make a presentation to the board should plan to attend the meeting at 3:00 PM, September 15, 2020, at the St. Augustine Beach City Commission Meeting Room, 2200 A1A South, St. Augustine Beach, FL 32080. Proposals should be sent to:

Elyse Kemper, Secretary-Treasurer
ST. AUGUSTINE PORT, WATERWAY & BEACH DISTRICT
3670 U.S. 1 South, Ste. 290
St. Augustine, FL 32086
elyse@staugustineport.com
(904)797-6660

The district reserves the right, which is understood and agreed to by all respondents, to waive any formality in or to reject any or all proposals if deemed to be in its best interest. The district also reserves the right to award a contract on such materials and considerations as it deems will best serve its interests. The district is committed to the opportunity for diversity in the performance of all district projects. All respondents are encouraged to make good faith efforts to ensure that women and minorities have the opportunity to participate in proposals.

ST. AUGUSTINE PORT, WATERWAY & BEACH DISTRICT
Elyse Kemper, Secretary/Treasurer