



Interoffice Memorandum

October 1, 2020

TO: Mayor Jerry L. Demings
and the Board of County Commissioners

FROM: Carrie Mathes, CFCM, CPPO, C.P.M., Manager, Procurement Division

CONTACT: Bradley Campbell, Assistant Manager, Code Enforcement Division
407-836-4220

SUBJECT: Selection of Contractor, Request for Proposals, Y20-1020-AV, Special Legal Counsel for the Orange County Code Enforcement Division

RECOMMENDATION:

Selection of one firm and two ranked alternates to provide Special Legal Counsel for the Orange County Code Enforcement Division, Request for Proposals, Y20-1020-AV, from the following firms listed alphabetically:

Pittman Law Group, L.L.C.
Shepard Smith Kohlmyer and Hand, P.A.
Trask Daigneault, LLP

Request authority for the Procurement Division to negotiate and execute a contract within a budget of \$157,500 for a three-year term. Further request authorization for the Procurement Division to renew the contract for two additional one-year terms.

Proposals were evaluated by the Procurement Committee on September 23, 2020. Commissioner Christine Moore was assigned to the Procurement Committee.

PURPOSE:

This contract will provide special legal counsel for the Code Enforcement Division in support of the Code Enforcement Board.

APPROVALS:

The Code Enforcement Division and Business Development Division concur with this recommendation.

REMARKS:

Four proposals were received in response to this Request for Proposals (RFP). The Procurement Committee evaluated the proposals in accordance with the criteria set forth in the RFP. The proposal submitted by Weiss Serota Helfman Cole and Bierman, P.L. scored too low for Board consideration.

The Procurement Committee's consensus scores are attached.

Procurement Committee Meeting
 Y20-1020-AV, Special Legal Counsel for the Orange County Code Enforcement Division

CRITERIA	Qual. of Staff	Qual of Firm	Location	M/WBE	Displaced Workers (B)	SDV Prime	SDV Subs	Fee Proposal	Total Weighted Points
Weighted Value	25	25	10	10	5	5	10	30	120
(B) Indicates Bonus Points (Maximums Bonus Points Above)									
Shepard Smith Kohlmyer and Hand, P.A.	75.00	93.75	50.00	0.00	0.00	0.00	0.00	150.00	368.75
Pittman Law Group, L.L.C.	100.00	81.25	10.00	0.00	0.00	0.00	0.00	147.20	338.45
Trask Daigneault LLP	75.00	75.00	10.00	25.00	0.00	0.00	0.00	139.38	324.38



INTEROFFICE MEMORANDUM

June 9, 2020

TO: Ana Villalona, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation

PROJECT: Y20-1020-AV / Special Legal Counsel for the Orange County Code Enforcement Division

APPROVED: 

Below are the respondents to the subject RFP with their firm's certified Minority/Women Business Enterprise (M/WBE) sub-consultants, Minority Business Enterprise Workforce and Women Business Enterprise goals:

- 1. Pittman Law Group, L.L.C.
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
*None			

*The Schedule of Sub-Contracting – M/WBE Participation and Letter of Intent Form was not submitted with the proposal. The prime indicated "Not Applicable" in a typed statement in their proposal.

Total M/WBE Participation Proposed: 0%
M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 0%
Total WBE Workforce: 0%
***Minority Workforce and Women Workforce Weighted Score: 0**

*The Equal Opportunity Workforce Schedule Form was not submitted with the proposal. The prime indicated "Not Applicable" in a typed statement in their proposal.

Total M/WBE Participation Weighted Score: 0

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*None		

* The Schedule of Sub-Contracting – SDV Participation and Letter of Intent Form was not submitted with the proposal. The prime indicated “Not Applicable” in a typed statement in their proposal.

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0

Displaced Worker(s) Proposed: 0
***Displaced Worker(s) Bonus Points: 0**

*The Displaced Worker Form was not submitted with the proposal. The prime indicated “Not Applicable” in a typed statement in their proposal.

Total Bonus Points: 0
(Includes SDV & Displaced workers)

2. Shepard Smith Kohlmyer and Hand, P.A.
 MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
None			

Total M/WBE Participation Proposed: 0%
 M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 11%
 Total WBE Workforce: 22%
 Minority Workforce and Women Workforce Weighted Score: 0

Total M/WBE Participation Weighted Score: 0

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
*None		

*The Schedule of Sub-Contracting – SDV Participation and Letter of Intent Form was not Submitted with the proposal; Therefore, the evaluator cannot assess bonus points.

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0

Displaced Worker(s) Proposed: 0
***Displaced Worker(s) Bonus Points: 0**

*The Displaced Worker Form was not submitted with the proposal. Therefore, the evaluator cannot assess bonus points.

Total Bonus Points: 0
(Includes SDV & Displaced workers)

3. Trask Daigneault LLP
M/WBE PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
None			

Total M/WBE Participation Proposed: 0%
M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 40%
Total WBE Workforce: 30%
Minority Workforce and Women Workforce Weighted Score: 25

Total M/WBE Participation Weighted Score: 25

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
None		

Registered SDV(s) Proposed: 0
SDV Bonus Points: 0
Displaced Worker(s) Proposed: 0
Displaced Worker(s) Bonus Points: 0
Total Bonus Points: 0
(Includes SDV & Displaced workers)

4. Weiss Serota Helfman Cole and Bierman, P.L.
MAJORITY PRIME

M/WBE Sub-consultant(s)	M/WBE Classification	Projected %	Sub-consultants Role
None			

Total M/WBE Participation Proposed: 0%
M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 30%
Total WBE Workforce: 20%
Minority Workforce and Women Workforce Weighted Score: 25

Total M/WBE Participation Weighted Score: 25

Registered Service-Disabled Veteran(s) (SDV) Sub-consultant	Points	SDV Sub-consultant Role
None		

Registered SDV(s) Proposed: 0

SDV Bonus Points: 0
Displaced Worker(s) Proposed: 0
Displaced Worker(s) Bonus Points: 0
Total Bonus Points: 0
(Includes SDV & Displaced workers)