



Interoffice Memorandum

September 12, 2018

TO: Mayor Teresa Jacobs
and the Board of County Commissioners

FROM: *CM* Carrie Mathes, Manager, Procurement Division

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

SUBJECT: Selection of Contractor, Request for Proposals, Y18-1106-MV, Special
Magistrate for Code Enforcement Division

RECOMMENDATION:

Selection of one firm and an alternate to provide Special Magistrate for Code Enforcement Division, Request for Proposals, Y18-1106-MV, from the following firms listed alphabetically:

DeBeaubien, Simmons, Knight, Mantzaris & Neal, LLP
HAWM Law, PLLC.

Further request that the Board authorize the Procurement Division to execute a 3-year contract within a budget of \$104,250. The Procurement Division also requests further authorization to renew the contract for two additional 1-year terms.

Proposals were evaluated by the Procurement Committee on August 29, 2018. Commissioner Betsy VanderLey was assigned to the Procurement Committee.

PURPOSE:

The purpose of this contract is to provide a special magistrate to conduct hearings of alleged Orange County Code violations. The Code Enforcement Division, Environmental Protection Division, Division of Building Safety, and Office of the Fire Marshal are responsible for identifying and facilitating correction of county code violations within unincorporated Orange County. Such violations include, but are not limited to, land use violations, illegally existing signage, construction without permits, unpermitted commercial use of residential properties, violations of water conservation restrictions, the presence of environmental hazards, or other nuisances or hazards to the public welfare. These cases are brought before the special magistrate.

The special magistrate shall act as the only entity authorized to hear appeals of citations, decisions, or interpretations rendered by the administrator or sheriff pursuant to Section 33-283, Special Magistrate of the Non-Motorized Vehicle-For-Hire Ordinance, codified as a new Division 3 in Article VIII of Chapter 33, Orange County Code of Ordinances.

FUNDING:

Funding is available in account 0001-068-3220-3119.

APPROVALS:

The Code Enforcement Division concurs with this recommendation.

REMARKS:

Two proposals were received in response to this Request for Proposals. DeBeaubien, Simmons, Knight, Mantzaris & Neal, LLP is the current provider for these services and has performed satisfactorily.

As the County's demand for enforcement services has increased over the years, there has been a related and proportionate increase in the Code Enforcement Board (CEB) case load. As a result, it has become necessary for the County to augment the case load of the CEB by selecting a legal services firm or partnership to provide service as a special magistrate to conduct hearings of alleged Orange County Code violations.

The Procurement Committee's consensus scores are attached.

RFP#: Y18-1106-MV SPECIAL MAGISTRATE FOR CODE ENFORCEMENT DIVISION


RFP#: Y18-1106-MV SPECIAL MAGISTRATE FOR CODE ENFORCEMENT DIVISION	QUALIFICATION OF STAFF		QUALIFICATION OF FIRM		M/WBE UTILIZATION		LOCATION		FEE PROPOSAL		DISPLACED WORKERS HIRES	REGISTEREDSDV SUBCONTRACTOR HIRES	REGISTERED SDV PRIME PROPOSERS	TOTAL
	30		20		10		10		30		5	10	5	
WEIGHT	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	Bonus Points	Bonus Points	Bonus Points	
DeBeaubien, Simmons, Knight, Mantzaris & Neal, LLP	5.00	150.00	5.00	100.00	3.00	30.00	5.00	50.00	4.84	145.17	0.00	0.00	0.00	475.17
HAWM Law, PLLC	2.00	60.00	2.00	40.00	3.00	30.00	5.00	50.00	5.00	150.00	0.00	0.00	0.00	330.00



Interoffice Memorandum

September 20, 2018

To: Melisa Vergara, Senior Purchasing Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator 
Business Development Division

SUBJ: **RFP #Y18-1106-MV, Special Magistrate for Code Enforcement Division**

Below are the respondents to the subject RFP with their firm's certified sub-consultants and M/WBE participation score on a 1 – 5 rating:

1.	HAWM Law, PLLC		3 Points
	None	0%	
	Total MWBE Participation:	0%	
	EEO Staff	100%	
Bonus Points			
	Service-Disabled Veterans (SDV)	0	
	Displaced Workers:	0	

2.	DeBeaubien, Simmons, Knight, Mantzaris & Neal, LLP		3 Points
	None	0%	
	Total MWBE Participation:	0%	
	EEO Staff	62%	
Bonus Points			
	Service-Disabled Veterans (SDV)	0	
	Displaced Workers:	0	

Shenna Ferguson