



Interoffice Memorandum

December 12, 2023

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

~~FROM:~~ Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager II, Procurement
Division

CONTACT: Kelley Rose, Program Manager, Neighborhood Services Division
407-836-4275

SUBJECT: Selection of Contractor, Request for Proposals, Y23-1012-MV, Code Compliance
Special Magistrate

RECOMMENDATION:

Selection of DeBeaubien, Simmons, Knight, Mantzaris & Neal, LLP to provide Special Magistrate for Neighborhood Service Division, Request for Proposals, Y23-1012-MV.

Further request Board authorization for the Procurement Division to negotiate and execute a three-year contract within a budget of \$148,080. Further request Board authorization for the Procurement Division to renew the contract for two additional one-year terms.

Proposals were evaluated by the Procurement Committee on November 29, 2023. Commissioner Maribel Gomez-Cordero was assigned to the Procurement Committee.

PURPOSE:

This contract will provide a special magistrate to conduct hearings of alleged Orange County Code violations. The Neighborhood Services 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 0001-068-3125-3119.

APPROVALS:

The Neighborhood Services and the Business Development Divisions concur with this recommendation.

REMARKS:

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.

Two proposals were received in response to this Request for Proposals (RFP) and were evaluated in accordance with the criteria detailed in the RFP. The proposal submitted by The Law Office of Adolphus Thompson scored too low for Board consideration.

The Procurement Committee's consensus scores are attached.

Procurement Committee Meeting - November 29, 2023
 Y23-1012, Code Compliance Special Magistrate

| CRITERIA | Qual. of Staff | Qual of Firm | Technical Approach | Location | M/WBE | Dislocated Workers (B) | SDV (B) | Fee Proposal | Total Weighted Points |
|---|----------------|--------------|--------------------|----------|-------|------------------------|---------|--------------|---|
| Weighted Value | 30 | 20 | 10 | 10 | 10 | 5 | 15 | 20 | 120 |
| | | | | | | | | | (B) Indicates Bonus Points (Maximums Bonus Points Above) |
| DeBeaubien, Simmons, Knight, Mantzaris & Neal, LLP. | 140.00 | 100.00 | 10.00 | 50.00 | 25.00 | 0.00 | 0.00 | 94.08 | 419.08 |



INTEROFFICE MEMORANDUM

November 28, 2023

TO: Melisa Vergara, Contracting Agent
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator
Business Development Division

SUBJECT: Business Development Division M/WBE Proposal Evaluation

PROJECT: Y23-1012-MV, Code Compliance Special Magistrate

APPROVED: *Sheena Ferguson*

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:

- De Beaubien, Simmons, Knight, Mantzaris & Neal, LLP
MAJORITY PRIME

| M/WBE Sub-consultant(s) | M/WBE Classification | Projected % | Sub-consultants Role |
|-------------------------|----------------------|-------------|----------------------|
| * | | | |

* The Schedule of Sub-Contracting – M/WBE Participation form indicates that the proposer will perform all the work with their own workforces. There was no M/WBE Letter of Intent (LOI) form submitted with the proposal. Therefore, the evaluator cannot assess M/WBE subconsultant points.

Total M/WBE Participation Proposed: 0%

M/WBE Sub consultant participation Weighted Score: 0

Total M/WBE Workforce: 30%

Total WBE Workforce: 40%

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 |
|--|--------|-------------------------|
| *N/A | | |

The Schedule of Sub-Contracting – SDV Participation from state “N/A”. There was no SDV Letter of Intent (LOI) form submitted with the proposal. Therefore, the evaluator cannot assess SDV bonus points.

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

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

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

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

2. The Law Office of Adolphus Thompson, LLC (MBE-AFAM)
 MWBE PRIME

| M/WBE Sub-consultant(s) | M/WBE Classification | Projected % | Sub-consultants Role |
|-------------------------|----------------------|-------------|----------------------|
| *N/A | | | |

* The Schedule of Sub-Contracting – M/WBE Participation form indicates “N/A”. There was no M/WBE Letter of Intent (LOI) form submitted with the proposal. Therefore, the evaluator cannot assess M/WBE subconsultant points.

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 was not submitted with the proposal. Therefore, the evaluator cannot assess workforce points.

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 form indicates “N/A”. There was no SDV Letter of Intent (LOI) form submitted with the proposal. Therefore, the evaluator cannot assess SDV bonus points.

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

Dislocated Worker(s) Proposed: 0
Dislocated Worker(s) Bonus Points: 0

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