




Interoffice Memorandum

October 24, 2017

TO: Mayor Teresa Jacobs  
and the Board of County Commissioners

FROM:  Carrie Woodell, Manager, Procurement Division

CONTACT: John Petrelli, Manager, Risk Management Division  
(407) 836-9636

SUBJECT: Selection of Firm, Request for Proposals Y17-1130-LC, General  
Liability/Tort Legal Counsel Services

RECOMMENDATION:

Selection of three law firms and two ranked alternates to provide General Liability/Tort Legal Counsel Services, Request for Proposals Y17-1130-LC, for 3-year term contracts from the following firms listed alphabetically.

Dean, Ringers, Morgan & Lawton, P.A.  
Garganese, Weiss & D'Agresta P.A.  
Hilyard, Bogan & Palmer, P.A.  
McEwan, Martinez, Dukes & Hall, P.A.  
O'Connor & O'Connor, LLC  
Rissman, Barrett, Hurt, Donahue, McLain & Mangan P.A.  
Walton, Lantaff Schroeder & Carson LLP

Further request authorization for the Procurement Division to negotiate and execute the 3-year contracts in the amount of \$450,000, renewable for two additional 1-year term. This item was evaluated by the Procurement Committee on September 27, 2017. Commissioner Bryan Nelson was assigned to the committee.

PURPOSE

To provide legal counsel in the areas of general liability, tort issues and related matters to support the County's risk management program.

DISCUSSION:

The program is administered by the risk manager and a third-party administrator responsible for the initial investigation and evaluation of claims. The disposition of claims is made by the risk manager in conjunction with the Risk Management

Committee composed of members appointed by the county. The Risk Management Committee members are made up from personnel from the Office of Accountability, Comptroller's Office, Utilities Department, Public Works Department, Convention Center, Family Services Department and Supervisor of Elections. The law firms will provide claims defense litigation similar to that required by an insurance carrier or large self-insurer.

The risk manager, after consultation with counsel for the signatory entity against whom a claim is lodged, will assign each case to one of the several retained law firms as determined to be in the program's best interests.

The risk manager will designate a firm from time to time to serve as general counsel to the program. The designated firm will provide legal advice and services unrelated to individual claims, such as drafting contract indemnity clauses, advice regarding insurance, and assistance in legislative tort issues. Three law firms are required to meet projected workloads and ensure the County retains adequate representation in the event of a conflict-of-interest involving a contracted firm. Fees for this service were specified in the Request for Proposals. Therefore, each contract will reflect the same fee structure

The Procurement Committee evaluated the proposals against the stated criteria.

Attached are the consensus scores.

RFP#: Y17-1130-LC, General Liability/Tort Legal Counsel	QUAL OF		QUAL OF		EXPERIENCE		LOCATION		M/WBE		Welfare Workers	SDV Sub-Contractor Hires	SDV Prime Proposers	TOTAL
	FIRM		ATTORNEY		LITIGATION									
WEIGHT	30		30		20		10		10		5	10	5	
	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE	RAW SCORE	WEIGHTED SCORE				
Dean, Ringers, Morgan & Lawton, P.A.	4.0	120.00	5.0	150.00	5.0	100.00	5.0	50.00	3.0	30.00	0	0	0	450.00
O'Connor & O'Connor, LLC	3.75	112.50	4.0	120.00	5.0	100.00	5.0	50.00	3.0	30.00	0	0	0	412.50
Hilyard, Bogan & Palmer, P.A	3.0	90.00	4.0	120.00	4.0	80.00	5.0	50.00	3.0	30.00	0	0	0	370.00
Rissman, Barrett, Hurt, Donahue, McLain & Mangan, P.A.	2.0	60.00	4.0	120.00	4.0	80.00	5.0	50.00	3.0	30.00	0	0	0	340.00
Walton, Lantaff Schroeder & Carson LLP	3.0	90.00	3.0	90.00	3.0	60.00	3.0	30.00	3.0	30.00	1	0	0	301.00
McEwan, Martinez, Dukes & Hall, P.A.	2.0	60.00	3.0	90.00	3.0	60.00	5.0	50.00	4.0	40.00	0	0	0	300.00
Garganese, Weiss & D'Agresta, P.A.	3.0	90.00	3.0	90.00	2.0	40.00	5.0	50.00	3.0	30.00	0	0	0	300.00



**Interoffice Memorandum**

October 27, 2017

To: Linda Carson, Senior Purchasing Agent  
Procurement Division

FROM: Kesi Warren, Senior Contract Administrator   
Business Development Division

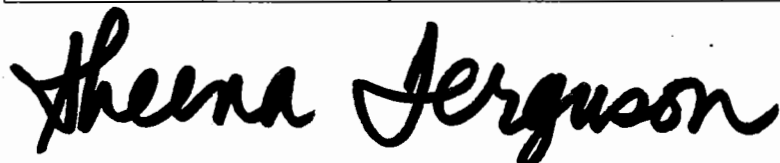
SUBJ: **RFP #Y17-1130-LC, General Liability/Tort Legal Counsel**

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:

<b>1. HM</b>	<b>McEwan, Martinez, Dukes &amp; Hall, P. A.</b>		<b>4 Points</b>
*	None	0%	
	<b>Total MWBE Participation:</b>	<b>0%</b>	
	EEO Staff	80%	
Bonus Points			
*	Service-Disabled Veterans (SDV)	<b>0</b>	
*	Welfare Recipients:	<b>0</b>	

\*The Schedule of Sub-Contracting –MWBE and SDV participation & The Displaced Worker forms were not submitted with the proposal.

<b>2.</b>	<b>Walton, Lantaff Schroeder &amp; Carson, LLP</b>		<b>3 Points</b>
	None	0%	
	<b>Total MWBE Participation:</b>	<b>0%</b>	
	EEO Staff	65%	
Bonus Points			
	Service-Disabled Veterans (SDV)	<b>0</b>	
	Welfare Recipients:	<b>1</b>	



<b>3.</b>	<b>Garganese, Weiss &amp; D'Agresta, P.A.</b>		<b>3 Points</b>
	None	0%	
	<b>Total MWBE Participation:</b>	<b>0%</b>	
	EEO Staff	63%	
Bonus Points			
	Service-Disabled Veterans (SDV)	<b>0</b>	
*	Welfare Recipients:	<b>0</b>	

\*The Displaced Worker form was not submitted with the proposal.

<b>4.</b>	<b>Dean, Ringers, Morgan &amp; Lawton, P. A.</b>		<b>3 Points</b>
	None	0%	
	<b>Total MWBE Participation:</b>	<b>0%</b>	
	EEO Staff	34%	
Bonus Points			
	Service-Disabled Veterans (SDV)	<b>0</b>	
	Welfare Recipients:	<b>0</b>	

<b>5.</b>	<b>Hilyard, Bogan &amp; Palmer, P. A.</b>		<b>3 Points</b>
	None	0%	
	<b>Total MWBE Participation:</b>	<b>0%</b>	
	EEO Staff	33%	
Bonus Points			
	Service-Disabled Veterans (SDV)	<b>0</b>	
	Welfare Recipients:	<b>0</b>	

<b>6.</b>	<b>O'Connor &amp; O'Connor, LLC</b>		<b>3 Points</b>
	None	0%	
	<b>Total MWBE Participation:</b>	<b>0%</b>	
	EEO Staff	27%	
Bonus Points			
	Service-Disabled Veterans (SDV)	<b>0</b>	
	Welfare Recipients:	<b>0</b>	

<b>7.</b>	<b>Rissman, Barrett, Hurt, Donahue, McLain &amp; Mangan, P.A.</b>		<b>3 Points</b>
*	None	0%	
	<b>Total MWBE Participation:</b>	<b>0%</b>	
	EEO Staff	44%	
Bonus Points			
*	Service-Disabled Veterans (SDV)	<b>0</b>	
*	Welfare Recipients:	<b>0</b>	

\*The Schedule of Sub-Contracting –MWBE and SDV participation & The Displaced Worker forms were not submitted with the proposal.