

City of South Daytona

Office of the City Manager


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MEMORANDUM

AGENDA ITEM
G21 DATE 11/10/20

To: The Honorable Mayor and Members of the City Council

From: James L. Gillis, Jr., City Manager 

Re: Consideration of Appointing a Member of the City Council to Chair the Selection Committee whose Task will be to Evaluate and Rank the Proposals Received for Contractual Legal Services

Date: November 3, 2020

On October 13, 2020, the City Council approved the release of our Request for Proposals (RFP) for contractual legal services. As requested, staff released the RFP for advertisement the next day with submissions due November 10, 2020 at 2:00 pm.

In anticipation of a good number of submissions, the time has come to form the Selection Committee whose task it will be to review and rank the proposals received. A councilmember will need to be appointed to chair the Selection Committee. Traditionally, a member of the City Council is nominated by another member and then all vote to ratify the appointment.

Once a councilmember has been appointed, the Selection Committee will be finalized and submissions will be distributed to each member. Submissions will be evaluated individually by each committee member. The Selection Committee will convene in a public forum to discuss their individual evaluations and rank the proposals received.

It is anticipated that the chairperson of the Selection Committee will present the rankings to the City Council at the December 8th meeting, at which time, staff will seek permission to begin contract negotiations with the top ranked firm. Negotiations are expected to be handled quickly with the anticipation of a contract being brought before the City Council on January 12, 2021 for approval.