



FLORIDA ATLANTIC RESEARCH AND DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSALS (RFP) - GENERAL COUNSEL LEGAL SERVICES
RFP NO. 2026-GC01

1. Purpose & Authority Background

The Florida Atlantic Research and Development Authority (the "Authority"), an independent special district created pursuant to Chapter 159, Part V, Florida Statutes, invites qualified law firms and legal practitioners to submit competitive proposals to serve as General Counsel. The Authority is empowered to foster research, development, and economic growth through the oversight, management, and operation of research and development parks across Palm Beach and Broward counties, including the Research Park at Florida Atlantic University.

2. Scope of Services

The designated General Counsel will serve as the primary legal advisor to the Authority and President. Required services include:

- **Governance & Meetings:** Attendance at regular (approximately 6 annually) and special Board meetings; preparing reports on legal activities; drafting bylaws, board resolutions, and policies.
- **Transactional & Real Estate Matters:** Negotiating, drafting, and reviewing commercial leases, subleases, intergovernmental agreements, procurement contracts, and real property transactions. Serving as title agent on transactions when permitted.
- **Compliance & Special District Law:** Advising on Florida Public Records Law (F.S. Chapter 119), Sunshine Law (F.S. Chapter 286), State and County Ethics Codes, and legislative enhancements to F.S. Chapter 159.
- **General Advisory & Risk Management:** Counseling on intellectual property, labor/employment, bidding/RFPs, risk management, and pre-litigation disputes. (Note: Formal litigation and lobbying are excluded from general retainer services).

3. Proposal Submission Requirements

Proposing firms must submit a technical and financial package containing:

- **Firm Profile & Key Personnel:** Overview of the firm's experience with Florida special districts, public authorities, Higher Education/University research parks, and public-private real estate developments. Designation of a Primary Lead Attorney.
- **Pricing Structure:**
 1. *Fixed Retainer Fee:* Proposed monthly fixed fee for core scope items, including any proposed annual adjustment rates.
 2. *Hourly Rates:* Proposed hourly billing rates for specialized/out-of-scope services and court litigation.
 3. *Alternative Fee Structures:* Experience with project-based flat fees or title premium credit arrangements.
- **Statutory Certifications:** Written certification of compliance with F.S. 287.133 (Public Entity Crimes), F.S. 287.087 (Drug-Free Workplace), and absence of conflicting representations.

4. Evaluation Criteria

Evaluation Criterion	Weight
Experience & Qualifications: Track record in Florida public entity law, F.S. Chapter 159 districts, commercial real estate, and public university partnerships.	35%
Qualifications of Assigned Attorney(s): Experience, accessibility, and reputation of designated primary counsel.	25%
Fee Proposal: Structure, competitive pricing, value of monthly retainer, and hourly rate schedules.	25%
Client References & Approach: Depth of experience with similar authorities and responsiveness of proposed client service model.	15%

5. Submission Timeline & Instructions

- **RFP Issuance Date:** September 28, 2026
- **Question Deadline:** October 15, 2026

- **Proposal Submission Deadline:** November 4, 2026, 3:00 PM EST
- **Review by the Authority and Possible Award:** November 18, 2026
- **Contract Execution:** January 20, 2027
- **Contract Effective Date:** February 1, 2027

Submissions must be delivered electronically to the Authority's President at aduffell@Research-Park.org. The Authority reserves the right to reject any or all proposals and waive informalities.