



**CITY OF PENSACOLA  
REQUEST FOR LETTERS OF INTEREST (LOI) AND  
STATEMENTS OF QUALIFICATIONS**

**SPECIAL MAGISTRATE SERVICES FOR CITY OF PENSACOLA**

The City of Pensacola is requesting sealed Letters of Interest and Statements of Qualifications from individuals for special magistrate services pursuant to Chapter 162 of the Florida Statutes and Chapter 13 of the Code of Ordinances of the City of Pensacola.

A Letter of Interest and Statement of Qualifications or resume is requested for consideration no later than **JULY 28, 2023, 2:30 P.M.**, local time at the following location:

**City Hall (lobby)  
222 West Main Street  
Pensacola, FL 32502  
Attention: City Attorney's Office**

The face of the sealed envelope shall be plainly marked identifying the respondent and with reference to Special Magistrate Services. Multiple submittals from the same entity will not be accepted.

**Services Requested:**

The City is seeking multiple interested and qualified individuals to provide special magistrate services for the City of Pensacola. Qualified candidates must meet all the following criteria:

- Be a member of the Florida Bar in good standing with no less than 5 years of experience practicing law;
- Have experience in courtroom and administrative hearings;
- Not be an employee of the City or hold any other office with City government; and
- Comply at all times with the State and City code of ethics.

Upon selection and then upon approval by the City Council those individuals acting as special magistrates shall have the authority to conduct quasi-judicial hearings and assess fines upon violators.

Special magistrate hearings are held at City Hall as required.

Conflicts of interest and scheduling conflicts that may arise among those chosen require that each must agree to provide special magistrate services to any of the types of City hearings that require a special magistrate.

#### Evaluation of Submittals:

- The submittals shall be reviewed by the City, and a recommendation of appointments shall be presented to City Council for approval. The recommendations for appointment shall be for individuals as determined to be in the best interest of the City.
- Submittals shall include a formal letter of interest and a statement of qualifications.

The City of Pensacola adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to City services, programs, and activities. Please email [ADACoordinator@Cityofpensacola.com](mailto:ADACoordinator@Cityofpensacola.com) or call (850) 436-5600. Requests must be made at least 48 hours in advance of the event in order to allow the City time to provide the requested services.

The City reserves the right to accept or reject any or all submittals, to waive any submittal informalities and to re-advertise for submittals when deemed in the best interest of the City.

The City of Pensacola provides equal access in employment and public services.