NOTICE OF REQUEST FOR PROPOSALS #RFP2026-03
SPECIAL MAGISTRATE SERVICES

The City of Dunnellon is seeking proposals from an attorney or law firm interested in serving as Special Magistrate for the City of Dunnellon. Qualifications: Active member of the Florida Bar in good standing; no less than five (5) years' experience in municipal law in the State of Florida including municipal litigation, administrative hearings, municipal land use and zoning matters, and quasi-judicial proceedings. Experience serving as a special magistrate or hearing officer is preferred. This is a contract position with limited hours depending on the volume of code enforcement cases. Hearings are generally conducted once per month on the second Tuesday of each month at 9:30 a.m. The date and time of the hearings are subject to change.

Proposals shall include the proposer's requested compensation and must be submitted in a sealed envelope clearly marked: "Request for Proposal #RFP2026-03, Special Magistrate".

Proposals must be delivered to: City Clerk, 20750 River Drive, Dunnellon, FL 34431. Deadline for questions is October 19, 2026, at 6:00 p.m. (EST). All questions must be submitted in writing to the City Clerk, Amanda Odom, modom@dunnellon.org.

Submission deadline is October 26, 2026, at 2:00 p.m. (EST). Detailed specifications can be obtained at www.dunnellon.org or by contacting the City Clerk at 352-465-8500.

The City of Dunnellon reserves the right to accept or reject any or all proposals. EOE.

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