

Request for Proposals: City Prosecutor Services

A. Introduction.

The City of Trenton is seeking a law firm or individual attorney to provide City Prosecutor services on a contract basis. Law firms and attorneys are invited to submit qualifications and proposals for the provision of these services. In order to be considered, proposals must address each of the concerns requested in this document, including rates and fees.

B. Scope of Services.

Note: The final Scope of Services is subject to change following the selection process and negotiations with the selected firm or individual attorney. Therefore, the city reserves the right to make revisions.

1. Attend all municipal court dockets and trials. Currently court dates are scheduled at 9 a.m. and 1:30 p.m. on the first and third Tuesdays of each month.
2. Provide access to designated attorneys 24/7 to be able to answer police officer questions an/or in-custody warrants or other legal questions.
3. Sign municipal citations and place cases before the municipal court through electronic processes including electronic ticketing and the Show Me Courts system.
4. Consult with city departments on all ordinance violations and unified development codes.
5. Issue additional charges and recommend amendments to charges.
6. Handle all cases which are certified to the Grundy County Circuit Court for jury trial or trial de novo.
7. Provide recommendations that would determine the need for a special prosecuting attorney.
8. Make recommendations regarding internal core processes and case dispositions.
9. Conduct plea agreements.
10. Perform other duties and responsibilities relating to the municipal court which are typical for a prosecuting attorney.

C. Instructions to Applicants.

1. The response to this RFQ will be accepted in the Office of the City Clerk, Trenton City Hall, 1100 Main Street, Trenton, Missouri 64683 until **2:00 p.m. on November 16, 2023** and should be marked "City Prosecutor RFQ." Specifics and more information can be obtained by contacting **Ron Urton, 660-359-2283 or Tara Walker, 660-339-5050.**

2. Any proposals received after the specified date and time will be rejected and returned unopened. Proposals may not be modified after the submittal deadline.

3. The City reserves the right to waive any irregularities and/or reject any and all submittals. The City is under no obligation to award a contract to any firm or individual attorney submitting a proposal.

D. Proposal Requirements and Evaluation Criteria.

The following are the contents that all proposals must include. The following categories and criteria will be major considerations in the evaluation and determination of the most qualified and capable individual and/or firm. Note: the sequence of the listing is not intended to reflect relative weight of each category:

1. *Interest and Relevant Experience:* A statement of interest for the scope of services including a narrative describing the respondent's capabilities, relevant experience, and interest in the scope of work.

2. *Availability:* A statement on the availability and commitment of the respondent to undertake the scope of services.

3. *Background and Training:* Proposal shall include resumes for personnel who may perform services, including the lead contact who will act as the city prosecutor. Resumes should list all relevant educational background/training and experience.

4. *References.* The name, address and telephone number of at least three client references (preferably municipal clients) who can attest to the respondent's ability to perform the services. Proposal shall include a description of the relationship between each reference and the respondent.

5. *Disclosure:* The respondent will disclose any professional or personal financial interest which could be a possible conflict of interest in contracting with the City.

6. *Fee:* The estimated monthly time expenditure is 13 (+/-) hours of attorney time. The proposal should clearly state the basis for the proposed fee (hourly, monthly, lump sum, other) and the method for billing additional services beyond those listed in the scope. The fee proposal shall, if applicable, itemize the methodology for billing reimbursable expenses such as mileage, production of documents, etc. Note: the City reserves the right to negotiate a final fee and scope of services as part of negotiations following the selection process.

7. *Adherence to Contract:* The attached Contract to Employ City Legal Counselor is included as Attachment 1. Respondent shall thoroughly review the agreement and state an ability to comply with its terms and/or state any terms for which it will request re-negotiation.

E. Attachments

1. Draft Contract to Employ City Legal Counselor

END OF RFQ