

The City of Lafayette
Request for Proposal for Municipal Court Prosecuting Attorney
May 23, 2019

This is a Request for Proposal for Legal Services to act as prosecuting attorney for the Municipal Court in the City of Lafayette (City). This request is intended to gather pertinent information concerning the ability of individual attorneys or law firms to meet the needs of the City.

The City is interested in establishing an ongoing contractual relationship with an attorney or law firm to ensure high quality, necessary, timely, and cost effective legal services. The expectation is that the selected firm/individual will be experienced in the type of legal services required on an ongoing basis by home rule cities and will be generally familiar with legal issues associated with municipalities. Additionally, the attorney or firm should have experience in a court setting to act as the prosecution on behalf of the City, and working with our Municipal Judge. The City is seeking an attorney or law firm that can establish successful communication and coordination on an ongoing basis. The Municipal Prosecutor is appointed by the City Administrator.

SCOPE OF SERVICES

- Prosecutes cases in Municipal Court, which includes communicating with defendants and their attorneys; communicating with police officers, code enforcement, witnesses and victims; working closely with the Court Administrator regarding administrative matters, responding to motions of defendants; processing and preparing cases for trial; representing the City in arraignments, jury trials and trials before the Municipal Court; researching the law; and representing the City in appeals from Municipal Court.
- Performs professional legal work carrying the highest levels of volume, complexity, consequence, autonomy, and responsibility. Regularly responds to discovery requests, and drafts subpoenas, motions, notices, and proposed orders.
- Conducts training as necessary for police officers and non-commissioned staff regarding Municipal Court processes.
- Identifies and recommends ordinances regarding municipal traffic and criminal offenses.
- Performs such other duties as are required by the City Administrator and/or City Attorney.
- Approximate hours required per month: 20 hours.

EXPERIENCE REQUIRED/PREFERRED

A law degree from an ABA-accredited U.S. law school is required. Minimum of five (5) years experience in criminal and/or administrative prosecution required. Experience in other areas of municipal law is desirable. Must be licensed to actively practice law in the State of Colorado and be in good standing with the Colorado Supreme Court. Must possess a valid driver's license. Must have the ability to communicate effectively and diplomatically with City personnel and officials, including the Municipal Judge, Municipal Court Administrator, Police Department, Code Enforcement personnel, and defendants and their attorneys, and the general public. Must be able to develop a good working knowledge of Lafayette Municipal Code, Model Traffic Code for Municipalities', Colorado Municipal Court Rules and the Colorado Rules of Evidence. Skilled in legal writing and research. Ability to use word processing and presentation software and to do online legal research. Ability to perform with integrity; demonstrate honesty and sensitivity to ethical issues; and avoid actual or apparent impropriety and/or conflicts of interest. Exercise appropriate judgment, often under pressure, consistent with the highest levels of volume, complexity, consequence, autonomy, and responsibility attending the position.

COMPENSATION

Responding parties should propose monthly compensation for routine matters (such as arraignments, trials to court, etc.) and an hourly rate for additional services (such as jury trials, appeals, and marijuana and liquor hearings).

REQUIRED PROPOSAL CONTENTS

To be considered, please submit the following information:

1. Letter of interest and resume.
2. Background of your firm, including size, date established, and office location, or individual qualifications if not associated with a firm.
3. Information on your firm's, or individual, experience as it relates to prosecution in municipal court, and municipal representation for local liquor and marijuana licensing matters.
4. List the municipalities you represent currently or have previously represented, if any, with the dates of representation for each. Include a brief summary of your duties and responsibilities for each municipality. Include a comprehensive list of municipal clients over the past five years and name of the attorney assigned to those clients.
5. Identify the lead attorney who would be primarily responsible for work on behalf of the City and other attorneys, if any, you would anticipate utilizing on this account along with resumes for each attorney (specifically work relating to municipalities).
6. Municipal Court takes place on the 2nd and 4th Thursdays of each month, with pre-trial conferences scheduled on the same day as Court. Jury trials are scheduled, as needed. Please specify your firm's availability to attend these dates, as well as general availability for other projects, as needed.
7. Discuss any conflicts of interest your firm may have in representing the City of Lafayette. The City has a variety of working agreements with other municipalities, counties, and governmental entities throughout the State of Colorado.
8. Provide three relevant references that the City can contact.
9. Please answer the following questions, limiting your answers to one (1) page per question:
 - a. Give an example/description of the working relationship you envision with the City Administrator, Municipal Court Staff, The Lafayette Police Department and other staff.
 - b. What steps would you take to learn the City of Lafayette Municipal Court systems and processes?

PROPOSAL EVALUATION

It shall be agreed and understood that the proposals are considered public documents and are subject to official inspection. Any firm may request in writing that the information be kept proprietary.

REJECTION OF PROPOSALS

The City may reject any or all proposals if the proposals do not include the documents required for submission, as noted above, or for any other reason. The City may, at their sole and absolute discretion, postpone or cancel this solicitation process, waive any irregularities or technicalities, and/or determine the criteria and process whereby proposals are evaluated.

SUBMISSION OF PROPOSALS

Proposals must be submitted by 5:00 p.m. on June 17, 2019, and will be reviewed by the City Administrator, City Attorney, City Clerk, and other key staff members. Please submit your proposals by email to Susank@cityoflafayette.com and any questions should be directed to Susan Koster, City Clerk, at (303) 661-1227. A short list of attorneys or firms will be selected for interview by June 24, 2019. The City Administrator intends to select an attorney or firm on or by June 28, 2019, with the selected attorney or firm to commence service at the Municipal Court's July 11 session.

Lafayette is an Equal Opportunity Employer

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