

## Town of Johnstown

### Request for Proposal for Prosecuting Attorney

The Town of Johnstown is accepting Requests for Proposals for Legal Services to act as Prosecuting Attorney for the Town's Municipal Court. This request is intended to gather information concerning the ability of individual attorneys or law firms to meet the needs of the Town.

#### **SCOPE OF SERVICES:**

- Prosecutes cases in Municipal Court, which includes communication with defendants and/or their attorney; communication and working closely with the Municipal Court Clerk; responding to motions of defendants; processing and preparing cases for trial; researching the law and representing the Town in appeals from Municipal Court
- Performs professional legal work; including responding to requests, drafting subpoenas, motions, notices and proposed orders
- Conducts training as necessary for police officers and non-sworn staff regarding Municipal Court processes
- Performs other duties as required by the Town Council or Town Manager
- Attends meetings as needed with Municipal Court and Police Department regarding Municipal Court processes
- Approximately 15-30 hours per month, depending on docket needs
- Required twice monthly court dockets

#### **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 Town personnel and officials, including the Municipal Judge, Municipal Court Clerk, Chief of Police, the Town Attorney, law enforcement personnel, Code Enforcement/Animal Control personnel, and defendants and their attorneys, and the general public. Must be able to develop a good working knowledge of Town of Johnstown Municipal Code, Model Traffic Code, 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 an hourly rate routine matters such as arraignments, trials to court, and appeals.

## **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, office location or individual qualifications if not associated with a firm.
3. Information on your firm's or your individual experience as it relates to prosecution in municipal court, and trial experience (e.g. number of jury and bench trials you or your firm has handled).
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 Town 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 is expected to take place twice each month (historically the 2nd and 4th Mondays each month). Trials are scheduled as needed. Please specify your firm's preference and/or 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 Town of Johnstown. The Town has a variety of working agreements with other municipalities, counties, and governmental entities throughout the State of Colorado.
8. Provide information related to your experience in establishing and supporting a restorative justice program.
9. Provide three relevant references that the Town can contact.
10. 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 Town Manager, Town Clerk, Municipal Court Clerk/staff, the Town of Johnstown Police Department and other staff.
  - b. What steps would you take to learn the Town of Johnstown Municipal Court systems and processes?

## **PROPOSAL REVIEW:**

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 Town 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. Town officials 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 4:00pm August 19<sup>th</sup>, 2022 and will be reviewed by the Town Manager, Town Clerk and other key staff members. Please submit your proposals via email to Hannah Hill, Town Clerk, at [hhill@johnstownco.gov](mailto:hhill@johnstownco.gov). Any questions should be directed in writing to Ms. Hill. A short list of attorneys or firms may be selected for interview by Town Council and scheduled if necessary at that time, after which appointment and final contract will be directed from Town Council.