



NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS/COST PROPOSALS FOR MISDEMEANOR PROSECUTION, CODE ENFORCEMENT AND RELATED PROFESSIONAL LEGAL SERVICES

DUE DATE: WEDNESDAY, OCTOBER 20, 2010

The City of Cottonwood is accepting statements of professional qualifications and cost proposals from qualified individuals and law firms to represent the City in cases involving criminal traffic violations (including DUI) and other misdemeanors, violations of the Cottonwood City Code, and code enforcement proceedings before the City's Administrative Hearing Officer; and to provide training and legal advice to the Cottonwood Police Department and code enforcement staff on an as-needed basis, all under the general direction of the City Attorney. The successful candidate/law firm will serve as an independent contractor on an at-will basis under a contract with the City.

The Cottonwood Municipal Court's current schedule (per the Court) is as follows:

Every **Wednesday am** are pretrial conferences from **8:30 am** until completed in the am.

Every **Wednesday pm** are restitution hearings, bench trials and hearings on motions to suppress or other evidentiary hearings. Wednesday pm sessions start at **1:30 pm**.

Every **Thursday afternoon**, starting at **1:30 pm**, are arraignments/early disposition court.

Jury trials are held on Fridays (all day). These are currently rare, occurring once every 3-4 months on average.

Based on recent experience, it is estimated that the position will require approximately 100-110 hours per month of professional time - although no warranty is intended to be expressed or may be assumed by virtue of this estimate. The successful proposer will be expected to perform all prosecution work, as well as code enforcement activities (for which the caseload is currently very light), and providing advice and assistance to the police department as requested/directed by the Chief of Police and/or City Attorney, and to record and report their time with reasonable specificity.

The successful candidate/firm must be able to begin providing services on Monday, November 1, 2010 in order to be eligible for consideration.

To be eligible for consideration, an original and 5 copies of each statement of qualifications/cost proposal must be submitted in a sealed envelope marked "City of Cottonwood Prosecution Services Proposal" no later than 5:00 p.m. on Wednesday, October 20, 2010 to the attention of City Clerk Marianne Jiménez, 827 N. Main Street, Cottonwood, Arizona 86326, with scanned copies of all materials emailed to mjimenez@cottonwoodaz.gov, ifanning@cottonwoodaz.gov, shorton@cottonwoodaz.gov, and idobler@cottonwoodaz.gov. Submittals should include all of the following, unless otherwise indicated:

1. A resumé or other statement of the proposer's education and general legal experience (including trial experience and identification of any courts in which the proposer has appeared in the last two years), previous and current employer(s), dates of employment, scope/areas of practice, bar admissions, etc. To the extent practicable, proposers should provide a breakdown of the various areas in which they do or have practiced, expressed as a percentage.
2. A statement of any and all municipalities, counties, or other public agencies with which the proposer has been employed in any capacity, or for which the proposer has provided professional services.
3. A separate description of the proposer's specific experience in criminal law, including prosecution, defense, or judicial experience presiding over criminal matters.
4. Names and current contact information of three professional references.
5. A description of the proposer's office support, and any current or proposed arrangements the proposer has to provide reliable back-up in the case of conflicts or absences due to illness, vacation, etc.

6. A statement/description of the proposer's qualifications and experience in civil code enforcement, and advising police agencies and personnel (including development and review of operating policies and general orders).
7. A statement and complete description of all past and current disciplinary proceedings involving the proposer, including the dates and disposition of any such proceedings; or a statement that the proposer has not been subject to professional discipline.
8. A statement and complete description of all claims and civil litigation filed by or against the proposer in his/her/its professional capacity, or a statement that the proposer has not been involved in any such litigation.
9. A copy of the proposer's current professional liability insurance policy, and a statement of the proposer's intent to keep that policy in force throughout the term of any agreement with the City (which names the City as an additional insured, and is primary to the City's insurance); or a statement that the proposer either will obtain insurance immediately upon receiving a contract, or does not have professional liability insurance and either cannot or does not intend to obtain it.
10. A statement and complete description of any criminal convictions involving the proposer in the last 10 years.
11. A statement/description of any other volunteer or professional experiences that the proposer feels is relevant to the position; honors and awards; peer review ratings; etc.
12. Cost proposal. Preference will be given to proposals that provide cost certainty to the City, i.e., fixed-fee proposals. However, to the extent that a proposer proposes a different basis of compensation, include all additional costs that are proposed to be charged to the City, and the proposed billing rates for all personnel who may provide services under the contract, including paralegals and legal assistants.
13. Reference letters (optional).

Law firms wishing to be considered for this contract should provide all of the above-described information for each individual who may provide services under the contract, as well as an

estimate of the amount of time each such individual is expected to provide services, expressed as a percentage.

The City reserves the right to reject any and all proposals for incompleteness, unresponsiveness, or any other reason, and to cancel and/or re-issue this solicitation, all in the City's sole discretion.