

CITY OF THE DALLES

REQUEST FOR STATEMENT OF QUALIFICATIONS

In accordance with the provisions of Section 03-0220 of the City of The Dalles Local Contract Review Board Rules, the City is requesting a statement of qualifications from attorneys for services as a part-time prosecutor of the City's Municipal Court. The services would be provided under the supervision of the City Attorney, in accordance with the terms of a professional services agreement with the City. The range of services to be provided under the professional services agreement are anticipated to include the following services:

1. Review and signature of complaints, including supporting police incident reports, which are filed in Municipal Court, and appearance at initial arraignments for defendants appearing in Municipal Court.
2. Prosecution of misdemeanor and violation cases filed in the Municipal Court where the defendant is represented by legal counsel, including plea negotiations and representing the City in all necessary court appearances including show cause hearings, probations violation proceedings, and bench and jury trials, which include misdemeanor proceedings which are transferred to the Wasco County Circuit Court. Appeals of municipal court cases from Municipal Court to the Wasco County Circuit Court, and from the Wasco County Circuit Court to the Court of Appeals are not within the scope of services to be provided under the professional services agreement.
3. Preparation of appropriate documents and pleadings for cases in the Municipal Court, and misdemeanor proceedings transferred to the Circuit Court, including but not limited to, non-DUII diversion agreements, motions for arrest warrants, motions for probation violation proceedings, and motions in limine.
4. Coordinate with the City Attorney's Legal Secretary who serves as the Crime Victims Advocate, for the provision of victims services for the Municipal Court.

The initial term of this agreement shall be from July 1, 2018 to June 30, 2019. The agreement is subject to renewal on an annual basis provided the City and the attorney selected to provide the services can mutually agree upon the terms of a renewal agreement, and further provided the City budgets funds for each fiscal year to provide the services for a part-time prosecutor for the Municipal Court.

The City anticipates the attorney selected to provide the services as part-time prosecutor will be providing an average of 75 hours per month of services. The City is proposing to compensate the attorney selected to provide the services at the rate of \$50.00 per hour. The City has budgeted the sum of \$46,828 to provide part-time prosecutor services for the 2018-2019 fiscal

year. The City anticipates a monthly expenditure to purchase an account with CLIO software which will be made available for the use of the attorney selected to provide the services to manage files for cases filed in the Municipal Court.

The City will not be holding a prequalification meeting for interested attorneys to discuss the services to be provided under the proposed professional services agreement. Questions concerning the provisions of this Request for Statement of Qualifications should be directed to the City Attorney's office, 313 Court Street, The Dalles, OR 97058 (541) 296-5481, ext. 1123. Proposers responding to this Request for Statement of Qualifications do so solely at their own expense, and the City will not be responsible for any Proposer expenses associated with the Request for Statement of Qualifications.

INFORMATION TO BE PROVIDED BY PROPOSERS:

Statement of Qualifications shall include the following:

1. A statement verifying that the Proposer is a member in good standing with the Oregon State Bar, and not currently the subject of any pending disciplinary proceeding.
2. A statement of the Proposer's experience in representing clients in misdemeanor and violation proceedings, especially in municipal or justice courts, including any prosecution or criminal defense experience.
3. A list of at least three (3) references of persons who can provide information concerning the Proposer's experience and legal skills.
4. A statement indicating the Proposer's geographic proximity to and familiarity with the physical location of the City's Municipal Court.
5. A statement outlining the Proposer's anticipated approach to prosecutorial duties, including philosophy regarding plea negotiations and sentencing recommendations.

EVALUATION CRITERIA

Proposing Attorneys shall be considered for selection based upon the following evaluation criteria:

1. The Attorney's anticipated approach to prosecutorial duties, including philosophy regarding plea negotiations and sentencing recommendations.
2. Experience in misdemeanor and violation proceedings, especially municipal court or justice court proceedings including any prosecution experience; the attorney's professional reputation and professional integrity and competence; and references provided.

3. Current and projected workload for legal services provided for other clients, and demonstrated ability to handle that workload and the projected workload for the Municipal Court.
4. Degree of interest shown in undertaking to provide the requested services, and the attorney's familiarity with and proximity to the City's Municipal Court.

Applications will be evaluated by a review committee consisting of the City Attorney and City Human Resources Director, and an interview may be scheduled with one or more Attorneys who submit a response to the Request for Statement of Qualifications. Each of the review criteria listed above shall be assigned a value of 25 points. The evaluation criteria shall be weighted on an equal basis. The City Attorney will negotiate the terms of a proposed professional services agreement with the Attorney who is selected to provide the services for the City. The selected Attorney will be expected to provide their own office space and secretarial support staff. The professional services agreement will require the approval of the City Manager to become effective.

The City of The Dalles is an equal opportunity employer.

SUBMISSION OF RESPONSES

Statement of Qualifications in response to the Request for Statement of Qualifications must be received at the Office of Human Resources, City of The Dalles, 313 Court Street, The Dalles, Oregon, 97058, before 2:00 P.M. PDT on June 22, 2018. Mail or deliver two (2) copies of the Statement of Qualifications to:

Daniel Hunter
Human Resources Director
City of The Dalles
313 Court
The Dalles, Oregon 97058
Email: dhunter@ci.the-dalles.or.us
Phone: (541) 296-5481 Ext. 4448

Statement of Qualifications can be submitted electronically.