

Request for Proposals for Municipal Court Prosecuting Attorney

This is a Request for Proposal for Legal Services to act as prosecuting attorney for the Municipal Court in the City of Louisville (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 position will be an independent contractor working for the City on an on-call basis. The City is interested in establishing an ongoing contractual relationship with an individual attorney or law firm to ensure high quality, necessary, timely, and cost effective legal services as the Prosecuting Attorney.

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 should have experience in a court setting to act as the prosecutor on behalf of the City and working with the Municipal Judge. The position is appointed by the City Council.

SCOPE OF SERVICES

- Prosecutes cases in Municipal Court, which includes communicating with defendants and their attorneys; communicating with other City staff and officials as appropriate, including outside of scheduled court dates; communicating with police officers, code enforcement officers, witnesses and victims; working with the Court Clerk regarding administrative matters; filing motions and briefs; responding to motions of defendants; processing and preparing cases for trial; representing the City in arraignments, jury trials and bench trials before the Municipal Court.
- Performs professional legal work carrying the highest levels of volume, complexity, consequence, autonomy, and responsibility.

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, Court Clerk, Police Department, Code Enforcement personnel, and defendants and their attorneys, and the general public.

Must be able to develop a good working knowledge of Louisville 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 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

The position will be paid \$155/hour for the work. The successful candidate will be required to enter into an independent contractor services contract as required by the City.

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 experience as it relates to prosecution in municipal court.
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 attorney who would be responsible for work on behalf of the City.
6. Municipal Court generally takes place on the second Tuesday of each month, with pre-trial conferences scheduled on the same day as Court. Jury trials are scheduled, as needed, generally on the first Tuesday of the month. Please specify your firm's availability to attend these dates. The Court schedule may be altered if needed depending on the availability of all court personnel.
7. Provide three professional references the City may contact.

PROPOSALS PUBLIC DOCUMENTS

It shall be agreed and understood that the proposals are considered public documents and are subject to official inspection.

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 its sole and absolute discretion, postpone or cancel this solicitation process, waive any irregularities or technicalities, or determine the criteria and process under which proposals are evaluated.

QUESTIONS

Please contact City Clerk Meredyth Muth at 303.335.4536 or MeredythM@LouisvilleCO.gov.

SUBMISSION OF PROPOSALS

Please submit applications via email to City Clerk Meredyth Muth at: MeredythM@LouisvilleCO.gov.

Application Deadline: January 18, 2024, 5 pm.