



CITY of REEDSPORT

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REQUEST FOR PROPOSALS

CITY PROSECUTOR SERVICES

Proposal Due Date: November 30, 2016

The City of Reedsport invites proposals for contracted prosecutor services. Proposals are due to the City Recorder's Office by 5:00 p.m. on November 30, 2016. The City seeks the services of a Contracted City Prosecutor to perform the functions and duties specified herein, The Contracted City Prosecutor position will be vacant by November 30, 2016.

The following ordinary services rendered by Contract Prosecutor to City will be paid under the monthly retainer each month:

1. Reviews and prosecutes all Municipal Court misdemeanor offenses and cases, including jury and non-jury trials, plea negotiations and diversion agreements.
2. Prosecutes traffic offenses where deemed necessary by City.
3. Assists in the preparation of search warrants and arrests.
4. Keeps abreast of law enforcement court decisions.
5. Interacts as needed with Municipal Court Judge, Police Chief, City Manager and City Attorney on legal issues and activities concerning the Municipal court.
6. Keeps the City Council informed at least annually on overall activities in the City Prosecution Office.

In addition,

The following extraordinary services rendered by Contract Prosecutor to City will NOT be paid by monthly retainer each month but will be paid separately and in addition to the monthly retainer at a rate to be specified in the proposal:

1. Municipal Court appeals

For questions, contact the City Manager, Jonathan Wright, by phone, 541-271-3603 or email jwright@cityofreedsport.org.

Delivery: Proposals may be mailed, faxed, emailed, or hand-delivered to the City of Reedsport, attention Deanna Schafer, City Recorder.

Communications: Restrictions on communications and requests for information are delineated within the RFP package. All communications are to be directed through the City Manager's Office, and under restricted conditions.

Overview

Introduction

The City of Reedsport, with a total of 31.78 FTEs, operates under the Council-Manager form of government. The Council consists of a Mayor and six Council Members nominated and elected from the City at-large. The Mayor serves as the political head of the City and serves for two year terms. Council Members serve for four year terms. Additional officers of the City are the City Recorder, a City Attorney, a City Manager, and at the discretion of the Council, a Municipal Judge and whatever other officers the Council deems necessary. The Municipal Judge, the City Attorney, and the City Manager are appointed by and responsible to the Council. The City Manager directs all City operations including the City Prosecutor.

Court Staff

The court has a court clerk. The Court Clerk is assigned to the Finance Department. The Finance Director is responsible for their evaluation, budgeting, and other day to day supervision. The Municipal Judge is responsible for directing the Court Clerk as to their legal court responsibility.

Police Department

The City has its own Police Department. The Police Chief is appointed by the City Manager. The City has a police force consisting of 8 sworn officers and operates an active traffic safety program.

Contract Term

The City anticipates a two-year contract, with options for two-year renewals. Renewal of the contract will require Council reauthorization.

Anticipated Start Date: January 2017

How to Respond

Respondent's proposal should include the following items in the following sequence and any additional information you deem relevant:

A. Information to be included:

1. Provide a brief description of your professional experience and qualifications, including:
 - a) education
 - b) employment
 - c) offices held
 - d) professional organizations
 - e) Oregon State Bar number if applicable

Note: a résumé may be attached.

2. Identify any experience with municipal law.
3. Describe your capability in providing services as City Prosecutor.
4. Provide a brief description of your prosecuting philosophy.
5. Provide any other information or comments, which you believe are relevant and will assist the City in making its selection.

Note: Additional questions concerning prosecuting philosophy, programs, and duties may be asked at the interview. Additional information may be requested in order to conduct a background check.

B. Letters:

Provide three current letters of recommendation made in specific reference to this position.

C. Compensation:

State the necessary compensation you would expect to perform these services. The City reserves the right to negotiate compensation.

Evaluation and Selection

Evaluation Process

The following steps are anticipated.

Step 1: Receipt and review

Step 2: City Committee scoring of written proposals

Step 3: Initial reference and information checks

Step 4: City Manager interviews

Evaluation Criteria

A. Overall Experience, Background, Qualifications.

B. The ability to understand the legal requirements (ordinances) of the City of Reedsport and State criminal and traffic laws.

C. The approach in the proposal and extent to which it is thorough, original, comprehensive, and tailored to the needs of the City.

D. The nature and extent of prior experience in performing legal services for general purpose local governments.

E. Relevant expertise outside traditional municipal legal functions.

F. Demonstrated skill in establishing and maintaining effective working relationships with subordinate, public and private officials, and the general public.

G. Cost, although a factor, may not be the dominant factor. Cost is particularly important when all of the other evaluation criteria are substantially equal.

H. Minimum of three (3) years of legal experience.

I. A member in good standing with the Oregon State Bar if applicable.

J. Innovative approaches recommended.

Contract Negotiations The City of Reedsport reserves the right to negotiate all elements which comprise the apparent successful proposal to ensure that the best possible consideration is afforded to all concerned. City representatives and the selected finalist will review in detail, all aspects of the requirements and the proposal. During the review of the most favorable, apparent successful proposal, the Proposer may offer and the City may accept revisions to the proposal.

Authority of City

The selection committee may recommend to the City Manager all, some, or none of the respondents. The selection committee may recommend respondents for further interviews by the City. If the City elects to conduct interviews, respondents may be interviewed and rescored based upon the same criteria or other criteria to be determined by the selection committee and/or City.

The City may also request additional information from respondents at any time prior to final approval of a selected response. The City reserves the right to select one, or more, or none of the respondents to provide the judicial services. Final approval of the selected respondent is subject to the action of the City of Reedsport City Manager.

The City reserves the right to accept proposals that are submitted late and further reserves the right to extend the deadline. Furthermore, the City reserves the right to reject all proposals and cease the selection process at any time.