

CITY OF DUVALL
REQUEST FOR QUALIFICATION AND PROPOSAL
PROSECUTION SERVICES

The City of Duvall provides police and prosecution services in the City of Duvall, with a population of approximately 7,500 people.

A. INTRODUCTION

The City of Duvall is requesting proposals from well qualified law firms and/or attorneys interested in providing prosecution services. Services would include attendance at hearings and preparation for such hearings.

Hearings/Court are generally conducted on the third Tuesday of each month from 5:30 p.m. to approximately 9:00 p.m. or until the calendar is finished. Additional appearances may be necessary during regular court hours, to handle arraignments. If a holiday should occur on Tuesday, the Tuesday calendar is moved to the week prior. The city prosecutor is responsible for prosecution of trials, both jury and bench, pre-trial motions and certain contested hearings such as forfeitures.

The City of Duvall contracts with King County District Court, Northeast Division for court services. To illustrate the potential workload, a total of approximately 800 traffic infractions, and 200 misdemeanor cases were filed in 2016.

The Duvall Police Department employs 13 full-time officers supported by 1 full-time records manager/evidence technician. The relative crime rate in Duvall is one of the lowest in King County.

B. SCOPE OF WORK

The Prosecutor:

1. Represents the City in the prosecution of all criminal violations and infractions.
2. Is responsible for all aspects of prosecution including: investigation; contacting witnesses, officers, victim and defense attorneys as necessary; arraignments; pre-trial hearings and motions; and representing the city at bench and/or jury trials, sentencing, review hearings and appeals.
3. Follows cases through sentencing procedures and manages criminal appeals.
4. Provides legal research, training and assistance to the Police Department including statutory interpretation, enforcement issues, and case decisions.
5. Provides advice and representation in forfeiture hearings, search warrant reviews and similar matters.
6. Informs and advises the department regarding statutory or case law changes.

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QUALIFICATIONS

The Prosecutor must be an attorney admitted to the practice of law in the State of Washington with a minimum of five (5) years of experience which must include significant trial experience. Experience in the prosecution of criminal and infraction matters is highly desirable. Experience involving violations of municipal or county ordinances is preferred. Preference will be given to candidates who provide a sole attorney to cover all City requirements.

C. COMPENSATION/HOURS OF WORK

The City and Prosecutor will enter into a professional services agreement which will address compensation. The Prosecutor must be reasonably available for night and weekend contact by police personnel. Proposals shall clearly set for fees or fee structure to be charged for services. A flat fee proposal is preferred.

D. SELECTION PROCESS

All proposals will be reviewed and screened based upon the qualifications and requirements outlined in this request. Those individuals deemed most qualified will be screened further based upon reference checks. Finalists will be invited for interviews. The appointment will be made by the Mayor, subject to the approval of the professional services contracted by the City Council.

E. REQUIREMENTS

The selected attorney and/or firm will be required to undergo a reference check prior to appointment, and to provide to the City with proof of insurance (including professional liability insurance).

F. INSTRUCTIONS TO REPLY TO THIS REQUEST FOR QUALIFICATIONS

To reply to this RFQ, please submit the following: (1) resume; (2) cover letter and statement of qualifications, which must include Washington State Bar Numbers for all attorneys responding to this RFQ; (3) three professional references with addresses, phone numbers and contact name if for an organization; and (4) answers to the questions below (Section G.). All materials shall be submitted in one packet and provided to:

**City of Duvall
ATTN: CITY CLERK
PO Box 1300
Duvall, WA 98019**

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**ALL APPLICATION MATERIAL SHALL BE SUBMITTED
BY 4:30 PM ON JULY 14, 2017**

At the City's discretion, proposals submitted after the due date and time may be considered. Proponents accept all risks of late delivery of mailed proposals regardless of fault. **Proponents bear all responsibility for ensuring that the mailing address is correct.**

G. RFQ QUESTIONS

Please provide clear and concise responses to the following matters. Please place your name and/or the name of your firm on each sheet of paper used.

1. Describe the steps you will take as Prosecutor to ensure that violators are prosecuted to the fullest extent of the law.
2. Discuss your philosophy regarding plea bargaining and how you would apply it in this position.
3. Describe the role of the Prosecutor and his/her relationship to the court, police department, victims, witnesses, and the community.
4. Describe how you would handle subpoenas, discovery, and related public disclosure requests.
5. Describe the level of availability you would have to Police and City staff during both work and off hours.
6. Describe the steps you would take to ensure timely resolution of cases, staff requests, and related matters.
7. Submit a proposed schedule of fees and costs you would be seeking as compensation. A flat fee proposal is preferable. Note: The final agreement will be negotiated and a professional services agreement will be executed.
8. Disclose any pending litigation and/or judgements rendered against you and/or your firm in any matter relating to the professional activities of you and/or your firm, including any pending complaints to the Washington State Bar Association.

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