



## REQUEST FOR QUALIFICATIONS TO PROVIDE LEGAL SERVICES AS THE TOWN PROSECUTOR FOR THE TOWN OF STEVENSVILLE

The Mayor and Town Council are requesting interested attorneys and law firms to submit Statements of Qualifications to provide legal services for the Town of Stevensville for the position of Town Prosecutor.

Please note: The Town Attorney position is not open. Instead, this RFQ is for a Town Prosecutor to handle criminal prosecutions in the City Court of Stevensville.

### Town Prosecutor Responsibilities

The Town Prosecutor is expected to assist the Town by:

- Representing the Town in criminal proceedings in the City Court of Stevensville.
- Advising Town law enforcement and other staff in enforcement issues.

### REQUEST FOR STATEMENTS OF QUALIFICATIONS

#### (1) INTRODUCTION- AREAS OF LAW TO BE COVERED IN RFQ

The Town requests interested attorneys and law firms to submit a Statement of Qualifications to provide Town Prosecutor services for the Town describing the applicant's qualifications in:

- Criminal law
- Criminal procedure
- Misdemeanor law

#### (2) REQUIREMENTS FOR STATEMENTS OF QUALIFICATIONS

*Identification of Attorneys.* The response to this Request for Qualifications should include descriptions of the attorney or attorneys who would have primary responsibility for providing regular services under the proposal. For each attorney, the Statement of Qualifications should identify the qualifications, areas of expertise, and prior experience. References from comparable and representative public agency clients and the public agency's teams should be included, with names and telephone numbers of three to five public agency clients which the firm is currently working with or has worked in the recent past.

*Support Staff.* The Statement of Qualifications should include information about the types of support staff, such as other attorneys, paralegals, interns and others in the firm who would be assigned to perform work the Town Prosecutor work and whose time would be billed for such work. The response should include information about how the firm plans to utilize support staff within the Town's budget constraints.

*Description of Services.* The Statement of Qualifications should describe the services the firm proposes to provide, the firm's overall experience with municipal law, any areas of specialty listed above, and any special qualifications that are believed to distinguish it from other law firms.

*Rates and Charges.* The proposed means of compensation, including hourly rates or fees to be charged for each individual named in the Statement of Qualifications, should be listed. A schedule of the rates or amounts for all fees, charges, and expenses to be billed by each attorney or staff member should also be included. An estimated range of anticipated monthly charges the Town may expect to be billed is highly desirable.

*Availability and Commitment to Provide Services.* The Statement of Qualifications should include an indication of the commitment to provide the services by the attorney or attorneys with principal responsibility for providing Town Prosecutor services to the Town. In this context, the words availability and commitment should be taken in their broadest meanings, incorporating time, flexibility in scheduling, office location of the attorney or attorneys, and firm or personal policies and practices with regard to returning calls and meeting deadlines. Any significant time period required before beginning services should be noted. *The Town Prosecutor's position consists of law and motion two times per month and the estimated hours for this position can be up to 20 hours per month.*

*Actual or Perceived Conflicts.* The proposal should disclose the names, nature of assignment, and relevant dates for any of the firm's clients who may have actual or perceived conflicts of interest with the Town. Reasonable diligence to identify and disclose potential conflicts is expected of all firms submitting a response to this Request for Qualifications. The proposal should also provide a statement or description of firm policy to address how conflicts of interest between two or more clients are avoided.

*Additional Information.* Statements submitted in response to the Request for Qualifications may, but are not required to, provide additional information to assist a proper evaluation of the proposal. Any discussions relating to suggested strategies to reduce costs for outside legal services are appropriate in this section.

***Submission Requirements.*** Proposals are due to the town clerk by mail at Town of Stevensville, PO Box 30, Stevensville, MT 59870. In person at Town of Stevensville, 206 Buck Street, Stevensville, MT 59870 Submissions can be provided in digital format to [townclerk@townofstevensville.gov](mailto:townclerk@townofstevensville.gov) Position is open until filled.

### (3) EVALUATION CRITERIA

The main criteria used to evaluate the Statement of Qualifications will concern the experience and qualifications of the firm's attorneys who would be assigned to the Town. Ancillary information

including the firm's fee structure and schedule of charges for ancillary services is important but will be given secondary weight.

#### (4) PROCESS FOR SELECTING LEGAL COUNSEL

The Mayor will determine a procedure to review each Statement of Qualifications. Calls to submitting firms or attorneys and their references may be made to clarify material in the submittals. Based upon this review, the best qualified firms may be invited to a personal interview. Following the interviews, thorough background and reference interviews may be conducted. The Mayor anticipates making a selection of a firm or firms following a careful evaluation of all relevant information. Following the Mayor's review and selection, the Town Council will be asked to consent to the selection.

#### (5) SPECIAL PROVISIONS

*Contract Award.* The contract will be awarded for an initial period of three(3) years. The agreement will be then automatically renewed for additional one-year periods unless terminated by either party. However, the Town Prosecutor shall work at the pleasure of the Town, and nothing herein shall limit the Town's ability to terminate the contract at will with no notice or penalty.

*Cost of Preparing and Submitting Statements.* All costs incurred in preparing and submitting the Statements of Qualifications is to be borne by the submitter and not the Town. In no event shall the Town be liable for any cost whatsoever for the preparation or submittal of a response to this Request for Qualifications.

*Reservations and Options.*

The Town reserves the rights and options to:

- Reject any or all of the submittals
- Waive any of the provisions of the Request for Qualifications
- Issue subsequent Requests for Qualifications
- Cancel the Request for Qualifications process
- Waive technical error in the responses it receives
- Negotiate with any, all, or none of the respondents to this Request for Qualifications

#### (6) QUESTIONS

For questions, please contact:

Bob Michalson, Mayor 206 Buck Street Stevensville, MT 59870 [mayor@townofstevensville.gov](mailto:mayor@townofstevensville.gov)

406-777-5271