

REQUEST FOR QUALIFICATIONS CITY PROSECUTOR

The City of Arkansas City is seeking legal services for the position of City Prosecutor. The position is part-time, appointed by the City Manager with contract approval by the City Commission. Arkansas City has a Commission-Manager form of government with a full-time City Manager.

The City Prosecutor must be a licensed, practicing attorney in good standing in the State of Kansas. The City Prosecutor may be associated with a firm, but one individual will be identified for this position and will be accountable for the scope of services described below.

TIMELINE

December 13, 2019	RFQ released on City website
December 20, 2019	Deadline for submitting clarifying questions concerning the RFQ
December 23, 2019	Responses to all clarifying questions submitted will be posted on www.arkansascityks.gov
January 10, 2020	Deadline for RFQ submission – 12 p.m.
January 20-24, 2020	Interviews of finalists
February 4, 2020	Approval of selected candidate/firm at City Commission meeting

SCOPE OF SERVICES — The general scope of services requested in the City Prosecutor function are:

- Appear in Municipal Court at all scheduled times.
- Try criminal cases, and meet with counsel and defendants in Municipal Court.
- Review criminal histories to ensure defendants are charged properly.
- Try appeals of Municipal Court cases in Cowley County District Court.
- Plan and prepare for criminal cases outside of hours spent in Municipal Court.
- Draft long-form complaints for prosecution in Municipal Court.
- Review police reports and evidence.
- Interview police officers, witnesses, defendants and their counsel.
- Draft required pleas, motions and responses to motions.
- Draft and negotiate diversion agreements.
- Draft any other court-required correspondence, per Municipal Court Clerk/City Clerk and City Manager.

SELECTION CRITERIA — Criteria for selection of the City Prosecutor will include the following:

- General qualifications of the candidate(s) for the position.
- Experience in municipal and criminal law and criminal prosecution.
- Timeliness, responsiveness and follow-through.
- Availability between court dates for occasional questions on court-related matters.
- Hourly rates of staff anticipated as part of legal team.

REFERENCES

Please provide municipal or county references from where you have served as City or County Prosecutor, Assistant Prosecutor, or have performed other criminal and/or municipal law prosecution.

FEES

The City is seeking a compensation plan that is based on a negotiated rate per hour. Overhead and ancillary charges should be incorporated into hourly rates.

PROPOSAL SUBMITTAL REQUIREMENTS — Please compile your submittal in the following sequence:

- 1) **Cover Letter:** Signed by an authorized representative of the firm committing to provide the legal services described above.
- 2) **Résumé(s):** Provide complete résumé(s) of the person(s) designated as the legal team, including the person(s) identified to serve as City Prosecutor, associate counsel, special counsel and legal assistant(s).
- 3) **Qualifications:** Provide professional experience and qualifications of the legal team. Please provide the client name and contact information for any similar local agencies that members of the legal team and/or firm now represent as City Prosecutor.
- 4) **Compensation and Billing Practices:** Provide a description of the proposed compensation schedule (hourly rates per legal team member) and the firm's billing practices. Monthly invoices describing the services in detail, showing hours and identifying the attorney providing the services, are required. The City also will consider alternatives to the standard hourly rate approach.
- 5) **Insurance:** Provide proof of professional liability insurance and workers compensation insurance.
- 6) **Added Value of Your Team:** Describe how your legal team's level of service and ability distinguishes it from others, and articulate how this translates to added value to the City, including enhanced governance.

Deadline for submission of qualifications is Friday, January 10, 2020, at 12 p.m.

Nickolaus Hernandez
City of Arkansas City
118 West Central Ave. Arkansas City, KS 67005

Please submit any questions via email by Tuesday, December 20, 2019, to nhernandez@arkansascityks.gov. Responses to all questions will be posted on the City's website (www.arkansascityks.gov) by December 23 at 5 p.m. Thank you for your interest in the City of Arkansas City!