

## **REQUEST FOR PROPOSALS – CONTRACT PROSECUTION SERVICES**

### **LOOKING FOR PART-TIME WORK? WANT TO MAKE YOUR OWN SCHEDULE? ENJOY WORKING INDEPENDENTLY? LIKE BEING IN THE COURTROOM & WORKING WITH A COLLEGIAL PROSECUTION TEAM?**

We may have what you're looking for! The City of Lakewood ("City") is seeking applications from attorneys interested in providing misdemeanor criminal prosecution services for the City of Lakewood as a Contract Prosecutor ("Contract Prosecutor").

### **SCOPE OF SERVICES**

The services that are the subject of this Request for Proposals (RFP) relate to criminal prosecution in Lakewood Municipal Court on behalf of the City of Lakewood, City of University Place, Town of Steilacoom and City of DuPont. Position includes representation of the same jurisdictions for contested traffic matters in which counsel has been retained.

Attorneys submitting proposals may be individuals, law firms, or public law offices. The City may choose to accomplish prosecution services with a single contract with an attorney, firm, or public office or may divide the work into separate contracts. These contracted services are intended to begin on or about May 10, 2016.

Bids may include all services outlined below or portions thereof.

### **Criminal Prosecution**

The City Prosecutor prosecutes for City of Lakewood, City of University Place, City of DuPont and the Town of Steilacoom. The Contract Attorney reports directly to the City Prosecutor.

The Contract Attorney will represent the City by providing prosecution services at some or all (open to negotiation) of the following criminal calendars in Lakewood Municipal Court on behalf of on behalf of the City of Lakewood, City of University Place, Town of Steilacoom and City of DuPont:

#### **Out of Custody Arraignment Calendar**

Tuesday mornings: 8:30 am to approximately 12:00 pm

#### **Review/Restitution/ Motion to Quash Calendar**

Thursday mornings: 8:30am to approximately 12:00 pm

#### **Pre-Trial/Readiness/ Motion Calendars**

Tuesday afternoon: 1:00 pm – 5:00 pm

Thursday afternoon 1:00 pm – 5:00 pm

#### **In-Custody Arraignment & Other In-Custody Calendars**

Monday afternoons 1:00 pm – 4:00 pm

Tuesday – Friday mornings 10:00 – 12:00

All times are approximates, as some calendars run shorter and some run longer.

### **Jury Trials**

As scheduled; jury trials are typically scheduled on the Wednesday, Thursday, and Friday of the 3<sup>rd</sup> full week of each month. Trials start at 8:30 am.

### **Motions**

As needed, review, research and draft criminal motions. Argue motions on the Tuesday and/or Thursday 3:00 PM Motions calendars.

### **Contested Civil Traffic Infractions**

The Contract Attorney will represent the above-mentioned jurisdictions at contested infraction hearings only when counsel has been retained by the party contesting the infraction. These hearings are held the first and third Monday of each month and start at 10:00 AM.

All calendar completion times are approximate times. The Contract Prosecutor is expected to arrive sufficiently in advance to be ready to start on the record at the appointed time and remain until the calendar is completed. All file preparation will be handled by City staff as coordinated by the City Prosecutor and Contract Attorney.

### **GENERAL DUTIES**

The Contract Attorney will work at the direction of the City Prosecutor to prosecute misdemeanors and gross misdemeanors at Lakewood Municipal Court for the City of Lakewood, City of University Place, Town of Steilacoom and City of DuPont, as well as any other jurisdictions for which the City becomes responsible for providing prosecutorial services.

The Contract Attorney will represent the City of Lakewood, City of University Place, Town of Steilacoom and City of DuPont at one or more of the previously described calendars, conduct plea bargain negotiations and make appropriate plea offers consistent with laws and regulations as well as Legal Department standards and policies, make sentencing and bail recommendations to the Court, interact with crime victims and witnesses, argue motions, represent the City at restitution hearings, and perform other prosecution related duties as requested by the City Prosecutor or their designee. The Contract Attorney will represent the jurisdictions at all contested infraction hearings involving retained counsel. The Contract Attorney must also be available to conduct trials and or provide calendar coverage during trial terms as needed. All administrative functions relating to criminal prosecutions and contested traffic infractions such as creation of files, gathering of files for calendars, completion of discovery requests and other similar tasks will be performed by City staff.

### **MINIMUM QUALIFICATIONS**

The Contract Attorney shall be licensed to practice law in the State of Washington and in good standing with the Washington State Bar Association. In addition, the Contract Attorney will be subject to a criminal background check and will be required to provide proof of professional liability insurance. Experience in providing the type of services described above is desirable, but not required.

## **PROFESSIONAL SERVICES AGREEMENT**

The City and any Contract Attorney will enter a Professional Services Agreement outlining duties, compensation, hours of work and other pertinent matters.

## **PROPOSAL SUBMITTAL REQUIREMENTS**

Individual attorneys and/or law firms submitting proposals shall submit the following materials:

1. Cover letter outlining specific qualifications to provide misdemeanor prosecution services;
2. Current resume (in the case of a law firm, current resumes of all partners or shareholders as well as attorneys expected to actually provide the service);
3. At least two letters of recommendation and/or references with addresses and phone numbers;
4. Disclose any pending litigation and/or judgment rendered against you and or your firm in any matter relating to the professional activities of you and /or your firm, including, but not limited to, any pending complaints with the Washington State Bar Association.
5. Please indicate in your written materials whether you would be available to provide backup assistance for trials or other calendars if not selected as the primary Contract Assistant Prosecutor.
6. Outline financial terms of proposal to provide services.

## **DEADLINE FOR SUBMISSION OF PROPOSAL**

**This is a continuous recruitment. Proposals and all supporting materials will be reviewed upon receipt. Please deliver materials to the following address:**

City of Lakewood  
ATTN: Request for Proposal – Contract Attorney  
6000 Main Street SW  
Lakewood, WA 98499  
Email: [info@cityoflakewood.us](mailto:info@cityoflakewood.us)

This Request for Proposals is not an offer of employment. The City reserves the right to vary from the qualifications requested, to consider proposals that do not meet all the qualifications, and/or to reject any and all proposals.