

TOWN OF MINTURN
REQUEST FOR PROPOSAL FOR MUNICIPAL PROSECUTOR

OCTOBER 2010

This is a request for Proposal for Municipal Court Prosecutor to provide legal services for the Municipal court. This request for proposal is intended to gather pertinent information concerning the ability of an individual attorney or firm to meet the municipal court needs of the Town of Minturn.

The Town of Minturn is interested in establishing an ongoing relationship with an attorney or firm to ensure high quality, necessary, responsive, timely and cost-efficient legal services for the Town of Minturn's Municipal Court. We expect that the attorney chosen will be experienced in the type of legal services required on an ongoing basis by home rule towns and will be familiar with the legal issues associated with such municipalities. This position will be responsive to the Town Manager yet report directly to the Town Council.

Quality legal services are worth their cost only if the services are focused on the specific needs of the Town. The Town is seeking an attorney or law firm that can establish successful communication and coordination on an ongoing basis with the Municipal Court Judge, Municipal Court Clerk, professional staff, and consultants.

A. Background

The following documents are attached:

Town Municipal Code
Map of Town boundaries

Please also see additional information on the town's website: www.minturn.org

B. Specific Information Required

To be considered, please submit the following:

1. Background of your firm, including size, date established, and office location or individual qualifications if not associated with a firm.

2. Information on your firm's experience as it relates to the following areas:
 - a. Prosecution in Municipal Court
 - b. Work with Special/Metropolitan Districts
 - c. Home Rule Law

- d. Property Law
 - e. Colorado Model Traffic Code
3. List the municipalities you represent currently or have previously represented, if any, with the dates of representation for each. Include a summary of your duties and responsibilities for each municipality. Please include a comprehensive list of municipal clients over the past five years and name the attorney assigned to those clients.
 4. Describe the primary focus of your firm's representation not related to municipalities.
 5. Identify the attorney who would be primarily responsible for work on behalf of the Town of Minturn, who would anticipate working with the Town on this account. Please provide a resume for each attorney, including information about their entire background and experience, and in the legal areas specifically related to representation of a municipality.
 6. The Town of Minturn Municipal Court is held on the second Thursday of every month and begins at 6:00 p.m. Please specify your availability to attend these specific court sessions as well as general availability for Town projects related to municipal court.
 7. Please provide the following billing information:
 - a. Billing rate for each attorney that would be involved in Town legal services
 - b. A sample invoice
 - c. Summary of the firm's billing practices
 - d. Billing rates for any support personnel
 - e. Billing rates for disbursements, such as copying, telephone rates, courier service, fax, supplies, etc.
 - f. Rates charged for travel time
 8. If you are willing to enter a fixed fee agreement, flat rate retainer, or some combination thereof, please describe your proposal.
 9. Discuss any conflicts of interest your firm may have in representing the Town of Minturn. The Town has a variety of working agreements and relationships with cities, counties and governmental entities throughout the State of Colorado.
 10. Provide three to five relevant references. The Town intends, with your permission, to contact references.

11. Please answer the following questions, limiting your answers to 1 page per question:

- a. Give an example/description of the working relationship you envision with the Municipal Court Clerk and other Town staff.
- b. Give an example/description of the working relationship you envision with the Municipal Court Judge.
- c. What steps would you take to prepare for a hearing?

C. Proposal Evaluation

It shall be agreed and understood that the proposals are considered to be proprietary working documents offered by interested firms when they are under evaluation by the Town of Minturn and, as such, are not subject to official bid openings or to public inspections. Any firm may waive its right to keep its proprietary information confidential by expressly waiving such rights in the variances section of its proposal, thereby making its proposal subject to public inspection.

D. Rejection of Proposals

The Town of Minturn reserves the right to reject any or all proposals if the proposals do not include the documents required for submission, as noted above, or for any reason. The Town may, at its sole and absolute discretion, postpone or cancel this solicitation process, waive any irregularities or technicalities, and/or determine the criteria and process whereby proposals are evaluated.

E. Submission of Proposals

Proposals are to be submitted by October 22, 2010, and will be reviewed by the Town Manager, and the Minturn Town Council. Any questions or comments should be directed to the Town Manager via e-mail: manager@minturn.org, or phone @ 970-827-5645.

A short list of attorneys or firms will be selected by the Town Council for interview by November 5, 2010. The board intends to select an attorney or firm by December 1, 2010. Two copies of your proposal should be sent to the Town Manager, Town of Minturn, P.O. Box 309, Minturn, CO, 81645.