

**City of Scandia
Request for Proposal (RFP)**



REQUEST FOR PROPOSAL FOR PROSECUTION LEGAL SERVICES

Issued: August 18, 2022

PROPOSALS DUE BY: September 23, 2022 at 4:00 p.m.

Proposals to be submitted to:

City of Scandia, 14727 209th Street North, Scandia, Minnesota 55073 or mail@ci.scandia.mn.us .

I. Proposal Request Overview

The purpose of this Request for Proposals (RFP) is for obtaining contracted legal services from firms or experienced individuals in criminal law for the City of Scandia. Proposals will be received for a City Prosecutor for municipal representation in criminal prosecution related matters. (The City currently maintains a separate service arrangement for a City Attorney whom provides general legal advice and representation in civil related matters.)

Questions regarding this request should be directed to:

Ken Cammilleri, City Administrator
14727 209th Street N
Scandia, Minnesota 55073
Ph. 651-433-2274
Email: k.cammilleri@ci.scandia.mn.us

In order to ensure a fair review and selection process, law firms submitting proposals are specifically requested not to make other contacts with other city staff or Council members regarding their proposals.

The city will not reimburse the proposer for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation and submission of the proposal, and attendance at interviews.

A. Community Background

The City of Scandia, Minnesota is a rural community, population of 3,934 (2010 Census) located in northern Washington County, at the edge of the Twin Cities Metropolitan Area. Formerly known as New Scandia Township until its incorporation on January 1, 2007, the City of Scandia is a statutory Plan A City. The city is governed by a five-member City Council consisting of four councilmembers and a mayor. The City Council appoints a City Administrator to oversee the oversee all day-to-day operations, to assist with the administration of policies and procedures as set by the City Council, and to assist the City Council with the oversight of contractual services.

The Washington County Sheriff's Department is contracted to provide law enforcement services for the community. The City Administrator is responsible for the general administration of the Code of Ordinances and the coordination of enforcement activities with the assistance of City Staff, the Sheriff's Department, the Building Official, the City Attorney, and City Prosecutor. The City utilizes both prosecution and civil action in the enforcement of code, which at times will require coordinated action. It also works closely with its local watersheds, the Washington Conservation District, and other government agencies for the enforcement of development related code issues.

B. Overview of Responsibilities

Services under this contract involves appearances at arraignments, bail hearings, omnibus hearings, pre-trials, jury trials, court trials, restitution hearings and contested motion hearings pertaining prosecution for offenses within the City limits. The City Prosecutor is responsible for applicable petty misdemeanors, misdemeanors, and traffic related gross misdemeanors that occur within the City of Scandia regardless of which law enforcement agency initiated the enforcement action.

In addition to the above activities, other expectations and activities not listed above include:

- Expungement hearings
- Charging decisions
- Diversion review and referral
- Communication with crime victims

II. Review Process

- A. Proposals will be compiled for review by the City Council. The City Council will evaluate each proposal received based on the criteria identified in the following section. At the City Council's sole discretion may select proposal to award a contract and appoint the contractor as City Prosecutor.
- B. Evaluation of all proposals shall be based upon the qualifications of the proposer to perform the work, proposed rates, experience and other factors. A proposal that obtains a low price but does not include other necessary qualities and features as specified in this RFP does not meet the Best Value criterion. Factors upon which the proposals will be judged include, but are not limited to, the following:
 1. Vendor's industry experience and previous experience in performing similar work, particularly with public sector entities and public employers in the state of Minnesota;
 2. Thoroughness, quality, specificity, robustness, flexibility of Vendor's approach/ methodology, including the approach to accounting for both public input;
 3. Cost estimate;
 4. Vendor's past performance and client references.

III. Additional Terms and Conditions

- A. The City of Scandia reserves the right to determine, at its sole and absolute discretion, whether any aspect of a proposal satisfactorily meets the criteria established in this RFP. This RFP does not commit the City to select a proposal, to pay any costs incurred in the preparation of a proposal for this request, or to produce or contract for services. The City

reserves the right to accept or reject any or all proposals received as a result of this request, or to modify or cancel in part or in its entirety the RFP if the City determines it is in the best interest of the City to do so.

- B. All submitted Proposals/Qualifications become the property of the City upon submission.
- C. The City of Scandia reserves the right to request additional information during any phase of the proposal evaluation process. During the evaluation and selection process, the City may require the presence of representatives of the proposer. Proposers are required to travel at their own expense for the presentation of their services and to answer questions; proposers may be asked to participate in a video conference or a conference by telephone. Notification of any such requirements will be given as necessary.
- D. The City of Scandia will not pay for the information solicited or obtained. The information obtained will be used in determining the alternative that best meets the needs of the City.