

Farmington City

Request for Proposal for Prosecutorial Services

Farmington City is issuing a Request for Proposal (RFP) from qualified legal firms to provide prosecutorial services in the Farmington City Justice Court.

BACKGROUND

Farmington City (the “City”) is the County Seat of Davis County, Utah. It is the home of the Lagoon Amusement Park and Station Park. The City has need of prosecutorial services for all cases arising within the municipal boundaries of Farmington City. Which will be heard at the Davis County Justice Court located at the Davis County Justice Center in Farmington, Utah.

INTRODUCTION

The City participates in the Davis County Justice Court (the “Court”) – a Class 1 Justice Court along with several other municipalities in Davis County. The City of Farmington has approximately 3,500 cases on average per year.

PURPOSE/SUMMARY

The City is interested in receiving proposals to provide prosecuting attorney services from well-qualified vendors. The City will be contracting for these services. The City wishes to pay a single monthly flat fee to provide all prosecuting services. Duties include review of cases for filing, subsequent charging decisions, subpoena preparation, trial preparation. All court appearances to include arraignments, motion calendars, bench and jury trials, plea negotiations, forfeiture hearings and any appeals.

SCOPE OF WORK

1. Prosecution Services for all infractions and Class B & C Misdemeanors arising within the municipal boundaries of Farmington City.
2. Availability to answer Police Officers' Questions.
3. Training with Police Department as needed.
4. Prepare and file all necessary pleadings, motions, documents, and comply with all discovery requests.

PROPOSAL REQUIREMENTS

Three (3) copies of Responses are required to be submitted to the City Manager as listed below no later than 3:00 pm on December 7, 2015. Any response, modification, or amendment received after the due date is late. No later Responses will be accepted. Proposals must include the following:

1. **Introductory Letter** – expressing interest to provide prosecutorial services. It should be addressed to:

Farmington City
Attn: City Manager
160 S Main St.
Farmington, UT 84025

2. **Experience**
 - a. Provide a brief history and description of the law firm.
 - b. Provide names and resumes of all professionals in your law firm who will be assigned to work in the Courtroom.
 - c. Identify the lead attorney serving as the main point of contact with the City – provide an email address for the lead attorney and point of contact.
 - d. Provide a description and examples of demonstrated experience identified in the Scope of Work.
3. **Minimum Qualifications**
 - a. Five years prosecuting experience in a Justice Court.
 - b. Firm/Attorneys covered by a Malpractice Insurance policy.
 - c. All attorneys who will be prosecuting, must be admitted to all Courts of the State of Utah.
 - d. Demonstrated ability to handle approximate 400 cases a month.
 - e. Case management ability.
4. **Cost/Fee Proposal**
 - a. Flat Monthly Fee for services.
5. **Case Files Management**
 - a. Description of how case files will be handled.
6. **References**
 - a. A list of 3-5 references. All of whom will be contacted.

EVALUTION CRITERIA (PROPOSED)

1. Qualifications 30%

2. References	20%
3. Case File Management	20%
4. Price	30%