

**REQUEST FOR QUALIFICATIONS
MUNICIPAL COURT PROSECUTOR**

City of Castle Hills



RESPONSES DUE:

January 21, 2019

4:00 PM

Central Standard Time

**City of Castle Hills
209 Lemonwood
Castle Hills, Texas 78213
210-342-2341
www.cityofcastlehills.com**

**City of Castle Hills
Request for Qualifications
for Municipal Court Prosecutor Services**

I. Purpose

The City of Castle Hills, a General Law Type A municipality, is soliciting sealed Requests for Qualifications (RFQ) City Municipal Court Prosecutor. Attorneys are invited to submit qualifications for the provision of these services. In order to be considered, responses must address each of the requests for information included in this RFQ.

Any questions regarding this RFQ should be addressed to Ryan Rapelye, City Manager, (210) 293-9673. Sealed responses will be accepted by the City Manager at 209 Lemonwood Drive, Castle Hills, Texas 78213, until 4:00 p.m. on January 21, 2019. Responses received after this time will be returned unopened.

The Municipal Court Prosecutor contract is anticipated to be awarded by the City Council in February of 2019. The City of Castle Hills reserves the right to reject any and all proposals.

II. GENERAL INFORMATION

The City of Castle Hills will appoint one city prosecutor and one or more alternate city prosecutors to the Municipal Court.

The Request for Qualifications (RFQ) must be received by **4:00 p.m. on the 21st day of January 2019** in the City Manager's office located at 209 Lemonwood Dr., Castle Hills, Texas.

The City of Castle Hills reserves the right to reject any or all RFQ, to waive any informality or irregularity in any RFQ received, and to be the sole judge of the merits of the respective RFQs received.

The city prosecutors shall be members in good standing of the state bar, and residents of Bexar County.

III. INFORMATION ABOUT POSITION/COURT AND ANTICIPATED SCOPE OF WORK

There is one City Prosecutor and one Alternate City Prosecutor assigned to prosecute in the court. The current City Prosecutor is Ryan Henry. The Municipal Court Prosecutor or his Alternate shall conduct all prosecution in the Municipal Court on behalf of the City. The current Municipal Judge for the City is Harold T. McCall, Jr.

Court dockets requiring judge and prosecutor attendance are scheduled two to three times a month (on the 1st, 2nd, & 3rd Thursday of the month) and typically run four to five (4 to 5) hours. Approximately 400 to 500 cases are filed in the Court each month. The City Municipal Court is a court of record. The Municipal Court employs a Court Clerk and Deputy Court Clerk who are appointed and supervised by the Judge.

The prosecutors shall conduct prosecutions of all cases arising under the Code of the Ordinances of the city, and under the laws of the state over which municipal court has jurisdiction. A General Docket is held on the first and third Thursday of every month from 1:30 p.m. until complete. A Jury/Bench Trial Docket is occasionally held, on the second Thursday from 1:00 p.m. until complete. An alternate prosecutor would be called to any of these court sessions if the city prosecutor were unable to do so.

1. STATEMENT OF QUALIFICATIONS

- 1.1. Individuals interested in appointment must submit a Statement of Qualifications (SOQ) that addresses the following evaluation criteria. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.
- 1.2. Cover letter (1-page) containing (at a minimum) the name, address, fax number and email address of the interested individual.
- 1.3. Qualifications Criteria

1.3.1. General Information

State of Texas Bar Number
Social and Professional affiliations
Specialty licenses held

1.3.2. Relevant Professional Experience

- a. List and briefly describe comparable professional experiences.
- b. A minimum of three referrals and references from other attorneys.
- c. List and describe any litigation; arbitration; claims filed against you
- d. Indicate individual's capacity and intent to proceed without delay if appointed.
- e. If applicable, a list of Municipal Court(s) where employed and a contact name and number of persons associated with the Court's operations.

1.3.3. Other factors

- a. Current and expected workload as it pertains to the individual's ability to:
 - begin promptly to attend Court Dockets as scheduled
 - attend specially scheduled Court Dockets upon short notice
 - attend state mandated annual training conferences.
- b. Describe any direct or indirect involvement with current or previous litigation with the City of Castle Hills.
- c. Provide statement regarding your assurance that this office will not result in a conflict of interest.
- d. Any other relevant factors impacting the quality and value of work.

2. SUBMITTAL REQUIREMENTS

- 2.1 The SOQ shall include a one-page cover letter plus a maximum of five (5) pages to address the SOQ criteria specified in Section 3 (excluding resumes). Resumes shall be attached.
- 2.2 The SOQ and Resume must be submitted by **4:00 p.m. on the 21st day of January, 2019**, in to the City Manager's Office located at 209 Lemonwood Dr, Castle Hills, Texas.
- 2.3 Four (4) hard copies of all SOQs must be provided with an additional electronic (PDF) copy of the submission included on a USB compatible flash drive. The copies shall be sealed and clearly identified with 'City Prosecutor' by the submittal deadline. All statements become the property of City of Castle Hills upon receipt and will not be returned to the submitter. Any cost or expense incurred by the submitting individual that is associated with the preparation or selection process of the SOQ shall be borne solely by said individual.

3. CRITERIA EVALUATION AND SELECTION

The City Manager with the assistance of City staff will evaluate qualifications based on requirements described in this section. The highest qualified respondents may be selected to attend formal interview. The interview will allow the invited respondents to further discuss their qualifications with City Staff and to respond to questions from the staff. The City Manager shall make a selection recommendation to City Council in a public meeting. Based on action by the City Council on the City Manager's recommendation, the City Manager will begin to negotiate a contract.

- *Licensed and in good standing with the State Bar - Required*
- *Responder's Experience as a Prosecutor or a Municipal Attorney -35%*
- *References - 55%*
- *Location – Proximity to Castle Hills, TX - 10%*

4. SELECTION SCHEDULE

4.1 The following tentative schedule has been prepared for the selection process. Individuals interested in appointment to this office must be available during the interview meeting date.

- **January 2, 2019 Issue Request for Qualifications - City Website and TML**
- **January 9, 2019 Deadline for Questions**
- **January 21, 2019 at 4:00 p.m. - Statement of Qualifications submission deadline**
- **January 24 through 31, 2019 Evaluation of Qualifications/Potential Interviews**
- **February 12, 2019 City Manager presents recommendations to City Council**

REQUEST FOR QUALIFICATIONS CITY PROSECUTOR

Any questions regarding this RFQ should be addressed in writing as follows:
Ryan Rapelye Rrapelye@castlehills-tx.gov.

Final Responses must be delivered by January 21, 2019 at 4:00 p.m. to the following address:

Ryan Rapelye
City Manager
City of Castle Hills
209 Lemonwood Drive
Castle Hills, Texas 78213