

CITY OF CALDWELL, IDAHO
REQUEST FOR QUALIFICATIONS FOR PROSECUTION SERVICES
LICENSED IDAHO ATTORNEYS

INTRODUCTION

You are hereby invited to provide a list of qualifications to provide contract prosecution services for the City of Caldwell, Canyon County, Idaho. The Request for Qualifications (RFQ) shall contain the name and a detailed summary of the experience of all attorneys that will be providing legal services pursuant to the statement of qualifications.

The City will award the contract based on its sole judgment as to which RFQ response best meets its needs. The City may at its option may reserve the right to rank respondents, negotiate the contract, and relegate to the next ranked firm in case of unsuccessful negotiations. Attorney must provide updated legal software. Factors which will be considered include, but are not limited to, the skill, supervisory skills, expertise, manpower, experience and reputation of the attorney(s), the nature of qualifications, and the City's assessment of which attorney(s) is/are most likely to develop a positive and professional relationship with City officials and staff, as well as other customers or agencies to whom attorney(s) will represent the City.

PROSECUTION SERVICES

Minimum Qualification:

Licensed to practice law in the State of Idaho.

Experience prosecuting misdemeanor and infraction offenses is required for all attorneys within the firm that will be providing the prosecution services.

Attorney must be able to provide enough staffing to cover several courtrooms concurrently. The selected firm should be able to provide the minimum number of personnel to meet the needs the demands of the Caldwell Police Department.

All office members must pass a security background check.

Scope of Work:

Prosecution of criminal misdemeanor and infraction offenses and all other related proceedings, including but not limited to blood alcohol content (BAC) hearings, probable cause hearings, suppression hearings, show cause hearings, sentencing hearings, arraignments and preparation of complaints, motions and legal briefs and memoranda. Prosecution services shall include violations of both state laws and City of Caldwell ordinances and preparation of all necessary documents relating to persecution services.

The Prosecuting Attorney reviewed in 2017:

Infraction Citations:	2,941
Traffic Misdemeanor Citations	1,137
Animal Control Citations	139
Ordinance Citations	2
General Misdemeanor Citations	61
Misdemeanor Arrests	620
Case Submittals	847

Attorney must be available 24 hours per day, seven days per week by telephone and in person to give advice to police officers in the field regarding issues relating to service warrants, arrest procedures, and charging decisions. Legal advice will not include advising the Caldwell Police Department regarding personnel issues.

Attorney must provide quarterly reports to police administration regarding caseloads, number of cases handled, and other information as requested.

The City of Caldwell shall provide to the selected attorney copies of police reports, arrest and citation records, and criminal record checks necessary to provide efficient prosecution. No on-site office space will be included. Attorney will perform duties in accordance with standards of professional conduct in the legal profession.

Costs

The selected attorney(s) will be an independent contractor and shall bear the costs associated with professional licensure, professional malpractice insurance, general liability and worker's compensation insurance, taxes, research tools, and the incidental costs of operation of the Prosecuting Attorney's Office. Responses to the Request for Qualifications shall provide a detailed summary of extraordinary expenses that will not be included in the annual fee proposal.

Submission Procedures:

1. Written responses to the Request for Qualifications will be accepted at Caldwell City Hall, ATTENTION: City Clerk Debbie Geyer, 411 Blaine Street, P.O. Box 1179, Caldwell, ID 83606, until 5:00 p.m. on Thursday, June 7, 2018. It is the sole responsibility of each submitter to see that its submission is received by the date and time stated in the RFQ. **No oral, facsimile or email submittals will be considered.** Submittals must be received by mail or hand-delivered.
2. Submittals shall include four (4) complete sets of the response to the Request for Qualifications.
3. Responses shall be clearly marked "Request for Qualifications for City of Caldwell Prosecution Services."
4. Standard company brochures and literature may be submitted as separate documents, but should not be bound as part of the proposal.
5. Submittals shall include the attorney's Idaho bar license number.
6. Questions that arise as a result of this RFQ must be addressed to:

Caldwell Police Chief Frank Wyant
(208) 455-4540

Publish: Sunday, May 6, 2018
Sunday, May 20, 2018