

City of Clinton, Missouri

Request for Qualifications for City Prosecutor Services

I. Request for Qualifications: City Prosecutor services

The City of Clinton, Missouri is seeking the services of a qualified individual or firm to assume the responsibilities of City Prosecutor for the work described in the scope of services provided below. The City Prosecutor will be appointed by the Mayor, with the consent and approval of a majority of the City Council. The City Prosecutor shall be compensated in accordance with a contract for professional services, to be negotiated.

Qualifications

The successful candidate will be an attorney or firm licensed to practice law in the State of Missouri, a member of the Missouri Bar in good standing and have general experience with municipal court(s). The preferred candidate would have knowledge of local, state, and federal laws and court decisions affecting municipalities, as well as knowledge of the organizations, functions, and activities of municipal government. Candidates shall not have ethical or business conflicts of interests by representing clients who are adverse to the City of Clinton specifically or cities in Missouri generally.

II. Scope of Services

The City of Clinton's City Prosecutor will be expected to perform services as required by the City in a professional and timely manner. Services will include, but are not limited to, the following tasks:

1. Prosecute all persons charged with violating ordinances of the city;
2. Attend the circuit court, municipal division, and prosecute all complaints and information that may be brought by the city;
3. Handle all appeals in which the city is a party arising from the circuit court, municipal division;
4. Perform such other duties as prescribed by state law.

III. General Information Regarding the City of Clinton, Missouri

Clinton, Missouri (est. pop. 9,416) is located at the intersections of MO Hwys. 7, 13, 52 and 18, approximately one (1) hour southeast of Kansas City, Missouri. Clinton is the county seat of Henry County.

The City of Clinton is a 3rd Class city governed by a Mayor and an 8-member City Council, with a City Administrator responsible for daily administration of all city functions. The Mayor and City Council are elected on a nonpartisan basis. The Mayor is elected in a city-wide election for a 4-year term. Council members are elected to 2-year staggered terms, with four (4) Council members elected each year. The City is divided into four (4) wards, with two (2) Council members elected by their respective wards.

Clinton Municipal Court is currently held weekly, on Tuesday afternoons at Clinton City Hall. The current rate of compensation for City Prosecutor is \$2,000 per month, plus reimbursement of direct expenses.

IV. Organization of the Response

Responses should include responses to each of the following items. Please construct your response with responses in the same order as listed below to facilitate review and comparison by the review committee.

1. Provide a general profile of the firm and identify primary office that would be serving the City of Clinton.

2. Provide a statement of qualifications confirming the attorney’s or firm’s satisfaction of the qualifications listed in Section I.
3. Identify the professional staff assigned to work with the City, indicating lead representative. Attach relevant experience for each assigned staff member.
4. Explain any other relevant qualifications.
5. List up to five (5) references (including names, addresses and phone number of contact persons), giving consideration to references that can speak to relevant experience.
6. All respondents will be required to submit evidence of professional liability insurance at the limits required by the City of Clinton and disclose any applicable deductible amount.

(See Appendix A for details)

V. Submissions of Qualifications

1. The individual or firm must submit an original hard copy and a digital copy of the SOQ not later than 10:00 A.M., Thursday, November 21, 2024. All responses shall include, at a minimum, the information requested in Section IV above, and on Appendix A. The address and telephone number for submission is:

City of Clinton
% Wendee Seaton, City Clerk
105 E. Ohio
Clinton, MO 64735
(660) 885-6121 WSeaton@CityofClintonMO.com

2. All responses must be signed by a duly authorized individual, and each response shall state the name of the primary contact for the respondent.

VI. Terms and Conditions

1. The City of Clinton reserves the right to reject any or all responses.
2. The City reserves the right to award the contract to another respondent if the successful attorney does not execute a contract within thirty (30) days after the award of the response.
3. All responses shall become the property of the City of Clinton and the City may, at its option, request oral presentations prior to selection; notification in writing will be given if such meetings are required. No public opening will be held. A listing of firms and names representing the responses received will be available on November 26, 2024, but will be provided only upon request.
4. Wendee Seaton, City Clerk, shall be the primary source of contact at the City during the submittal process. Christy Maggi, City Administrator, shall be the primary source of contact at the City during the evaluation and selection process.
5. The City of Clinton reserves the right to request clarification of the information submitted and to request additional information of one or more applicants.
6. Any response may be withdrawn up until the date and time set above for the opening of the responses. Any responses not withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide the

City of Clinton the services set forth in the attached specifications, or until one or more of the responses have been approved by the City.

7. Any agreement or contract resulting from the acceptance of a response shall be on forms either supplied by or approved by the City of Clinton, and shall contain, as a minimum, applicable provisions of the Request for Qualifications. The City reserves the right to reject any agreement that does not conform to the Request for Qualifications and any City requirements for agreements and contracts.
8. The selected firm shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the City of Clinton.
9. All costs associated with the preparation of a response to the Request for Qualifications shall be the responsibility of the firm submitting the response.
10. The selected individual or firm will be required to provide evidence of a professional liability insurance policy for a minimum of \$1,000,000 with a maximum \$50,000 deductible.
11. The successful candidate will be expected to meet with City of Clinton officials at City offices as needed during the course of service engagements.
12. As this is a Request for Qualifications and not a bid, the City of Clinton reserves the right to negotiate with any party and on any matter.

VII. Interviews (at City’s discretion)

The City of Clinton may choose to conduct interviews of two (2) or more firms. Each firm will give a 20-minute presentation summarizing their qualifications and their approach to the services to be provided. The presentation will be followed by a question-and-answer period. The individuals who will be assigned to the provision of services will be expected to make the oral presentation.

VIII. Evaluation of Responses

An evaluation committee shall be used to evaluate the responses. The committee shall evaluate the responses based on the following criteria:

1. Quality of the response and completeness of response to the Request for Qualifications
2. Relevance of experience cited for the tasks outlined in the Scope of Services
3. Knowledge of municipal courts, as well as municipal government, in general.
4. Experience of staff assigned to serve the City of Clinton.
5. References

IX. Schedule of Events

The City of Clinton has developed the following schedule of events for selection:

<u>RFQ Schedule</u>	<u>Timing</u>
Distribute Request for Qualifications	11/07/24
Receive responses from respondents	11/21/24
Review of responses by evaluation committee	11/25/24
Interviews (at City’s discretion), the week of	12/09/24
Complete negotiations for a contract for services	12/13/24
Consideration of contract by City Council	12/17/24

All questions regarding the response to the Request for Qualifications are to be directed to:

Wendee Seaton, City Clerk
105 E. Ohio
Clinton, MO 64735
(660) 885-6121 WSeaton@CityofClintonMO.com

All questions after responses have been submitted are to be directed to:

Christy Maggi, City Administrator
105 E. Ohio
Clinton, MO 64735
(660) 885-6121 CMaggi@CityofClintonMO.com

Appendix A: General Questions

1. Candidate (primary contact) Name
 - a. Education (undergraduate; postgraduate)
 - b. Areas of legal emphasis
 - c. Years of Practice
 - d. Bar membership
 - e. Professional memberships and affiliations
2. Firm Name
 - a. Address and phone numbers of managing office
 - b. Areas of legal emphasis
 - c. Number of attorneys
 - d. Number of attorneys practicing municipal law (if exclusive, please indicate)
 - e. Brief history
 - f. Satellite location
3. List specific reasons (no more than 1 page) you and your firm should be considered for City Prosecutor.
4. Provide up to five (5) references (including names, addresses and phone number of contact persons) that can speak to your relevant experience.
5. Define the standard time frames for response by the City Prosecutor to inquiries from the Mayor, City Administrator or Department Head.
6. List any cities in which you or the firm's attorneys have represented defendants in municipal court in the last five (5) years.
7. Have you or the firm been terminated by any municipal client in the last five (5) years? If so, explain why.
8. During the past five (5) years, have you or any attorneys of the firm had any Missouri Bar or other ethics complaints filed against it? If so, please explain.
9. Has the firm been in bankruptcy, reorganization or receivership in the last five (5) years?
10. Provide evidence of comprehensive liability and workers compensation insurance coverage.