



**CITY OF RAMSEY, MINNESOTA
REQUEST FOR PROPOSAL
FOR CITY PROSECUTION SERVICES**

**City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
www.cityoframsey.com**

October 2017

TABLE OF CONTENTS

| | | |
|-------------|---|---|
| I. | INTRODUCTION | 1 |
| | A. Community History..... | 1 |
| | B. Services Requested..... | 1 |
| II. | REVIEW | 3 |
| | A. Qualifications and Selection Criteria..... | 3 |
| | B. Review and Recommendation Process..... | 3 |
| | C. Financial Liability Limitations..... | 3 |
| | D. Rights of Review..... | 3 |
| III. | PROPOSAL INSTRUCTIONS | 3 |
| | A. Proposal Submission..... | 3 |
| | B. Timeline..... | 3 |
| IV. | PROPOSAL CONTENT | 4 |
| | A. Title Page..... | 4 |
| | B. Transmittal Letter..... | 4 |
| | C. Technical Proposal..... | 4 |
| | 1. Firms Profile..... | 5 |
| | 2. Personnel Qualifications – Resumes..... | 5 |
| | 3. References..... | 6 |
| | 4. Compensation/Fees Schedule..... | 6 |
| | 5. Supplemental Information..... | 6 |
| IV. | AFFIRMATIVE ACTION | 6 |
| V. | CONTRACT | 6 |
| | A. Negotiations and Contract Execution..... | 6 |
| | B. Contract Ethics..... | 7 |

I. INTRODUCTION

The City of Ramsey invites written proposals from qualified law firms interested in providing municipal prosecution services to the City of Ramsey. The law firm/attorney(s) are required to be knowledgeable in a variety of legal areas, including but not limited to:

- General municipal laws
- General state and federal laws relating to municipal government
- Ordinance and resolution development and interpretation
- Government Data Practices
- City Code issues
- Trial activity
- Civil vehicle forfeiture actions
- Criminal prosecution

A. Community History

Ramsey is a growing, full service city of approximately 26,000 people located in Anoka County. The City is governed by a Mayor and six Council members. The City Administrator reports to the City Council and is responsible for the daily activities of the City.

For the year 2016, the City of Ramsey reported 1,259 criminal incidents. The City's 25 licensed police officers handled 14,256 calls for service, arrested 130 drivers for DWI, issued 234 citations for speeding, and handled 319 ordinance complaints during 2016. From January to July in 2017 officers handled 7,264 calls for service.

The 2016 cost for legal services was \$137,229 which includes both civil and prosecution services. The civil work cost was \$68,779 and the prosecution services cost was \$68,450.

B. Services Requested

1. The firm will provide all prosecution services including services to victims of crime as provided in Minn. Stat. Chapter 611A.
2. Prosecute all criminal law matters, petty misdemeanor, misdemeanor, and gross misdemeanor cases within the City's jurisdiction including, but not limited to traffic violations, DWI cases, theft and City code violations.
3. Provide research and submission of legal opinions requested by authorized City staff on municipal or general criminal legal matters; be available to answer questions by telephone.
4. Provide advice, consultation and training where required to the City, its departments in the interpretation and enforcement of statutes, ordinances, and investigations of violations in connection with the prosecution of criminal cases.

5. Be available to respond to questions or meet as necessary during and after regular business hours with regard to interpretations of the law.
6. Prepare criminal complaints where facts warrant.
7. Evaluate all cases where a plea of not guilty is entered and prosecute where warranted.
8. Prepare appropriate pre-trial motions or notices as required.
9. Seek such additional investigations as required.
10. Negotiate and enter plea bargains where deemed advisable.
11. Represent the City at all pre-trial motions.
12. Perform all legal research and prepare briefs when required.
13. Try all court and jury cases.
14. Ensure proper notification and preparation of police officers and staff for trial.
15. Examine, evaluate, and provide representation for all appeals to Appellate Courts.
16. Review and draft ordinances, ordinance amendments, resolutions and correspondence as requested.
17. Render written opinions on law when requested, including interpretation of statutes, ordinances, rules and regulations.
18. Investigate and evaluate all claims by the City against others and recommend appropriate course of action including, but not limited to, code enforcement issues and administrative citations.
19. Attempt collection of all proper claims including litigation where necessary and authorized by the City.
20. Defend in court litigation where no insurance coverage is available. This includes but is not limited to administrative actions/citations and code enforcement issues.
21. Assist in resolving claims not resulting in litigation.
22. Provide a monthly report on complaints declined for prosecution and status of complaints prosecuted.
23. Accept files via electronic transfer and use eCharging.
24. Access, review, download and copy video, audio and photograph evidence for prosecution of criminal and traffic violation cases.
25. Provide necessary direction to law enforcement regarding investigative techniques, which will assist in prosecution.

26. Provide timely preparation and pursuit of disposition of criminal cases in advance of actual Court cases to avoid unnecessary officer court time.
27. Process and present forfeiture cases on behalf of the Police Department.
28. Provide a high level of customer service by responding in a prompt manner.

II. REVIEW

A. Qualifications and Selection Criteria

The City of Ramsey intends to select and award a contract to the firm best qualified to perform the work described in Section I.B., Services Requested, based on cost, extent and quality of firm's resources, communication and presentation skills, and quality and extent of municipal representation experience.

B. Review and Recommendation Process

Based upon review of the submitted proposals and interview of qualified candidates, one firm will be recommended to the City Council for approval.

C. Financial Liability Limitations

The City of Ramsey shall not be liable for any expenses incurred by the applicant including but not limited to expenses associated with the preparation of the proposal, attendance at the interviews, preparation of a compensation/fees schedule or final contract negotiations.

D. Rights of Review

The City of Ramsey reserves the right to reject any and all proposals, waive all technicalities and accept any proposal deemed to be in the city's best interest, or to request additional information or clarifications from any or all applicants, or to allow corrections of errors and/or omissions.

III. PROPOSAL INSTRUCTIONS

A. Proposal Submission

One electronic and five (5) paper copies of the Proposal shall be submitted to:

Jeff Katers
Chief of Police
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303
(763)427-6812
jkaters@cityoframsey.com

All responses, questions, and correspondence should be directed to Chief Katers. In the interest of fairness to all respondents, do not contact other staff or elected or appointed officials. Failure to comply with this request may result in disqualification of the proposal.

B. Timeline

1. Request for Proposal Announced.....October 6th, 2017
2. Proposal Due Date.....November 1st, 2017
3. RFP Review Completed.....November 8th, 2017
4. Notice Given to Finalists.....November 9th, 2017
5. InterviewsNovember 14th, 2017
6. Final Decision.....November 28th, 2017
7. Contract Negotiation Completed.....December 8th, 2017
8. Contract Consideration by City Council.....December 12th, 2017
9. Contract Effective Date.....January 1st, 2018

***NOTE: ALL PROPOSALS MUST BE RECEIVED BY NOVEMBER 1ST, 2017
AT RAMSEY CITY HALL NO LATER THAN 4:00 P.M.***

IV. PROPOSAL CONTENT

The following material is required to be received by November 1st, 2017, for a proposing firm to be considered:

A. Title Page

Title page showing the following: the RFP subject, the firm’s name, address, telephone, name and email address of the contact person, and the date.

B. Transmittal Letter

A signed letter of transmittal briefly stating the firm’s understanding of the work to be done, the commitment to perform the work within requested time periods, a statement why the firm believes that it is best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer.

C. Technical Proposal

The proposal for technical qualifications shall be limited to seven pages except resumes, references and supplemental information. Be sure to address items outlined in Section I.B., Services Requested.

The purpose of the technical proposal is to demonstrate the qualifications, competence, and capacity of the firm seeking to undertake the City Prosecution role for the City of Ramsey in conformity with the requirements of this request. As such, the substance of the proposals will carry more weight than form or manner of

presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement.

Please identify the primary attorney who would be assigned responsibility for Ramsey and his/her primary backups in case of illness, turnover or other loss of personnel.

1. Firm's Profile

- a. A summary of the firm including staffing levels, areas of interest, number of clients and a list of all Minnesota municipal clients.
- b. A description of the legal services, specifically relating to City government, which the firm is capable of providing, together with an explanation of how these services will best assist the City of Ramsey.
- c. A brief description of the experience of the firm in representing municipalities.
- d. A brief description of the proficiency of the firm in dealing with code violations and criminal prosecution matters.
- e. Any additional information which might be beneficial to the City of Ramsey in evaluating the firm's qualifications to serve as Prosecuting Attorney.
- f. Describe the firm's use of technology to enhance client services or reduce costs including how the firm leverages technology to do so.
- g. A statement of how the workload of the City of Ramsey would be accommodated and what kind of priority it would be given including capability to maintain reasonable response times.
- h. If the firm or any of the attorneys employed by the firm have ever been sued by cities or other clients for malpractice, been the subject of complaints filed with the State Bar, or had discipline imposed by the State bar. Provide information about the nature of the incident, the dates of when the matter began and was concluded, and the results of the situation.

2. Personnel Qualifications – Resumes

Designate the primary contact and identify those who would be working in more specialized areas. For each member of the professional staff proposed to be assigned to this engagement, please provide the following information:

- a. A brief resume of the professional experience and qualifications of the individual.
- b. An outline of the proposed function of the individual and their back-up as well as their experience in that specific assigned function.
- c. A description of the accessibility and availability of the individual during the course of the engagement.

- d. The office location to which the individual is assigned. Provide the address, phone number(s), email address and fax numbers of the firm.

3. References

- a. A list of municipal clients where related services were provided by the professional staff proposed along with the name and telephone number of a person who may be contacted at the municipality.
- b. A list of previous or current services provided to the City of Ramsey.

4. Compensation/Fees Schedule

- a. The proposal should clearly set forth the basis for fees to be charged for the work proposed. Rates should be clearly stated for varying levels of staff expected to perform support services.
- b. A fee schedule for incidental/disbursement services and any other costs the City will be charged in addition to those noted in 4a.
- c. The City requires electronic detailed monthly billing statements, which shall include the following items:
 - Date of services
 - Identify the attorney and/or support personnel providing the services
 - Time spent for each service or activity by tenths of an hour
 - Detailed description of the services performed
 - State the fees for those services
 - Organize billing for general corporate work by department, type of service and/or project
 - Itemize all associated costs and expenses related to the services performed

5. Supplemental Information

- a. Provide a copy of the firm's malpractice insurance coverage – carrier, limits and exemptions.
- b. Provide a recent audit or financial report of the firm.

V. AFFIRMATIVE ACTION

The City of Ramsey requires affirmative action and, therefore, the firm selected shall not discriminate under the contract against any person in accordance with federal, state, and local regulations.

City of Ramsey Policy: The City of Ramsey does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual preference, disability or any other basis protected by law in the admission or access to, or treatment or employment in, its programs, activities, or services.

VI. CONTRACT

A. Negotiations and Contract Execution

The City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and a firm be unable to agree upon the entire contract, the City reserves the right to discontinue negotiations, select another firm, or reject all of the statements of proposal. Upon completion of negotiations agreeable to the City and firm, a contract shall be executed.

It is anticipated that the City will establish a relationship with a selected firm for three (3) years. Each party may terminate the contract with 90-day notice.

B. Contract Ethics

1. No elected official or employee of the City of Ramsey who exercises any responsibilities in the review, approval, or implementation of the proposal shall participate in any decision, which affects his or her direct or indirect financial interests.
2. It is a breach of ethical standards for any person to offer, give, or agree to give any City of Ramsey employee or Council person, or for any City of Ramsey employee or Council person to solicit, demand, accept, or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonable prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded the general public.
3. The firm shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the City.
4. The firm shall not accept any client or project that places it in a conflict of interest with its representation of the City of Ramsey. If such a conflict of interest is subsequently discovered, the City shall be promptly notified.