

## **REQUEST FOR PROPOSALS FOR PERRY CITY PROSECUTING ATTORNEY SERVICES**

Request is hereby made for a proposal for a contract with Perry City for Prosecuting Attorney Services, as follows:

- I. **Submission and Deadline.** Proposals should include a letter of intent, a resume, qualifications and proposed costs of services -on a fixed rate basis (preferred) or on a hourly basis- and must be submitted and received by Shanna Johnson, H.R. Director, at the Perry City Offices, 3005 South 1200 West, Perry, Utah 84302 (Fax No. 435-723-8584; Phone No. 435-723-6461; or email, shanna.johnson@perrycity.org) no later than 4:30 p.m. on Wednesday, February 27, 2019.
- II. **Project Work Description/Scope:**  
The attorney or legal firm selected for prosecuting attorney services shall perform the following functions and duties relating to this position:
- Represent the City of Perry in all cases charged through the Box Elder Justice Court, or other court as designated by the City;
  - Prosecute all criminal citations and violations of law that the City is authorized to prosecute under the laws of Utah;
  - Draft and prepare staff reports and documents, as needed, relating to said prosecution;
  - Represent the City of Perry in cases appealed from the justice court, or other designated municipal court to the district court;
  - Attend all municipal court dockets and trials when necessary;
  - Answer questions of the court clerk, police department, and probation officers;
  - Meeting with, answer questions for, and negotiate with defense attorneys, pro se defendants, victims and witnesses regarding matters or potential matters in municipal court;
  - Consult with the Perry City Attorney and/or Perry City Police Department Chief and personnel as needed in regards to police prodedures, policy and other matters, as well as providing training, information and updates to the Police Department regarding case law and statutes;
  - Consult with the City Administration and/or Code Enforcement staff as needed regarding enforcement procedures, policy, and other matters;
  - Arrange for service of process, pay postage for documents mailed in connection with duties;
  - Make or arrange obtaining statements, police reports, filing court documents, and scheduling witnesses;
  - Other duties as assigned or established by law.
- Minimum Qualifications**  
The attorney shall be licensed in the State of Utah, with legal experience, and experience working with municipalities, or local government as a prosecuting attorney.
- Selection.** All bids received by the deadline will be opened by the Mayor and the H.R. Director, and the Mayor will make recommendations to the City Council based upon criteria including, but not limited to, past performance, experience, integrity, reliability, availability, reasonableness of contract pricing, and other factors that Perry City uses to assess the ability of a bidder to perform fully and in good faith the contract requirements for these services. Appointment will occur after approval of the professional services contract by the City Council.
- III. **Questions.** All questions relative to this request for proposals prior to the opening of the bids shall be directed to Shanna Johnson H.R. Director.
- IV. **Reserved Rights.** This Request for Proposals is not an offer of employment. No minimum number of hours is guaranteed. Perry City, by and through its elected officials, reserves the right to reject any or all proposals, to waive any informality in a proposal, and to make awards in the interest of Perry City.