



REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Lakewood, Washington for **Prosecution Services**.

By filing with the City Clerk by email at bschumacher@cityoflakewood.us by:

Date: **Friday, July 12, 2024**
Time: **5:00 p.m.**

Upon the City's discretion, proposals submitted after the due date and time may not be considered. Proposers accept all risks of late delivery of proposals regardless of fault.

Detailed Request for Proposal (RFP) information including general information, requested services, proposal requirements, and evaluation process is available from the City Clerk by calling 253-983-7705. The RFP is also available on the City's website at: <https://cityoflakewood.us/>.

The City has complete discretion in the evaluation of the proposals. The City reserves the right to reject any and all proposals and to evaluate proposals even when the information provided is not complete. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

The City is an equal opportunity employer and requires all Proposers to comply with policies and regulations concerning equal opportunity. The Proposer, in performance of the Contract, agrees to not discriminate because of race, color, religion, creed, national origin, ancestry, sex, pregnancy, marital status, sexual orientation, gender identity, gender, age, disability-sensory, mental or physical, the use of a trained guide or service animal by a person with a disability, honorably discharged veteran or military status, or other protected status.

Dated this 17th day of June, 2024.

City of Lakewood Request for Proposals for Prosecution Services

The City of Lakewood invites interested and well-qualified individual attorneys, law firms and public agencies to submit written proposals to provide prosecution services for the City of Lakewood.

Scope of Services:

The contracted services are intended to begin on August 1, 2024. The services that are the subject of this Request for Proposal (RFP) are as follows:

- Represent the city in all criminal misdemeanors and traffic infractions. This includes arraignment, pre-trial, readiness, trial, review, warrant and any appeals. This also includes specialty calendars such as community court, code, infraction and veteran's court.
- Review all arrests and citation for charging and submit charging decisions/information timely to be filed
- Represent the city in hearings related to police action such as drug forfeiture and/or vehicle impoundment
- Coordinate with the Legal department as necessary and appropriate to maintain efficient function
- Coordinate with the defense as necessary and appropriate to facilitate efficient adjudication of cases
- Coordinate with the Court as necessary and appropriate to coordinate functions for the efficient movement of cases

The City has its own police department, with approximately 100 police officers. The City's municipal court is housed in the Lakewood City Hall located at 6000 Main Street SW Lakewood, WA 98499. The court also serves the City of DuPont and the Town of Steilacoom.

According to the data provided by Washington Courts, in 2023, there were 155 DUI, 567 domestic violence, 265 other traffic misdemeanor cases filed, and 659 non-traffic related misdemeanor cases filed. In addition, the prosecutor represented the City at contested infraction hearings, wherein an attorney represented the offender.

The Lakewood Municipal Court is not a full-time court. Lakewood currently holds court five days per week.

The City Prosecutor is responsible for all aspects of criminal prosecution for the City of Lakewood. The City will provide administrative personnel in support of case preparation.

The City and Prosecutor will enter into a professional services agreement, which will incorporate expected services and compensation.

Minimum Qualifications:

Any attorney proposed to provide prosecution services shall be licensed in the State of Washington.

Compensation:

The City and any attorney selected for these services will enter into a professional services contract, which will address compensation. Proposals are required to set forth the fees or fee structure (e.g. hourly, monthly retainer, per-case fee) to be charged for proposed services.

Selection Process:

The deadline for submitting a proposal to the City of Lakewood is **July 12, 2024 at 5:00 p.m.** All proposals shall be reviewed and screened by a Selection Committee based upon the qualifications and requirements outlined in this RFP. Finalists may be invited for interviews during the week of **July 15, 2024.**

Instructions to Reply to this Request for Proposals:

To reply to this RFP, please submit one (1) copy of the following: (1) cover letter and statement of qualifications, which must include Washington State Bar Numbers for all attorneys responding to this RFP; (2) three professional references with email addresses and phone numbers; and (3) answers to the questions below. All materials shall be submitted in one packet and shall be emailed to: bschumacher@cityoflakewood.us.

Requested Information:

Proposers must answer the questions below. Proposers may also submit additional information they would like considered.

1. For individual proposers, employment history. For firm proposers, legal status of firm or predecessor firms since 2014, and areas in which the firm has practiced over those years.

2. The proposer's understanding of the type and level of services needed;
3. The proposer's intended approach to providing the services;
4. A statement of the proposer's understanding of the role of the Prosecutor, and his/her relationship to the court, police department, victims, witnesses and community;
5. Affiliations or clients that could cause conflicts of interest regarding City matters, if any;
6. Any pending litigation or judgment rendered against the attorneys proposed to provide services that relate in any manner to the professional activities of the attorney and/or the firm, including any pending complaints with the Washington State Bar Association;
7. The proposed compensation structure for services rendered; and
8. Contact information for three professional references.

The City reserves the right to reject all proposals, to request additional information concerning any proposal and to interview any proposer.