



Public Notice

OFFICE OF THE CITY CLERK

Request for Proposal (RFP) For Prosecution Services

The City of Puyallup (City) is seeking one or more well-qualified individual attorneys and law firms to provide prosecution services for the City.

The in-house City Attorney manages the City's legal affairs. The City seeks attorneys with knowledge of the criminal justice system to act as City Prosecutor on a contractual basis to supplement in-house staff during an extended absence. The contract term will be for one year. The contractor will be responsible for carrying a full or partial caseload and for the day to day prosecution of misdemeanor and gross misdemeanor crimes and infractions in Puyallup Municipal Court.

The City's ideal candidate is:

- A knowledgeable, experienced municipal or district court prosecutor;
- Organized and able to prepare court calendars efficiently;
- Available to work flexible hours and days of the week, generally with advance notice but occasionally at the last minute;
- Familiar with JABS, OCourts, and the Criminal Rules for Courts of Limited Jurisdiction.

The Legal Department:

The in-house City Attorney manages the City's legal affairs. The Prosecution team is comprised of three in-house prosecuting attorneys, one full-time and one half-time support staff, one part time Rule 9 intern, and one Domestic Violence Victim's Advocate. Police services for the City are provided by the Puyallup Police Department, a 98 member agency. The services that are the subject of this Request for Proposal (RFP) fall into the category of prosecution in municipal court of civil and traffic infractions, criminal misdemeanors, and gross misdemeanors. Proposers may be individuals, law firms, or public law offices. The contracted services are intended to begin on September 1, 2022 and to last for one year.

Scope of Services:

The City Prosecutor is responsible for all aspects of prosecution in the Puyallup Municipal Court, including but not limited to the prosecution of trials, both jury and bench, pre-trial motions, and certain contested hearings such as forfeitures, as described below:

- Make filing decisions on criminal cases, with input from city police;
- Advise city police on investigations, search warrants, trial preparation, seizures, and related matters;
- Interview witnesses and victims of crimes and conduct discovery;
- Advise victims regarding their rights and responsibilities;
- Represent the City at arraignments, pretrial hearings, motions, bench and jury trials, sentencing, and review hearings and appeals in connection with criminal misdemeanor and gross misdemeanor cases and certain contested infraction matters;
- Makes appropriate sentencing recommendations and decisions to the court;
- Prepare and present legal memoranda, subpoenas, jury instructions, and other related materials;
- Negotiate with defense counsel in person or via phone or email;
- Keep regular file notes;
- Litigate motions and bench or jury trials.

The contractor will be expected to coordinate with in-house staff to ensure that all court calendars during the week are covered, but need not be present for every calendar. In some instances, calendars may last into the noon hour or past 5 pm. Workspace will be provided at the City Attorney's Office, but remote work may be accommodated at the discretion of the City Attorney.

The Municipal Court

The City's Municipal Court is located in at 929 E. Main, Puyallup, WA. The Court has one full-time elected Judge and its own probation department. Court is held every day (please see attached court schedule) between the hours of 8:30 am and 5 pm. The Court uses the online court document system OCourts for all pleas and court documents. Presently most calendars are held in person, with two pre-trial calendars being held by ZOOM each week. The court will be transitioning to fully in person calendars October 1, 2022.

Format of Response:

Statements of Qualifications (SOQ) shall be limited to 10 pages. SOQs shall be submitted by email. In your SOQ, please address the following:

1. Description of your law firm/private attorney practice (including professional qualifications of individuals who will provide services).

2. Understanding of the type and level of services required, and capability of providing such services, including an explanation of how these services will best meet the City's needs.
3. Identification of any times or calendars for which the attorney would be unable to appear.
4. The desired rate of compensation.
5. A list of at least three references regarding the reputation and qualifications of the law firm/private.
6. Any potential conflicts of interest which may arise for the attorney or firm as a result of representing the City of Puyallup.
7. Disclosure of any pending litigation or judgments rendered against the law firm/private attorney in any matter relating to professional activities of the firm, including any pending complaints to the Washington State Bar Association.

Criteria for Selection:

Contractor selection will be based on:

- Previous performance in prosecution;
- Previous municipal work experience;
- Readiness, availability, and flexibility

Minimum Qualifications: An individual or firm will not be considered if the following minimum requirements are not met:

- Graduation from a law school accredited by the American Bar Association
- Licensed to practice in the State of Washington
- At least one (1) year of experience prosecuting misdemeanor cases and traffic violation cases, or equivalent experience (internship experience considered)
- Familiarity with or ability to learn JABS, OCourts, and Lawbase case management system
- A valid driver's license without impending loss is also required at the time of appointment.

Evaluation criteria include:

- Qualifications of the individual or firm;
- Relevant past experience of the individual or firm;
- Resumes of key individuals;
- Familiarity with relevant state and local laws;
- Past history with client;
- SOQ completeness

General Assumptions:

All work products, including records, files (both physical and electronic), documents, plans, or material which may be produced or modified by the contractor(s) while

performing Work, shall belong to the City of Puyallup. Electronic copies of any data collected by the contractor or subcontractors shall be provided to the City of Puyallup.

Deadline

Submittals will be accepted on a rolling basis, with review to begin immediately.

Responses may be emailed to City Attorney Joe Beck at jbeck@puyallupwa.gov.

COURT SCHEDULE

(Updated 1.2022)

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 AM	PRE-TRIALS (8:45 AM)	*MILTON (8:30 AM) INFRACTION CON/MIT	JURY TRIAL (8:30 AM)	JURY TRIAL (8:30 AM)	JURY TRIAL (8:30 AM)
	JAIL CALENDAR (1:30 PM)	ARRAIGNMENTS (1:15 PM) JAIL CALENDAR (1:30 PM) COMMUNITY CT (3 PM)	JURY TRIAL JAIL CALENDAR (1:30 PM)	JURY TRIAL JAIL CALENDAR (1:30 PM)	JURY TRIAL JAIL CALENDAR (1:30 PM)
2 AM	PRE-TRIALS (8:45 AM)	*MILTON (8:30 AM) INFRACTION CON/MIT	DV PRE-TRIALS (8:45 AM) (2 ND Wednesday of month)	REVIEWS (8:45 AM)	
	JAIL CALENDAR (1:30 PM)	ARRAIGNMENTS (1:15 PM) JAIL CALENDAR (1:30 PM) COMMUNITY CT (3 PM)	JAIL CALENDAR (1:30 PM)	ATTNY CONTESTED INFRACTIONS (1:15 PM) JAIL CALENDAR (1:30 PM)	JAIL CALENDAR (1:30 PM)
3 AM	PRE-TRIALS (8:45 AM)	*MILTON (8:30 AM) INFRACTION CON/MIT	PRE-TRIALS (8:45 AM)	REVIEWS (8:45 AM)	
	JAIL CALENDAR (1:30 PM)	ARRAIGNMENTS (1:15 PM) JAIL CALENDAR (1:30 PM) COMMUNITY CT (3 PM)	JAIL CALENDAR (1:30 PM)	MOTIONS (1:00 PM) JAIL CALENDAR (1:30 PM)	JAIL CALENDAR (1:30 PM)
4 AM	PRE-TRIALS (8:45 AM)	*MILTON (8:30 AM) INFRACTION CON/MIT	READINESS (8:45 AM) (Weds. before trial week)	REVIEWS (8:45 AM)	DV PRE-TRIALS (8:45 AM) (Last Friday of month)
	JAIL CALENDAR (1:30 PM)	ARRAIGNMENTS (1:15 PM) JAIL CALENDAR (1:30 PM) COMMUNITY CT (3 PM)	JAIL CALENDAR (1:30 PM)	JAIL CALENDAR (1:30 PM)	JAIL CALENDAR (1:30 PM)

