

**CITY HALL**  
115 W. 1st. St.  
**PUB WORKS: 628-4796**  
PWD FAX: 628-2241  
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WTR FAX: 628-2289  
**MAYOR: 628-8456**

# City of Laurel

P.O. Box 10  
Laurel, Montana 59044



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DEPARTMENT

## **REQUEST FOR PROPOSAL**

### **Part-Time City Prosecutor for the City of Laurel (Estimated Half-Time Position)**

This request is intended to gather pertinent information concerning the ability of an individual attorney or law firm to meet the needs of the City.

The City is interested in establishing an ongoing contractual relationship with an attorney or law firm to ensure high quality, necessary, timely, and cost-effective legal services. The expectation is that the selected firm/individual will be experienced in legal issues associated with prosecuting cases for Cities. Additionally, the attorney or firm should have experience in a court setting to act as the prosecuting attorney on behalf of the City, and working with the City's Law Enforcement Officers, the City Court Clerk's Office, and the City Court Judge. The City is seeking an attorney or law firm that can establish successful communication and coordination on an ongoing basis.

The City Prosecutor is appointed by the City Mayor and City Council and supervised by the City Mayor.

#### ***Requirements for Submission of City Proposal:***

1. Time of Filing: No later than April 26, 2024, at 5:00 p.m., addressed to the City of Laurel, Kelly Strecker, Clerk/Treasurer, PO Box 10, Laurel, MT 59044; or hand-delivered to the Clerk/Treasurer at Laurel City Hall, 115 W. 1<sup>st</sup> Street, Laurel, MT 59044.
2. Sealed Envelope: Outer envelope containing proposal should be marked: "Proposal for City Prosecutor". If contained in a mailed envelope, the mailing envelope should be marked to indicate that it is an outer, sealed envelope.
3. Three copies of the proposal are requested.
4. The City will open and review all proposals after the above deadline of April 26, 2024 expires.

***Scope of Services:***

1. Prosecutes cases in City of Laurel City Court, which includes communicating with Defendants and their attorneys; communicating with police officers, code enforcement/animal control officials, witnesses and victims; working closely with the City Court Clerks regarding administrative matters, responding to motions of Defendants; processing and preparing cases for trial; representing the City in arraignments, jury trials and trials before the City Court; researching the law; and representing the City in appeals to District Court.
2. Performs professional legal work carrying the highest levels of volume, complexity, consequence, autonomy, and responsibility.
3. Regularly responds to discovery requests, and drafts subpoenas, motions, notices, and proposed orders.
4. Tries all necessary trials on City prosecutorial matters for the City of Laurel.
5. Is able to engage effectively and in a collaborative manner with the Laurel Police Department, the City Court Clerks, and the City Court Judge.
6. Performs such other duties as are required by the City.

***Experience Required/Preferred for Position:***

1. A law degree from an ABA-accredited U.S. law school is required.
2. Must be licensed to actively practice law in the State of Montana and be in good standing with the Montana Supreme Court.
3. Must possess a valid driver's license.
4. Must have the ability to communicate effectively and diplomatically with City personnel and officials, including the City Judge, City Court Clerks, Law Enforcement Personnel, Code Enforcement/Animal Control Personnel, Defendants and their Attorneys, and the general public.
5. Must have or be able to develop a good working knowledge of the Laurel Municipal Code, Montana City Court Rules, Laurel City Court Rules, and the Montana Rules of Evidence.
6. Skilled in legal writing and research.
7. Ability to use word processing and presentation software and to do online legal research.
8. Ability to perform with integrity; demonstrate honesty and sensitivity to ethical issues; and avoid actual or apparent impropriety and/or conflicts of interest.

9. Exercise appropriate judgment, often under pressure, consistent with the highest levels of volume, complexity, consequence, autonomy, and responsibility attending the position.

***Minimum Information Required for Proposal:***

1. Letter of Interest and Resume.
2. Background of you and/or your firm, including size, date established, and office location, or individual qualifications, if not associated with a firm.
3. Identify the lead attorney who would be primarily responsible for work on behalf of the City and other attorneys, if any, you would anticipate utilizing on this account along with resumes for each attorney (specifically work relating to municipalities).
6. Please specify your firm's availability to attend City Court dates, as well as general availability for other projects, as needed. This requires multiple times and dates of appearances in City Court, on a weekly basis.
7. Discuss any conflicts of interest your firm may have in representing the City of Laurel.
8. Please answer the following questions:
  - a. Give an example/description of the working relationship you envision with the City Mayor, City Court Staff, the Laurel Police Department and other staff.
  - b. What steps would you take to learn the City of Laurel Court system and processes?
  - c. Are you agreeable to abiding by the Rules and Procedures of the City of Laurel Court system and processes?

***Proposal Evaluation:***

It shall be agreed and understood that the proposals are considered public documents and are subject to official inspection. Any firm may request in writing that the information be kept proprietary.

***Rejection of Proposal:***

The City may reject any or all proposals if the proposals do not include the documents required for submission, as noted above, or for any other reason. City officials may, at their sole and absolute discretion, postpone or cancel this solicitation process, waive any irregularities or technicalities, and/or determine the criteria and process whereby proposals are evaluated.

***Submission of Proposal:***

All proposals must be submitted no later than April 26, 2024 at 5:00 p.m., addressed to the City of Laurel, Kelly Strecker, Clerk/Treasurer, PO Box 10, Laurel, MT 59044; or hand-delivered to the Clerk/Treasurer at Laurel City Hall, 115 W. 1<sup>st</sup> Street, Laurel, MT 59044.

A short list of attorneys or firms will be selected for interview by May 10, 2024. The City Mayor intends to recommend an attorney or firm on or by June 4, 2024, with the selected attorney or firm to commence service with the City Court by June 30, 2024.

DATED this 28<sup>th</sup> day of March 2024.

Kelly Strecker Clerk/Treasurer