# REQUEST FOR QUALIFICATIONS CITY PROSECUTOR

The City of Bonner Springs is seeking the services of a qualified individual to assume the responsibilities City Prosecutor for the work described in the scope of services provided below.

1. **Qualifications**

The successful candidate will be an attorney with experience as a prosecuting attorney dealing with municipal and criminal law and criminal prosecution, licensed to practice law in the State of Kansas, and a member of the Kansas Bar in good standing. The candidate shall have substantial knowledge of local, state, and federal laws and court decisions affecting criminal prosecution, as well as knowledge of the organizations, functions, and activities of municipal government. Candidates shall not have ethical or business conflicts of interests by representing clients who adverse the City of Bonner Springs.

The City Prosecutor may be associated with a firm, but one individual will be identified for this position and will be accountable for the scope of services described below.

# Scope of Services

# The City of Bonner Springs City Prosecutor will be expected to perform services as required by the City in a professional and timely manner. Services will vary by project and may include, but are not limited to, the following tasks:

# Attend all municipal dockets and trials.

# Access to designated attorney to be able to answer police officer questions and/or in-custody warrants or other legal questions.

# Make recommendations regarding internal processes and case dispositions.

# Provide legal updates and training for police officers and court staff as necessary or requested.

# Consult with City departments on all ordinance violations and municipal codes.

# Issue additional charges and recommend amendments to charges.

# Perform other duties and responsibilities relating to the municipal court which are typical for prosecuting attorney, including but not limited to processing municipal citation, review criminal histories, review police reports and evidence, signing information, etc.

# Interview police officers, witnesses, defendants and their counsel.

# Try appeals of Municipal Court cases in applicable County District Court.

# Provide recommendations that would determine the need for a court appointed attorney.

# Prepare subpoenas for the court.

# Draft long-form complaints for prosecution in Municipal Court.

# Draft required pleas, motions and responses to motions.

# Draft and negotiate diversion agreements.

# Judiciously conduct plea agreements.

# Draft any other court-required correspondence, per Municipal Court Clerk, City Clerk, and City Manager.

1. **Organization of the Response**

Responses should include responses to each of the following items. Please construct your response with responses in the same order as listed below to facilitate review and comparison.

1. **Cover Letter:** Signed by an authorized individual or representative of the firm committing to provide the legal services described above.
2. **Résumé(s):** Provide complete résumé(s) of the person(s) designated as the legal team, including the person(s) identified to serve as City Prosecutor and any relevant support staff.
3. **Qualifications:** Provide professional answers to questions listed in Appendix A
4. **Compensation and Billing Practices:** Provide a description of the proposed compensation schedule (hourly rates) and billing practices. Monthly invoices describing the services in detail, showing hours and identifying the attorney providing the services, are required. The City will consider alternatives to the standard hourly rate approach.
5. **Added Value of Your Team:** Describe how your legal team’s level of service and ability distinguishes it from others, and articulate how this translates to added value to the City, including enhanced governance.

# Fees

# The City is seeking a compensation plan that is based on a negotiated rate per hour.

# Submissions

# All responses shall include, at a minimum, the information requested in Section III above and in Appendix A.

# Please submit PDF electronic version of responses to Sean Pederson, City Manager, at [spederson@bonnersprings.org](mailto:spederson@bonnersprings.org) no later than 4:00 P.M., November 17th, 2020.

**Appendix A: General Questions**

1. Provide at least three (3) municipal or county references from prior or current clients, including contract name and telephone number.
2. Define the standard time frames for response by the City Prosecutor to inquiries from the City staff.
3. Describe how you would familiarize yourself with the current issues facing the City of Bonner Springs.
4. List any cities in which you have represented defendants in municipal court in the last three (3) years.
5. Have you represented a plaintiff against any city in Kansas in the last five (5) years? If so, what was the general premise of the case and what was the outcome?
6. Have you or the firm been terminated by any municipal client in the last five (5) years? If so, explain why.
7. During the past five (5) years, have you had any Kansas Bar or other ethics complaints filed against it? If so, please explain.
8. Has your firm (if applicable) been in bankruptcy, reorganization, or receivership in the last five (5) years?
9. Provide evidence of comprehensive liability and workers compensation insurance coverage.