



REQUEST FOR PROPOSAL

MUNICIPAL PROSECUTOR

TOWN OF APPLE VALLEY
REQUEST FOR PROPOSAL

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Section 1 – Introduction

A. Summary of RFP

The Town of Apple Valley (“Town”) is currently seeking proposals from qualified prosecutors licensed to practice law in Utah that are interested in providing comprehensive prosecutorial services. The purpose of this RFP is to:

1. Solicit proposals from qualified and interested individuals and/or firms to provide contract prosecutorial services for the Town of Apple Valley.
2. The Town is seeking qualified firms and/or individuals to provide all of the necessary contractual services.
3. The Town Prosecutor shall function entirely as an independent contractor and shall not be considered an official, officer, or employee of the Town.

The Town intends to establish a two-year contract, with a renewal option. The conditions of the proposal must remain valid for a minimum contract term of two years. As a matter of policy, the Town may issue an RFP for prosecutorial services at the end of the term. Either party may cancel the contract for any reason with 90 days written notice.

Written proposals will be accepted until 3:00 p.m. on April 13, 2022 at Town Hall, 1777 N. Meadowlark Dr, Apple Valley, UT 84737. Responses must address all the items listed in this request for proposal and submitted in a sealed envelope marked “Prosecutorial Services Proposal” and submitted to:

Jenna Vizcardo, Town Clerk
Town of Apple Valley
1777 N. Meadowlark Dr
Apple Valley, UT 84737

Questions or requests for clarification may be directed to Mayor Pro Tem Kevin Sair 435-877-1190 or email at ksair@applevalleyut.gov.

B. Government Background

The Town provides services as follows: Fire, Town Administration, Public Works, and Parks and Recreation. It is home to approximately 800 residents.

The administration consists of one (1) mayor and four (4) council members, and five (5) Planning Commission members.

C. Timeline for Procurement Process

The Town expects the following timeline:

- | | |
|------------------------------------|--------------------------|
| 1. 04/05/2022 | Distribution of RFP |
| 2. 04/13/2022 | Proposal Submissions Due |
| 3. 04/14/2022 | Opening of Proposals |
| 4. Within two (2) weeks of opening | Award of Contract |

Section 2 – Scope of Prosecutorial Services

A. *Scope*

1. All proposals must be in writing and signed by an authorized representative of the submitting individual, group, organization or entity. Proposals must also include the name, address, and telephone number of the contact person.
2. Proposals should demonstrate that the bidder has the technical ability and experience to execute high quality prosecutorial service to the Town. Services shall include the filing of Informations, issuance of Summonses and Subpoenas, appearance at trial, and all other actions necessary or required to adequately and effectively prosecute criminal cases for the Town.
3. Proposals must contain the following information:
 - a. A description of the education, training and experience of all individuals involved in the proposal who are anticipated may provide prosecutorial services to the Town.
 - b. A list of at least two (2) professional references regarding legal services.
 - c. A statement of willingness and ability to comply with all Town and State rules and requirements associated with providing prosecutor services to the Town.
 - d. A methodology for how the individual or firm will bill the Town for its services. The Town will entertain proposals that contain either an hourly or flat fee approach. However, the proposed rates must be inclusive of the cost of all paralegal and other clerical support services and other expenses utilized in the provision or service.

B. *Proposal Format*

All proposals shall include an **original** and **4** copies.

Proposals must be organized to comply with and include the following:

1. Letter of Transmittal. The letter of transmittal should include an introduction of the bidder's firm as well as the name, address, telephone number, and email address of the contact person and other representatives dealing with the RFP.
2. Executive Summary. An executive summary shall briefly describe the bidder's approach to the proposal, clearly outline any options or alternative, and indicate if the bidder cannot meet any major requirements. The summary must also highlight the major features of the proposal and identify any pertinent supporting information.
3. Statement of Qualifications. This section should provide information regarding the bidder's qualifications and experience, or those of his/her proposed partner's relevant to the work to be performed, including what, if any, experience with the municipal court system and mediation or negotiation experience. It should include a firm profile (if appropriate); references of similar contracts or work experience that is relevant to this RFP; and appropriate references, including addresses and phone numbers of individuals, groups or organizations with which the bidder has worked during the past.
4. Additional information. Any information deemed pertinent to the RFP, but not outlined in the RFP may be included in this section. This section may also include firm brochures or other material, and key management and staff members that would be assigned.
5. Proprietary Information. Bidders are requested to mark any specific information contained in the proposal that is not to be disclosed to the public or used for purposes other than evaluation of the proposals. Pricing and service elements of the successful proposal will not be considered proprietary.

Section 3 – Bidding Instructions

A. Timeline

The Town has made every effort to include enough information in this RFP for a firm/individual to prepare a responsive proposal. The Town encourages firms/individuals to submit the most comprehensive and competitive proposal possible. The Town reserves the right to retain all proposals submitted and to use any ideas in a proposal, regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm/individual of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted, and confirmed in the contract between the Town and the firm/individual selected.

The Town reserves the right to reject any and all proposals, cancel all or part of this RFP, waive any minor irregularities, and request additional information from proposing firms/individuals. The Town will not reimburse the respondents to this RFP for any expenses incurred in preparing proposals, or for the attendance at interviews. This RFP does not obligate the Town to accept or contract for any services.

The timing of the proposal process is as follows:

Distribution of RFP

The RFP will be noticed in the Spectrum on April 6, 2022 and the Town's website on April 5, 2022.

Proposal Submissions Due

Proposals must be delivered or emailed to the Town Clerk no later than 3:00 p.m., April 13, 2022. Proposals will be time-stamped upon receipt and held in a secure place until the established due date.

Opening of Bids

Town staff and council will open and review all proposals and summarize the findings at the regular meeting on April 14, 2022.

Award of Contract

We anticipate the award to be given at the Town regular meeting on April 14, 2022. However, the Town Council reserves the right to award within two (2) weeks of opening proposals. Written notification to all firms regarding the outcome of the award will be sent after the award is announced.

Town staff will make every effort to administer the proposal process in accordance with the terms and dates discussed in this RFP. However, the Town reserves the right to modify the proposal process and dates as deemed necessary.

B. Standard Procurement Process

- The Town reserves the right to reject any or all bids and select the best bid in the opinion of the Town.
- The Town reserves the right to eliminate any individual service contained in the proposal, if based on analysis, the fees for providing the service are excessive, or if the service proposed can be performed in an alternative manner.
- Firms/Individuals are required to separately list their exceptions to the RFP specifications, exceptions will otherwise be invalid.
- Unauthorized changes of the specifications, forms, or terms may not be made. Otherwise, the response will be considered invalid.