

CITY OF SANDY, OREGON

REQUEST FOR PROPOSALS
FOR
MUNICIPAL COURT JUDGE SERVICES



39250 PIONEER BLVD
SANDY, OREGON 97055

ISSUE DATE: TUESDAY, OCTOBER 21, 2025

PROPOSALS DUE: FRIDAY, NOVEMBER 14, 2025

TABLE OF CONTENTS

I.	BACKGROUND INFORMATION	3
II.	GENERAL INFORMATION	3
III.	SCOPE OF WORK	5
IV.	PROPOSAL AND PROPOSER REQUIREMENTS	7
V.	PROPOSAL SELECTION AND EVALUATION	8
VI.	CONTRACT REQUIREMENTS	10

I. BACKGROUND INFORMATION

a. City Information

Sandy is a community where citizens, civic organizations, businesses, and city government work together to ensure that the community retains its hometown identity, high quality of life and its natural beauty. The City incorporated in 1911, and today it serves a population of 12,993. It is close to the region's business core, urban amenities, and the Portland International Airport with Portland approximately twenty-six miles to the west.

The City is a full-service municipality that operates under a council/manager form of government. The elected City Council consists of the Mayor and six Councilors. The Council sets policies for city government, enacts ordinances and hires, directs and evaluates the city manager. In turn, the city manager is the City's chief executive officer, responsible for overall management and administration. The City Council is also responsible for the hiring and evaluation of the municipal judge.

Municipal services are provided by City employees and headed by the city manager. The City operates its own police department, a municipal court, water, sewer and stormwater utilities, street operations, planning, building, library, parks and recreation, and senior services. In addition, the City operates its own transit service and telecommunications utility. The City also has one component unit, the Sandy Urban Renewal Agency (Agency).

The Sandy Fire District, under contract with Clackamas Fire, provides fire and emergency services to the community. The City lies within Clackamas County, which is headed by a board of commissioners and based in neighboring Oregon City.

b. Confidentiality

All information submitted by Proposers will be public record and subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the proposals for which Proposers request exception from the disclosure consistent with Oregon Law. All requests must be in writing, noting specifically which portion of the proposal the Proposer requests exemption from disclosure. Proposer will not copyright, or cause to be copyrighted, any portion of any said document submitted to the City as a result of this RFP. Proposers should not mark the entire proposal document "confidential."

II. GENERAL INFORMATION

a. General Description

The City of Sandy is seeking proposals for Municipal Court Judge services. The Municipal Court Judge's role is identified in the City of Sandy Charter, Section 21. The Judge is the judicial officer of the City and shall exercise original and exclusive jurisdiction of all offenses defined and made publishable by ordinances of the City. In addition, when not governed by the ordinances of the charter, all proceedings in the municipal court shall be governed by the applicable general laws of the state governing justices of the peace and justice courts. The City employs one Municipal Court Clerk to assist the Judge in carrying out day-to-day operations of the Court, including processing citations, taking payments, entering payment arrangements, and reporting to Oregon Department of Motor Vehicles.

b. City Point of Contact

Questions, inquiries, or comments regarding this Request for Proposals (RFP) or the municipal court shall be directed to:

Tyler Deems
City Manager
tdeems@ci.sandy.or.us
503-826-1079

c. Responding to the RFP

Your proposal must be received no later than November 14, 2025, at 3:00 p.m. and should be emailed to tdeems@ci.sandy.or.us in PDF format. Emailed proposals shall not be deemed received until a confirmation email sent by the City is received in reply to the submitted proposal, confirming the emailed proposal was received and the format was readable by the City. Late proposals will not be considered.

Any amendments to this RFP will be in writing and will be issued to all persons or businesses that have indicated an interest in receiving the RFP addenda or have obtained the proposal materials. The addenda will be posted on the City's website and issued by email to the address furnished to the City by those responding to this announcement. Your proposal must acknowledge receipt of all addenda issued either when you submit your proposal or separately prior to opening. No proposal will be considered that is not responsive to any issued addenda.

d. Tentative Schedule for Selection Process

Proposal Due:	November 14, 2025 (3:00 pm)
Finalist Selections:	Week of November 17, 2025
Interviews:	Week of December 1, 2025
Council Approval:	December 15, 2025
Contract Finalized:	December 31, 2025

Note: This is a tentative schedule and is provided as a courtesy to potential proposers. The actual schedule may vary from the one provided above without notice to potential proposers. Any changes made to the closing date of the RFP will be made in the form of an addendum and mailed to all potential proposers who have received RFP documents.

e. Disputes

In case of any doubt of differences of opinion as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of the City will be final and binding upon all parties.

f. Proposer's Representation

Proposer, by the act of submitting a proposal, represents that:

- They have read and understand the proposal documents and their proposal is made in accordance therewith;
- They have familiarized themselves with the local conditions under which the work will meet their satisfaction; and
- Their proposal is based upon the requirements described in the proposal documents without exception, unless clearly stated in the response.

g. Solicitation Protest Procedures

Any and all complaints regarding this solicitation must be presented in writing no less than seven (7) calendar days prior to the proposal due date, as identified in Section II (d). The City will address all timely submitted protests within a reasonable time following the City's receipt of the protest and will issue a written decision to the protesting Proposer.

Protests must be addressed as follows:

Tyler Deems, City Manager
Re: Municipal Court Judge RFP
tdeems@ci.sandy.or.us

Protests must include:

- a. The identity of the Proposer;
- b. A clear reference to this RFP;
- c. Reason for the protest;
- d. Proposed changes to the RFP provisions and/or statement of work; and
- e. All required information as described in ORS 279B.405(4).

h. Acceptance or Rejection and Negotiation of Proposals

The City reserves the right to reject any or all proposals, to waive any irregularities in the RFP, to accept or reject any item or combination of items in a proposal in accordance with ORS 279B.100 and Local Contract Review Board Rule (LCRBR) 30.125 or 30.130, to request additional information or clarifications from respondents, and to negotiate or hold interviews with any one or more of the respondents. By requesting proposals, the City is in no way obligated to award a contract or to pay expenses of the proposing firms in connection with the preparation or submission of a proposal. Furthermore, the City reserves the right to reject any and all proposals prior to execution of a contract, with no penalty to the City of Sandy, if doing so in the public interest. Any protest or objection of award must comply with LCRBR 30.135 and/or 30.140.

i. Affirmative Action/Nondiscrimination

By submitting a proposal, the Proposer agrees to comply with the Fair Labor Standard Act, Civil Rights Act of 1964, Executive order 11246, Fair Employment Practices, Equal Employment Opportunity Act, Americans with Disabilities Act, and Oregon Revised Statutes. By submitting a proposal, the Proposer specifically certifies, under penalty of perjury, that the Proposer has not violated any of the aforementioned acts, practices, or statutes.

III. SCOPE OF WORK

a. Term of Service

The agreement resulting from this RFP will commence on or about January 1, 2026, and extend through December 31, 2028.

b. Background

Municipal Court is assigned under the Finance Department and is managed by the Court Clerk. The Finance Director, with input from the Municipal Court Judge, is responsible for the Court

Clerk's evaluation, day-to-day supervision, and department budgeting. The Municipal Court Judge is responsible for directing the Court Clerk in regard to court responsibilities.

The City operates its own police department, with the Police Chief appointed by the City Manager. The police force consists of 17 sworn officers, two community service officers, one records manager, one records specialist/evidence technician, and one records clerk.

c. Scope of Work

The scope of work for the Municipal Court Judge is provided below:

i. SERVICES TO BE PROVIDED

a. Judicial Services and Duties

The Municipal Court Judge services include, but are not limited to, all general duties of a municipal court judge acting in the capacity for a municipal court, presiding over arraignments, accepting pleas, and conducting sentencing.

The City holds municipal court for arraignments and trials twice per month on Mondays, generally from 1:00 – 3:00 pm at Sand City Hall. The Court Clerk assists the judge with paperwork and necessary orders. The Municipal Court Judge may review court programs, court fines, court charges, and court procedures. The Municipal Court Judge shall keep the Court Clerk apprised of any changes in laws and procedures.

b. City Charter – Section 21

Section 21 of the Sandy Charter sets forth the authority and duties of the municipal judge as follows:

“The council may appoint a municipal judge who shall be the judicial officer of the city. He shall hold within the city a court known as the municipal court for the city of Sandy, Clackamas County, Oregon. The court shall be open for the transaction of judicial business at times specified by the council. All area within the city shall be within the territorial jurisdiction of the court. The municipal judge shall exercise original and exclusive jurisdiction of all offenses defined and made punishable by ordinances of the city and all actions brought to recover or enforce forfeitures or penalties defined or authorized by ordinances of the city. He shall have authority to issue process for the arrest of any person accused of an offense against the ordinances of the city, to commit any such person to jail or admit him to bail pending trial, to issue subpoenas, to compel witnesses to appear and testify in court on the trial of any cause before him, to compel obedience to such subpoenas, to issue any process necessary to carry into effect the judgments of the court, and to punish witnesses and others for contempt of court. When not governed by ordinances or this charter, all proceedings in the municipal court for the violation of a city ordinance shall be governed by the applicable general laws of the state governing justices of the peace and justice courts.”

c. Court Software

The Judge shall utilize the City's court operations software, Tyler Technologies Incode Court, to review cases and enter judgments into the case. The City's Information Technology Department is responsible for system security, backups, and installing software upgrades.

The City's municipal court is not a court of record. The court is nearly 100% paperless.

ii. OTHER SERVICES

If the City develops need for additional services during the life of the agreement, those services will be provided with the same conditions as apply to existing accounts at the time. If regulatory bodies establish new regulations, the municipal judge shall demonstrate full compliance with those regulations. If the municipal judge develops other services, the City is to be furnished with any information that it may use to consider these services.

IV. PROPOSAL AND PROPOSER REQUIREMENTS

a. Proposal Submittal

Proposals, including attachments, must be addressed and delivered in PDF format as identified in Section II(c). A person who has been authorized to make such a commitment on behalf of the proposing firm must sign the proposal. Proposals must be addressed and submitted by the deadline. Phone, facsimile, mail delivery, and in-person proposals will not be accepted. There will be no formal opening of proposals.

b. Proposer Requirements

Any firm or person submitting a proposal must meet the following minimum requirements:

- i. Possess a juris doctorate degree from an accredited law school;
- ii. Be an active member of the Oregon State Bar, in good standing with no pending or unresolved disciplinary matters;
- iii. Carry valid insurance coverage under the Professional Liability Fund;
- iv. Have at least five (5) years of experience practicing law;
- v. Have experience in trial proceedings as a judge or prosecutor, with municipal court experience preferred;
- vi. Successfully pass the Criminal Justice Information Service (CJIS) requirements; and
- vii. Agree to execute the City's personal services agreement, if awarded.

c. Proposal Requirements

The following items are a minimum content requirement of a proposal submitted in response to this RFP:

- i. Cover Letter. A letter must include the following: Proposer's legal name, address, phone, federal tax ID number, website address (if applicable), and name of the individual authorized to represent the proposing firm/person regarding the proposal.
- ii. Qualifications. Describe the experience and knowledge in providing municipal court judge services. Describe capabilities and resources in relation to the requested professional services, including the qualifications of any key staff that would likely

provide these services. Describe the experience and competence with governmental and municipal agencies. Include resumes on each person involved in the services with verifiable references, as well as a description of organizational framework, special resources, and any other information to demonstrate that the firm or individual can effectively and efficiently provide the requested services.

- iii. Understanding and Approach. Describe the firm's approach for collaborating with city staff to conduct the work described. Provide any proposed recommendations for changes to the scope of work to better provide an efficient and effective process that engages the community and provides sound, defensible measures to complete the requirements of municipal court judge services, including but not limited to outstanding fine collection, facilitating city staff and Council relationships, controlling and monitoring costs associated with court operations, and keeping Council informed on changes affecting the municipal court. Describe any other action or program you may implement, and your philosophy on the administration of fines for first-time and repeat offenders.
- iv. Service Timeframe. Describe the approach to scheduling tasks in order to meet deadlines and achieve timely completion of the services.
- v. References. Provide two (2) current letters of recommendation made in specific reference to this position.
- vi. Proposed Fee. Provide the proposed fee for completion of the services described in Section III (c). Include rates for other items, such as reimbursable expenses.

V. PROPOSAL SELECTION AND EVALUATION

a. General

Each proposal will be judged on its completeness and quality of its content. The City reserves the right to reject any and all proposals or to negotiate individually with one or more firms, and to select one or more firms if determined to be in the best interest of the City. The City is not liable for any cost the Proposer incurs while preparing or presenting the proposal. All proposals will become part of the public file, without obligation to the City. Upon the completion of the evaluation and interviews, the City intends to negotiate an agreement with the Proposer whose proposal is deemed to be the most advantageous to the City.

A selection panel will be comprised of at least four members of the City. The role of the selection panel is to evaluate all responsive proposals and select from the respondents a minimum of three (3) proposers whose proposals evidence the highest level of qualifications. The top selected proposed will be invited to interview with the City Council.

Scoring of the top selected proposals will be completed covering all areas listed in Section IV (c). If additional information is deemed necessary as part of the evaluations, such information will be solicited to allow the selection panel to complete the evaluation process.

b. Evaluation Criteria

In accordance with Section IV (c), the criteria listed below will be used to determine the apparent successful Proposer. Proposals will be scored by the selection panel as follows:

	<u>Evaluation Criteria</u>	<u>Points</u>
1.	Proposal submitted on time	Pass/fail
2.	Qualifications	25
3.	Service understanding and approach	30
4.	Service timeframe	10
5.	Fee evaluation	25
6.	Interview (top proposers only)	10

The selection team shall be comprised of two City Council members, the Chief of Police, the Finance Director, and the City Manager. The selection team will review the applications and select up to three proposers that meet the minimum qualifications to interview. Interviews will then be conducted by the City Council.

c. Ranking of Proposals

The selection panel will evaluate all responsible proposals and score accordingly for the criteria in Section V (b). The scores of the panel members will then be combined to identify the top proposers. The selection panel will select from the highest scored proposals a minimum of three (3) proposals that exhibit the highest level of qualification and invite those proposers to interview.

Following interviews, the selection panel will apply final scoring per Section V (b) and make a recommendation of award.

Proposals will be ranked based on evaluation of responses with the highest-ranked proposal being that proposer which is deemed to be the most appropriate and fully able to perform the services, and the second highest-ranked proposal being the Proposer next most appropriate, all in the sole judgement of the City.

Evaluation scores will be combined with the intent to award to the highest-ranked proposed. Any proposal in response to this RFP will be considered de facto permission to the City to disclose the results, which completed, to selected reviewers at the sole discretion of the City.

d. Proposal Rejection

The City reserves the right to:

- i. Reject any and all proposals not in compliance with all public procedures and requirements;
- ii. Reject any proposal not meeting the specifications set forth herein;
- iii. Waive any or all irregularities in proposals that are submitted;
- iv. Award any or all parts of any proposal; and
- v. Request references and other data to determine responsiveness.

e. Intent to Award

Upon completion of the evaluations and interviews, the City will provide written notice of its intent to award the contract to the individual or firm who best meets the overall needs of the City.

f. Protest of Award

In accordance with the City's Public Contracting Rules and ORS 279B.410, any adversely affected or aggrieved proposed have seven (7) calendar days from the date of the written selection notice to file a written protest, as identified in Section II (g).

VI. CONTRACT REQUIREMENTS

a. Contract

Selected Proposer will be asked to sign a personal services agreement with the City. A sample contract is attached as part of these RFP documents. The City will require specific levels of insurance, a City of Sandy business license, and a federal tax identification number.

b. Contract Negotiation

The City reserves the right to negotiate final terms of the agreement as the City determines to be in its best interest. The City will begin negotiations once the selection panel has chosen the highest-ranked proposed and issued a notice of intent to award. If the City cannot come to terms with the highest-ranked proposer, the City will formally terminate negotiations and enter into negotiations with the second highest-ranked proposer. This process will continue until the City reached an agreement which the City deems appropriate for the services or determined a new solicitation is necessary.

c. Contract Award

The award of a contract is accomplished by executing a written personal services agreement that incorporates the proposal, clarifications, addenda, additions, and insurance. All such materials constitute the complete contract documents. City Council will be required to authorize the award of contract and appoint the municipal court judge at a regular session.

VII. Attachments

DRAFT