

CITY OF THE DALLES

REQUEST FOR STATEMENT OF QUALIFICATIONS

In accordance with the provisions of Section 03-0220 of the City of The Dalles Local Contract Review Board Rules, the City is requesting a statement of qualifications from attorneys for services as a Municipal Judge for the Municipal Court. The services would be provided in accordance with the terms of a professional services agreement with the City. The services to be provided are anticipated to include the following services:

1. Render judgments and enforcing them, impose sanctions on persons and property within the court's territorial jurisdiction;
2. Order arrest of anyone accused of an offense against the City;
3. Commit to jail or admit to bail anyone accused of such an offense;
4. Issue and compel obedience of subpoenas;
5. Compel witnesses to appear and testify and jurors to serve in the trial of matters before the court;
6. Penalize contempt of court;
7. Issue process necessary to effectuate judgments and order of the court;
8. Issue search warrants and inspection warrants; and
9. Perform other judicial and quasi-judicial functions prescribed by ordinance.

The initial term of this agreement for the candidate who is selected to fill the position by the City Council, shall be negotiated between the selected candidate and the City, and is anticipated to commence from the date of the agreement until June 30, 2017, with a provision for extension of the initial term of the agreement. The hours of service to be provided by the selected candidate and the rate of compensation shall be negotiated between the selected candidate and the City. The City currently has budgeted an annual salary of \$24, 420 for the position of Municipal Court Judge.

Questions concerning this Request for Statement of Qualifications should be directed to the City's Human Resources Director's office, 313 Court Street, The Dalles, Oregon, 97058, (541) 296-5481, ext. 4448. Proposers responding to this Request for Statement of Qualifications do so solely at their own expense, and the City will not be responsible for any Proposer expenses associated with the Request for Statement of Qualifications.

INFORMATION TO BE PROVIDED BY PROPOSERS

Statement of Qualifications shall include the following:

1. A statement verifying that the Proposer is a member in good standing with the Oregon State Bar, and not currently the subject of any pending disciplinary proceeding.
2. A statement of the Proposer's experience in representing clients in misdemeanor and violation proceedings, especially in municipal or judicial courts, including any prosecution or criminal defense experience.
3. A list of at least three (3) references of persons who can provide information concerning the Proposer's experience and legal skills.
4. A statement indicating the Proposer's geographic proximity to and familiarity with the physical location of the City's Municipal Court.
5. A statement outlining the Attorney's anticipated approach to judicial duties, including philosophy regarding plea negotiations and sentencing recommendations.

EVALUATION CRITERIA

Proposing attorneys shall be considered for selection based upon the following evaluation criteria:

1. The attorney's anticipated approach to judicial duties, including philosophy regarding plea negotiations and sentencing recommendations.
2. Experience in misdemeanor and violation proceedings, especially municipal court or justice court proceedings including any prosecution or criminal defense experience; the attorney's professional reputation and professional integrity and competence; and references provided.
3. Degree of interest shown in undertaking to provide the requested services, and the attorney's familiarity with and proximity to the City's Municipal Court.

Applications will be evaluated by the City Council, and an interview may be scheduled with one or more attorneys who submit a response to the Request for Statement of Qualifications. The evaluation criteria shall be weighted on an equal basis. The City Council will negotiate the terms of a proposed professional services agreement with the attorney who is selected to provide the services for the City.

The City of The Dalles is an equal opportunity employer.

SUBMISSION OF RESPONSES

Statements of Qualifications in response to the Request for Statement of Qualifications must be submitted to Daniel Hunter, Human Resources Director, City of The Dalles, 313 Court Street, The Dalles, Oregon, 97058, before 5:00 PM on March 15, 2017. Mail or deliver two (2) copies of the Statement of Qualifications to:

Daniel Hunter, Human Resources Director
City of The Dalles
313 Court Street
The Dalles, OR 97058

Statement of Qualifications cannot be submitted by facsimile.