



City of Cheboygan

City Prosecuting Attorney

Request for Qualifications

I. Overview of Request for Qualifications (RFQ)

The City of Cheboygan, Michigan is seeking a qualified attorney/firm to assume responsibilities as the City of Cheboygan's Prosecutor.

II. Qualifications

The successful candidate/firm must be a Michigan licensed attorney(s) with a minimum of five (5) years of experience prosecuting cases or defending clients in District and/or in front of a Magistrate. Other qualifications include:

1. Licensed to practice law in the State of Michigan and is a member in good standing with the Michigan Bar.
2. The candidate shall have substantial knowledge of local, state, and federal laws and court decisions affecting district courts, as well as knowledge of the functions and activities of municipal governments.
3. Candidates shall not have ethical or business conflicts of interests by representing clients who are averse to the City of Cheboygan.
4. The candidate must have knowledge of law enforcement activities and procedures.

III. Scope of Services

Cheboygan's Prosecuting Attorney will perform services as required by the City to prosecute criminal cases in a professional and timely manner. Services will include the following:

1. Prosecution of municipal charges in District Court, including criminal charges, traffic violations, animal control violations, and code enforcement violations.
2. Make filing decisions on criminal cases, with input from Cheboygan's Police Department. Advise officers on the conduct of investigations, trial preparation, seizures, and related matters.
3. Provide training to the Police Department if needed for report writing and trial preparation.
4. Interview witnesses and victims of crimes as needed. Advise victims of the rights and responsibilities.
5. Represent the City at arraignments, pretrial hearings, bench trials, and review appeals for any cases.
6. Make appropriate sentencing recommendations to the court.

7. Prepare and present legal memoranda and other related materials.
8. Provide legal research, training, and assistance to Cheboygan's Police Department in criminal matters, including statutory interpretation, enforcement issues, and case decisions.

IV. RFQ Submittal Requirements

Submittals should include the following items:

Please draft a brief narrative (no more than one page) detailing the experience and reasons that the City of Cheboygan should select you (your firm) as the City's Prosecutor.

Other requirements include the following:

Attorney(s) Providing Services

Provide the following for each attorney:

Name

Education

Areas of Legal Emphasis

Years of Practice

Bar Membership

Professional Memberships and affiliations

Firm Name

Address

Phone Numbers of Managing Office

Areas of Legal Emphasis

Number of Attorneys

Number of Attorneys Practicing Municipal or Criminal Law

Brief History of the Firm

Provide at Least Three (3) Professional References (prior or current clients).

During the past five (5) years, have you or any attorneys of your firm had any Michigan Bar or other ethics complaints filed against it? If so, please explain.

Has the firm been in bankruptcy, reorganization, or receivership in the last five (5) years?

Provide evidence of comprehensive liability and workers compensation insurance.

V. RFQ Submittal Deadline

Submit four (4) copies of qualifications to the City of Cheboygan not later than 3:00 p.m. Eastern Standard Time, on February 19, 2024. All responses should include the information requested in Sections IV. Although applicants may email their submittals to the City Manager, the applicant must also mail a hardcopy to the following address

Daniel Sabolsky, City Manager
PO Box 39
Cheboygan, MI 49721
dsabolsky@cheboygan.org

Submittals must be signed by a duly authorized individual, and each response shall state the name of the primary contact for the respondent.

VI. Terms and Conditions

1. The City of Cheboygan reserves the right to reject any or all responses or to award the contract to the next most qualified attorney/firm if the successful attorney/firm does not execute a contract within thirty (30) days after notice of award.
2. All responses shall become the property of the City of Cheboygan and the City may at its option, request oral presentation prior to selection.
3. No public bid opening will be held. A list of firms responding to this RFQ will be available after March 5, 2024, upon request.
4. The City of Cheboygan reserves the right to request clarification of the information submitted and to request additional information from any applicants.
5. Any agreement or contract resulting from the acceptance of a response shall be on forms either supplied by or approved by the City of Cheboygan and shall contain, as a minimum, applicable provisions of the Request for Qualifications.
6. The City reserves the right to reject any agreement that does not conform to the Request for Qualifications and any City requirements for agreements and contracts.
7. The selected firm(s) shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the City of Cheboygan.
8. All costs associated with the preparation of a response in response to this RFP shall be the responsibility of the firm submitting the response.
9. The selected firm/individual(s) must provide evidence that they have in force professional liability insurance of a minimum of \$1,000,000 with a maximum \$50,000 deductible.

VII. Evaluation of Responses

A Selection Committee will evaluate responses to this RFQ based on the following criteria:

1. Quality of the response and completeness of response to this RFQ.
2. Overall experience related to the Scope of Services.
3. References

*Applicants should include rate or fee information as part of the response.

VIII. Interviews

The City of Cheboygan will select one or more attorneys/firms to interview to summarize their qualifications and their approach to the services requested in this RFQ.

IX. Schedule of Events

The City of Cheboygan has developed the following schedule of events for selection:

<u>RFQ Schedule</u>	<u>Timing</u>
Distribute Request for Qualifications	January 29, 2024
Receive Responses from Respondents	February 19, 2024
Consideration by City Council	February 28, 2024

Applicants should submit any questions or concerns regarding this RFQ to:

City of Cheboygan:	Scott Rifenberg, Police Chief
Phone Number:	(231) 627-4321
E-mail Address:	s.rifenberg@cheboygan.org

The City of Cheboygan will disqualify any applicant for communicating with city staff or elected officials not listed as contacts in this RFQ.