



## REQUEST FOR WRITTEN QUOTATION – Municipal Prosecutor

-This is a pricing inquiry only, not an order-

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Date of Issuance: 2/8/2019 Contact Person: Will Norris, Finance Dir. / Asst. City Manager

Contact Phone & Email: (541) 387-5214 [w.norris@cityofhoodriver.com](mailto:w.norris@cityofhoodriver.com)

### Description of Services Needed:

The City of Hood River is requesting proposals from qualified and interested individuals and/or firms to provide contracted prosecutorial services to the City of Hood River. The selected individual or firm will:

- Review and prosecute cases on behalf of the City. Appear in court for criminal, traffic and code enforcement proceedings. Negotiate case dispositions as appropriate.
- Respond to discovery requests and pretrial motions.
- Prepare trial exhibits and conduct any necessary legal research. Approximately 2-3 traffic infractions trials a month. City will be flexible with scheduling trials around the Prosecutor's availability
- Conduct trials de novo in cases where defendants take an appeal from municipal court to the state courts.
- Interact, as needed, with the Municipal Court Judge, Police Chief, City Manager, and City Attorney on legal issues and activities concerning the Hood River Municipal Court.
- Communication with the court clerk is primarily through email and phone. Need to be accessible via these means.
- Review court files for delinquent payments and prepare charging documents and warrants.
- Identify and prepare a qualified attorney to provide temporary prosecutorial services when unable to attend court.
- Work with the Asst. City Manager and Police Chief in implementing code enforcement procedures related to short-term rentals.
- Attendance is not needed at every court date.

### Professional Requirements

- Juris Doctorate (J.D.) degree from a law school accredited by the American Bar Association
- Active member of the Oregon State Bar, in good standing with no pending or unresolved disciplinary matters
- The prosecutor and any associated law firm must be and remain free of conflicts with regard to City prosecution work on behalf of the city.

### Requested Materials

1. Statement of Interest, Experience and Qualifications (not to exceed 2 pages)
2. Pricing proposal. Include any routine ancillary costs such as travel, training, and materials, if any.

Please return requested materials by: Open until filled. Finalists may be contacted for interviews.

Materials can be delivered in-person or by mail to 211 2<sup>nd</sup> Street, Hood River OR 97031 or emailed to [w.norris@cityofhoodriver.com](mailto:w.norris@cityofhoodriver.com)