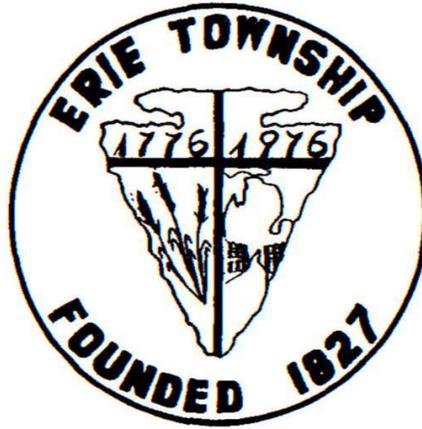


Erie Township



Request for Proposal (RFP)

For

Legal Services

Prosecution of Erie Township, Michigan Ordinance Violations

Contact: Kim Cousino or Chief Ansel

kcousino@erietownship.com

dansel@erietownship.com

Date Issued: *May 11, 2018*

Due Date & Time: *June 8, 2018 4:00 p.m.*

REQUEST FOR PROPOSAL AND STATEMENTS OF
QUALIFICATIONS TO PROVIDE LEGAL SERVICES

The Township of Erie is requesting proposals from attorneys or law firms to be designated as Township Attorney for Prosecutions and related matters in the District Court. The person or firm selected is expected to handle criminal complaints in the district court; handle the trial of citations issued by the Building Department or Erie Township Police Department as well as citizen complaints for violations of the Erie Township ordinances or the commission of misdemeanors. The obligations will also include preparing witnesses for trial, interviewing police officers and other witnesses, advising the Erie Township Police Department of significant cases that might be significant to issuance of ticketed, citations or have some bearing on the ordinances under which such citations are issued. Further there may be other duties assigned from time to time including but not limited to, by the Chief of Police, Director of Building, Assessing Department, Treasurers Department, and Fire Department.

You are expected to submit a proposal for consideration. The information submitted in your proposal including experience, qualifications, and fee schedule will be reviewed for the purpose of selecting a firm to provide legal representation. Favorable fees will be a factor in the selection process. However, the firm's experience, qualifications, resources, and level of proposed services will be key factors in determining the firm to represent Erie Township. Please refer to the instruction sheet for more detailed information on the scope of proposal.

It is anticipated that the Township will select one firm that will serve for a minimum five-year period. A committee comprised of the Chief of Police and two members of the Township Board will act as the qualifications-based selection committee. The selection committee will evaluate the qualifications of the legal firms that submit proposals and develop a short list of firms to be interviewed. After the interview process, Erie Township Board will designate its choice of firms to represent Erie Township Police Department. Erie Township will ultimately negotiate an arrangement for services with the selected firm.

Erie Township reserves the right to reject proposals or parts thereof. Erie Township also reserves the right to waive any irregularities, inconsistencies, and bidding provisions or take whatever other action that is in Erie Township's best interest as determined by the Erie Township Board.

Erie Township is seeking a prosecuting attorney or legal firm with strong knowledge and experience in several specific areas. The successful firm will provide legal support and render opinions on a variety of issues including:

1. Render legal advice, when requested, to the Township's police department and police officers on a 24 hour/7 days per week basis (insofar as possible) regarding all police matters relating to criminal law and criminal procedure. The Prosecutor shall provide after hours contact information for the on-call assistant prosecutor to provide legal advice in addition to all regular hour services.
2. Act as a liaison with the Erie Township Police Department Training officer regarding criminal justice and legal issues for the continuing education and training of police officers.
3. Review requests for prosecution and authorize complaints and warrants when appropriate. Provide access to Prosecutors electronic case management system (which is already integrated with the Erie Township Police Department's record management system) to submit requests for criminal prosecution including police reports, laboratory reports and other evidence documents.
4. Send Erie Township Police Department electronic notification of charging decisions including authorized charges, diversion referrals, denials and requests for follow-up investigation via electronic case management system.
5. Review requests for criminal search warrants and approve when appropriate.
6. Send discovery to defendant or defense counsel via electronic case management system.
7. Appear in Monroe County courts for all pre-trial conferences, motion hearings, evidentiary hearings, formal hearings, bench trials, and jury trials as needed.
8. Research case law and prepare answers for all motions/briefs when appropriate.
9. Prepare for and respond to any appeal in cases within the scope of this Intergovernmental Agreement as needed.

INSTRUCTIONS

Please read these instructions carefully. Your proposal may be disqualified if it is not submitted as required herein.

Please include a transmittal letter confirming that the information contained in your proposal is true, accurate, and complete. A partner and/or shareholder must sign the letter and shall include the name, address, and phone number of the contact person or persons for purposes of your response.

The Township intends to select two or three firms to be interviewed. The firms selected for an interview should send a representative attorney who will be the primary contact person for the Township, along with any other significant members of its legal team. Interviews are tentatively scheduled to occur in June or July. Erie Township hopes to select a firm and negotiate a service agreement prior to August, 2018.

Your proposal and statement of qualification with six (6) copies should be submitted on or before June 8, 2018 at 4:00 p.m. in sealed envelopes. At that time the sealed bids will be opened publicly at the Erie Township Hall, 2065 Erie Rd. Erie, MI. 48133. The proposal should be delivered to the attention of Kim Cousino, Erie Township Clerk.

Each proposal shall be considered binding and in effect for a period of ninety (90) days following the bid opening.

Thank you in advance for your consideration of this request. Please do not hesitate to call us should you have any questions.

Erie Township
2065 Erie Rd.
P.O. Box 187
Erie, MI. 48133
Phone: (734) 848-5915
Fax: (734) 848-2548

OVERVIEW

Erie Township is a General Law Township and is a rural community located in the Southeast corner of Monroe County, Michigan. The 2010 census places Erie Township's population at 4,500.

Erie Township is governed by five elected board members; Supervisor, Clerk, Treasurer, and two Trustees. Erie Township employs two full-time employees, a full-time Police Chief, four full-time Police Officers, and one part-time Lieutenant.

The Police Chief along with two board members will review the submissions and make the determination on who may be personally called in for an interview before these persons. The present prosecutor will have the opportunity to submit an RFP. The fact that he has served as prosecutor for the city for several years gives him no advantage in this selection process. His submission will be treated the same as any other submissions. The township is looking for imagination, depth of experience, extent of litigation experience, and commitment to the task assigned.

SCOPE OF SERVICES

Generally, the substance of the proposal may cover any areas which you deem to be relevant to Erie Township. The proposal should not exceed ten (10) pages and should minimally include the following information.

- List the hourly fees of partners, associates, paralegal, interns, and all billable personnel.
- List the minimum charges, if any, for telephone calls, file review, copying, facsimile, transmission, messenger services, etc.
- Describe the firms billing procedure, i.e. monthly, bi-monthly, or otherwise. Please include a sample-billing format. Priority consideration will be given to detailed billing forms.
- List those items for which the firm will expect reimbursement from Erie Township.
- State the firm's policy regarding travel costs for which it will expect reimbursement from Erie Township.
- Summary of related legal experience (as it relates to those specific areas listed above).

- State the size of the firm. If the firm is geographically headquartered in another city or location other than the local area.
- Name and brief biographical sketches of attorneys who will be generally responsible for providing related legal services to Erie Township.
- List the size and distribution of support staff including paralegal, law clerks, and clerical staff.
- Describe the firm's composition in terms of:
 - Average number of years in the practice of law
 - Partner/Shareholder
 - Associate/Non-shareholder
- Describe the firm's expectation of billable hours per attorney or percentage of attorney's compensation dependent upon billable hours.
- List the number of attorneys who resigned, were dismissed, or otherwise left the firm during the past (4) years.
- Describe the firm's research capabilities.
- Describe the firm's policy on staffing for deposition, trial work, and rate increases.
- Describe any actual or potential conflicts of interest, which exist within Erie Township.
- List and describe any pending litigation in which you represent a client against Monroe County, or any townships, villages, or cities in the county or any of its officers, representatives, or agencies.
- List and describe any past litigation in which you represented a client against Monroe County, or any townships, villages, or cities in the county or any of its officers, representatives, or agencies.
- Describe how your firm would avoid conflicts of interest between your role as Erie Township attorney and your other clients.