TOWN OF HUACHUCA CITY

Request For Proposals
Municipal Prosecution Services

Submission Deadline
3:00 P.M. Local Time
September 29, 2025

Proposal Must be Submitted To
Town Clerk
Huachuca City
blthorpe@huachucacityaz.gov

PUBLIC NOTICE

Notice is hereby given that the Town of Huachuca City, Arizona will receive sealed proposals for Municipal Prosecution Services until 3:00 P.M., local time, September 29, 2025, when they will be opened by the Town Manager and Town Clerk.

All proposals must be directed to the following email address: blthorpe@huachucacityaz.gov. All proposals shall have "PROPOSAL FOR PROSECUTION SERVICES" written in the subject line. The full solicitation packet may be obtained from the Town Clerk at the same email address.

The Town is not responsible for the pre-opening of, post opening of or the failure to open a proposal not properly addressed, submitted or identified. The Town reserves the right to reject any and all proposals or waive any informalities in the best interests of the Town. However, late proposals will not be considered.

List with League of Cities and Towns
Arizona City Attorney's Association
Sierra Vista major newspaper
Email to local attorneys

HUACHUCA CITY

REQUEST FOR PROPOSALS (RFP)
MUNICIPAL PROSECUTION SERVICES

1. INTRODUCTION

The Town of Huachuca City is seeking a qualified, experienced law firm or individual, to provide municipal prosecution services for an initial period beginning on or about October 15, 2025, through October 15, 2027. Only those proposals submitted by firms or individuals that are members in good standing with the Arizona State Bar Association will be considered.

The Town operates under the Manager/Council form of government. The Town Prosecutor is directly appointed by the Mayor and Council and is responsible to the Town Manager. Proposals will be received by the Town Clerk until 3:00 P.M., local time, September 29, 2025. Proposals must be emailed to the Town Clerk, blthorpe@huachucacityaz.gov. Proposals which are submitted after the deadline will not be accepted. All proposals shall have "PROPOSAL FOR PROSECUTION SERVICES" written in the subject line.

Questions concerning this RFP must be submitted in writing to the Town Clerk at the above email address. Written response(s) will be provided to all firms or individuals who have been provided copies of this RFP.

2. SCOPE OF WORK

The firm or individual selected shall provide the following services to the Town for an initial period beginning on or about October 15, 2025, through October 15, 2027, with options to extend for successive periods by mutual agreement.

A. The successful respondent shall serve as and perform all functions of the Town Prosecutor for the Town of Huachuca City. Court sessions are generally held in a multi-purpose room. The courtroom also serves as the Town Council Chambers. The Huachuca City Municipal Court is not a full-time court. Dates and times may change over the course of the contract.
B. The Town Prosecutor is responsible for all aspects of criminal prosecution for the Town. Duties include but are not limited to: makes filing decisions on criminal cases, with input from the police; advises the police department on the conduct of investigations, search warrants, trial preparation, and related matters; interviews witnesses

and victims of crimes and conducts all case discovery; communicates with victims and victims' advocates and complies with victims' rights requirements; represents the Town at arraignments, pretrial hearings, motions, bench and jury trials; sentencings, review hearings and appeals in connection with criminal misdemeanor cases; represents the Town at contested traffic infraction hearings when the defendant is represented by an attorney; appears at civil traffic infraction hearings if requested by the officer; prepares, presents, and responds to motions, memoranda and briefs; handles any appeals; files and prosecutes Town Code violations at the direction of the Town Manager and Town Attorney; provides activity reports, when requested by the Town Manager; provides input to the Town on proposed policies and Town Code revisions when requested by the Town Manager.

3. SUBMITTAL REQUIREMENTS

Respondent's proposal shall contain the following information. For convenience and clarity of evaluation, please organize your response in accordance with the following outline:

A. Cover Letter

B. Qualifications and background experience in Arizona criminal law.

C. Qualifications and background experience prosecuting and defending municipal criminal matters.

D. The principal attorney(s) who will be assigned to the Town's municipal court must be clearly identified.

E. Applicable team member profiles/resumes.

F. References – contact names & numbers for at least three (3) persons familiar with the proposer's work.

G. Respond to the following in sufficient detail to allow appropriate evaluation, with respect to potential conflicts. The Town will determine if the nature of the conflict is of a critical or minor nature and whether the conflict should disqualify the proposal from further review.

    1) Has your firm/individual ever served as a defense attorney in the municipal court of Huachuca City? Do you have any current cases?

    2) Has your firm/individual ever represented a client in a legal action against the Town?

3) Is there any other conflict, or potential conflict, involving your firm/individual of which the Town should be aware?

H. Proposed bid breakdown [billing rate or monthly fee, etc.]

I. Listing of additional expenses or services with associated costs, for which the Town could reasonably expect to be billed.

J. Supplementary data that will enable the Town to more adequately evaluate the firm or individual qualifications.

K. Sample engagement agreement.

It is understood that any firm or individual responding to this RFP shall have sufficient time or staff to be able to serve the Town.

It is further understood that the successful proposer shall not assign, transfer, convey, sublet, or otherwise dispose of the contract to any other person(s), company or other entity without prior written consent of the Town.

Invoices will be submitted monthly and must be detailed in nature including time spent, description of the work performed and the amount requested.

Either party, upon a sixty (60) day written notice, may terminate the services of the successful firm/individual. In the event of such action, the firm/individual will comply immediately and provide the necessary best effort to transfer records and historical data to the Town and/or succeeding counsel.

4. PROPOSAL EVALUATION CRITERIA

The Town will evaluate each proposal based upon experience, availability, lack of potential for conflicts of interest and cost/value. Only those proposals submitted by law firms or individual attorneys that are members in good standing of the Arizona State Bar Association shall be considered.

5. SELECTION PROCESS

A. Proposals which are submitted after the deadline will not be considered.

B. The top proposals will be selected and, at the Town's option, will be scheduled for an oral interview/presentation.

C. The selected firm/individual will be recommended to the Mayor & Council for approval of the proposal.

D. Once approved, a professional services contract will be negotiated with the selected firm/individual.

E. The final negotiated contract will then be submitted to the Council for review and approval.

F. The Town reserves the right to reject any and/or all proposals and to re-advertise for any reason the Town determines.

G. The proposal must be signed by an individual authorized to bind the respondent and shall be a firm offer for a minimum of 60 days following submittal deadline. The submission of a proposal indicates that the proposer understands all the requirements set forth in this request for proposals.

The Town is an equal opportunity employer and requires all contractors to comply with policies and laws concerning equal opportunity. The Proposer, in performance of any services, agrees to not discriminate because of race, color, religion, creed, national origin, ancestry, sex, pregnancy, marital status, sexual orientation, gender identity, gender, age, disability, honorably discharged veteran or military status, or other protected status.