



**CITY OF HERMOSA BEACH  
CITY PROSECUTOR  
REQUEST FOR PROPOSAL**

**NOTICE IS HEREBY GIVEN** The City of Hermosa Beach (City) is soliciting proposals from qualified individual attorneys and law firms (Bidder) with criminal prosecutor background and experience in city services to provide City Prosecutor services for the City of Hermosa Beach as detailed in the Contractual Services section of this RFP. In the event the City contracts for said services, the term of such agreement will be for one (1) year with the option to renew annually. Please note that the extension of the Agreement beyond the initial one-year agreement will also be contingent upon approval by the City.

Proposals must be received by May 29, 2014 no later than 2:00 PM (PST). Proposals must be delivered to:

Office of the City Clerk  
City of Hermosa Beach  
1315 Valley Drive  
Hermosa Beach, CA 90254

All proposals must be received in a sealed envelope and clearly marked "City Prosecutor Services."

The City reserves the right to reject any or all proposals. Late proposals will **not** be accepted. The City's decision, as with all professional service contracts, will be made based upon a variety of performance and cost factors.

**CONTRACTUAL SERVICES**

The City of Hermosa Beach is seeking qualified individual attorneys and law firms to provide City Prosecutor services and enter into a Professional Services Agreement with the City of Hermosa Beach. The successful Bidder will be expected to provide legal services including, but not limited to:

1. Represent the City of Hermosa Beach in all cases charged through the Los Angeles County Courts (except for cases where conflict of interest arises).
2. Represent the City of Hermosa Beach in cases appealed from the State of California Superior Court to the State of California Court of Appeals (except cases where conflict of interest arises).
3. Represent the City of Hermosa Beach in cases appealed from the State of California Court of Appeals to the State of California Supreme Court (except cases where conflict of interest arises).
4. Be present or provide a representative for all court cases and court documents when cases are submitted to the City Prosecutor by City staff.
5. Be well versed in the City of Hermosa Beach Municipal Codes and State of California Laws that fall within the responsibility of the City Prosecutor to enforce or prosecute the cases of the City.

6. Develop and present in-service training programs and legal updates to personnel involved in the enforcement of the various codes and laws as needed.
7. City Prosecutor must be in court Monday through Thursday for arraignments and case handling, and Fridays for motions per the court's direction and schedule.

### **BID REQUIREMENTS**

1. The Bidder must provide three (3) references knowledgeable as to the Bidder's quality of services as a City Prosecutor.
2. The range and cost of services the Bidder is able to provide as a City Prosecutor.
3. The Bidder's accessibility when needed for a prompt response for legal opinions or legal actions during day-to-day operations.
4. The Bidder must show they have no conflict of interest with regard to any work performed or identify any potential conflicts as a City Prosecutor for the City of Hermosa Beach.
5. The Bidder must show they have the requirements to be able to obtain and maintain a City of Hermosa Beach Business License if selected.
6. The Bidder must provide proof of valid malpractice insurance and a valid license to practice as an individual attorney, or for a law firm, in the State of California.
7. Bids must include Bidder's depth and breadth of experience and expertise in City Prosecutor services.
8. Bidders must show they have an understanding of contractual services.

### **PROPOSAL FORMAT GUIDELINES**

Interested Bidders are to provide the City of Hermosa Beach with a thorough proposal using the following guidelines:

Proposals should be typed, with no more than twenty (20) pages, and adhere to the following order and content of sections.

1. Cover Letter – A cover letter, not to exceed three pages in length, should summarize key elements of the proposal. An individual authorized to bind the contract must sign the letter. The letter must stipulate that the proposal price will be valid for a period of at least 180 days.
2. Implementation – Provide a detailed description of the implementation plan to be used to accomplish the stated Contractual Services of the RFP. Responses to the implementation of the Contractual Services must be presented in chronological order for ease of reference during the proposal evaluation process.

3. Staff Requirements – Detailed description of specific tasks Bidder will require from City staff. Explain what the respective roles of City staff and Bidder’s staff would be to complete the tasks specified in the Contractual Services.
4. Staffing – Provide a list of individual(s), including subcontractors, who will be working on court cases and indicate the functions that each will perform. The list should clearly identify if the individual(s) is a member of the Bidder’s staff. Upon award, and during the contract period, if the selected Bidder chooses to assign different personnel to a court case, not included in the original list of individuals, the Bidder must submit their name(s) and qualifications, including information listed above, to the City for approval before they begin the court case. The City may reject any individual from working on the city prosecutor court case at any time, for any reason.
5. Fee Proposal – The fee information is relevant to determine whether the fees are fair and reasonable in light of the services to be provided. This section must include the proposed costs to provide the services desired. Proposals must provide a cost breakdown of the monthly and annual operating costs projected over the next year. Include any other costs and price information that would be contained in a potential agreement with the City. Amounts paid to the successful Bidder will be based on a full twelve (12) months of operation. Payments made on operations of less than one (1) month will be pro-rated accordingly.

### **PROPOSAL SUBMITTAL**

1. Content of Proposal – The proposal must be submitted using the format as indicated in the Proposal Format Guidelines.
2. Preparation of Proposal – Each proposal must be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.
3. Number of Proposals – Submit one (1) original and three (3) copies of your proposal in sufficient detail to allow for thorough evaluation and comparative analysis. The original must be marked “ORIGINAL” and each copy must be marked “COPY”.
4. Submission of Proposal is due Thursday, May 29, 2014 by 2:00 p.m. Complete written proposals must be submitted in sealed envelopes marked “City Prosecutor Services” and delivered to the office of the City Clerk, 1315 Valley Drive, Hermosa Beach, CA 90254.
5. Late proposals will **not** be accepted.

### **INQUIRIES**

Questions regarding this RFP must be directed in writing, via email, to:

Monica Bagnara, Personnel Assistant  
mbagnara@hermosabch.org