

REQUEST FOR QUALIFICATION MUNICIPAL JUDGE SERVICES



RESPONSES DUE:

June 11, 2019

5:00 PM

City of Johnson City
303 E. Pecan Drive
Johnson City, Texas 78636
830-868-7111
www.johnsoncitytx.org

1.0 Notice to Proposers

The City of Johnson City (the “City”) is soliciting sealed Requests for Qualifications (RFQ) from Judges for Municipal Judge Services. Qualified applicants are invited to submit qualifications and proposals for the provision of these services. In order to be considered, proposals must address each of the requests for information included in the document.

All addenda, notices, additional information, etc. will be posted to the City of Johnson City website at <http://www.johnsoncitytx.org>.

One (3) original plus one (1) digital copy of proposal must be sealed and returned to the City of Johnson City, Attention: City Secretary, P.O. Box 369, Johnson City, Texas 78636 by Tuesday, June 11, 2019 by 5:00 p.m. Central Standard (Daylight Savings) Time.

All proposals must be plainly marked with “Municipal Judge Services RFQ”.

Proposer is responsible for delivery of responses by the date and time set for the closing of the proposal acceptance. Responses received after the date and time set for the closing will not be considered.

The City of Johnson City reserves the right to reject any and all proposals and waive informalities in proposals received.

All inquiries concerning this RFQ must be made in writing and addressed to the address or e-mail address listed below, with e-mail being the preferred method.

City of Johnson City
Anthony Holland
City Secretary
P.O. Box 369
Johnson City, Texas 78636
Phone: 830-868-7111
aholland@johnsoncitytx.org

2.0 Scope of Service

A. General

The judge presides over Municipal Court for all class C Misdemeanors violations of City ordinances, pre-trial conferences, jury trials and other cases appropriately tried in a

Municipal Court of Record. The City's Municipal Court Judge is appointed by the City Council for a term of two (2) years and works as an independent contractor. Currently the Municipal Court is held every second Tuesday of each month, court sessions average about 4 hours each session. Court is held in session until all court business has been completed. The judge is compensated per court session and any bench trials. There is a flat rate for each jury trial conducted, with the understanding that the Judge must also be willing to be contacted nights, weekends, and holidays for approval of Criminal Arrest Warrants, Search Warrants.

3.0 Statement of Qualification

1. Must be a resident of the State of Texas and must possess a Juris Doctorate Degree and have graduated from a law school accredited by the American Bar Association;
2. Must be a member in good-standing with the State Bar of Texas;
3. Be at least 21 years of age;
4. Have had at least two (2) years' experience as a practicing Attorney in the State of Texas;
5. Must be bondable.

4.0 Contract

Upon selection, it is anticipated that the City and the Judge selected will enter into a contract subject to the information contained in the RFQ and the respondent's proposal.

5.0 Description of the Government

A. Background Information

The City of Johnson City was incorporated June of 1945 as General Law Type A city. The City Council consists of five members and Mayor, each elected at large for a term of two years. The City of Johnson City provides the following services: public safety (police), streets, public improvements, planning and zoning, and general administrative services. The City of Johnson City serves an area of over 1.7 miles with a population of 1,656. The City is located 64 miles north of San Antonio and 47 miles west of Austin. Johnson City is the county seat of Blanco County. City Hall is located at 303 E. Pecan Dr., Johnson City, Texas 78636.

6.0 Proposal Requirements

A. Requested information

1. Cover Letter and statement of qualifications
2. Resume
3. State of Texas Bar Number
4. Release allowing the City to access all Texas State Bar Association disciplinary investigations and /or actions.
5. Three professional references with addresses and phone numbers.
6. If applicable, a list of Municipal Court(s) where employed and a contact name and number of persons associated with the Court's operations.
7. Completed fee schedule.



Fee Schedule

Price per Court Session

Price per Jury Trial

Price per Magistrate Criminal Defendant
