



# TOWN OF ESTES PARK

## REQUEST FOR PROPOSALS Town of Estes Park Municipal Court Judge Services

### A. INTRODUCTION

The Town of Estes Park is inviting proposals from qualified individuals to provide Municipal Court Judge services to the Town. The Town of Estes Park is a Statutory Town, and the Municipal Court is a Court of Record, and meets on the first and third Wednesday of the month.

The Town of Estes Park provides its own police services. The crimes range from general traffic violations to various Municipal Code Offenses. The Town of Estes Park utilizes *Restorative Justice* and has an active mediation program. The Municipal Judge is appointed by the Town Board of Trustees.

**NOTICE IS HEREBY GIVEN**, proposals should be prepared and submitted in a form that addresses the needs outlined herein. Late proposals will not be accepted. Proposals will be accepted until 5:00pm, February 12, 2018. Proposals shall be sent to:

Jackie Williamson, Administrative Service Director/Town Clerk  
Town of Estes Park  
170 MacGregor Avenue, Room 130  
P.O. Box 1200  
Estes Park, Colorado 80517  
jwilliamson@estes.org

### B. OBJECTIVE

The objective is to choose a reliable and experienced individual with demonstrated knowledge in providing municipal court judge services in a comprehensive, timely, and efficient manner. Interested individuals should have significant experience in matters addressed by municipal courts. The Municipal Court Judge will work with the Municipal Court Clerk and the Police department to preside over the Municipal Court.

### C. QUALIFICATIONS OF APPLICANTS

- Attorney at law admitted (active) to practice in Colorado.
- Ability, capacity, and skill as a prospective judge.
- Ability to meet the time requirements of the Town.
- Reliability, character, integrity, reputation, judgment, experience, and efficiency.
- Ability to determine compliance with applicable laws and ordinances.
- Availability and adaptability of services to meet the needs of the Town.
- Consideration will be given to experience on the bench.

### D. SCOPE OF SERVICES

- The Municipal Court Judge presides over Municipal Court matters in which the Municipal Court has jurisdiction.

**E. POWERS AND DUTIES**

- The Judge shall have all judicial powers and duties as provided in the Town's Municipal Code and Ordinances and in the Colorado Revised Statutes applicable to municipal judges.
- The Judge is authorized to exercise contempt powers, and enforce subpoenas issued by any board, commission, hearing officer, or other body or officer of the Town authorized by law or ordinance to issue subpoenas, and all other powers inherent with the office.
- The Municipal Court convenes for at least two (2) regular session of the Municipal Court each month and more often as needed. Most months include two Municipal Court sessions. The session of the Court will be held in the evening, dependent upon the availability of Town Board Room and, at the discretion of the Municipal Court Judge.
- The Municipal Court Clerk is an employee of the Town and appointed by the Municipal Court Judge.

**F. TERM OF OFFICE**

The term of office of the Municipal Court Judge would begin April 24, 2018 and expire on April 28, 2020, unless otherwise terminated by the Town Board of Trustees pursuant to 13-10-105 CRS. The Municipal Court Judge may be reappointed for additional 2-year terms. There are no term limits on the position of Municipal Court Judge.

**G. PARTICIPATION BY AND EXPECTATIONS OF THE TOWN**

The Town expects that the Municipal Court Judge will keep abreast of current legislation and obtain ongoing education and training, and remain current on all matters relating to municipal courts and municipal judges. Costs associated with these efforts may be shared with the Town with prior approval and as budgeted.

**H. COMPENSATION**

The Town will pay the Municipal Court Judge for judicial services rendered as set by the Town Board of Trustees, the amount of which shall not be dependent upon the outcome, number of matters to be decided by the Municipal Court Judge, or the number of court sessions. Contract services is currently recommended at \$20,400 per year.

**I. INFORMATION TO BE INCLUDED/SUBMITTED**

The following information must be included in your written proposal. It is important as it may be your only opportunity to present your qualifications.

1. A resume of applicant's background and experience emphasizing their municipal law experience and the level of responsibility in this area.
2. Specific information on the certification, licensure/registration and continuing education training for the preceding calendar year, including such information as may be necessary to establish that the applicant is an active attorney at law admitted to practice in Colorado.
3. Please disclose any potential conflicts of interest that you may have in relation to the Town of Estes Park.
4. Provide details regarding your existing workload and how you will fit this contract

into your existing work priorities.

5. Outline your experience with Restorative Justice and if you support the use of Restorative Justice in your court.
6. Provide a list of references with whom you have worked in the past five (5) years. If you have provided municipal court judge services to municipal or government clients in the recent past, please submit municipal or government client references as well.
7. Each respondent's proposal and bid should address the ability to perform this scope of work, along with the specific expertise, education, and experience.
8. The proposal should address the topics covered in Sections D and H and the ability to perform services within this operating framework.

## **J. SELECTION**

The Town reserves the right to reject any or all proposals, to waive irregularities or informalities in proposals, and to re-advertise for proposals if desired. After considering proposals and information provided during the application process, the Town will select the individual who is the most advantageous to the Town from the standpoint of service, previous experience, and ability to deliver or for any other reason deemed by the Town to be in the best interest of the Town.

The Municipal Court Judge Services Proposal must be received by the Administrative Service Director/Town Clerk, Jackie Williamson, by 5:00 pm, February 12, 2018, email preferred to [jwilliamson@estes.org](mailto:jwilliamson@estes.org), or PO Box 1200, Estes Park, CO 80517. Any proposal received after that date and time will not be accepted. In consideration of the environment, we request that your proposal should be black and white, two-sided copies without binders if submitting a hard copy.

The Town will perform an initial screening of candidates. Finalist(s) may be asked to participate in a public interview with a sub-committee of the Town Board of Trustees the week of February 26, 2018.

The Town reserves the right to undertake its own investigation to evaluate any candidate. The Town shall have the sole discretion to accept or reject any proposal. All proposals become the property of the Town upon receipt and will not be returned. Whether the proposal is accepted or rejected will not affect this decision.

The Town operates under applicable public disclosure laws. Proprietary information must be identified and will be protected to the extent that is legally possible. Your costs in developing the proposal, attendance at any meetings relating to the proposal, and other costs relating to the proposal are your responsibility and will not be reimbursed by the Town.

The Town of Estes Park thanks you for your interest in providing a proposal for Municipal Court Judge services. Please submit any questions regarding this RFP in writing and directed to Jackie Williamson, Administrative Services Director/Town Clerk, as soon as possible after receipt of the RFP.