

**CITY OF BAINBRIDGE ISLAND
REQUEST FOR PROPOSALS FOR PUBLIC DEFENDER**

The City of Bainbridge Island, Washington (the “City”) is requesting proposals from attorneys interested in providing public defender services for its municipal court, as described below.

SCOPE OF SERVICES

The attorney or firm awarded the contract shall be the primary Public Defender for the City’s Municipal Court, and shall be duly appointed to represent all defendants for whom legal counsel is appointed by the City’s Municipal Court.

Representation and related services to be performed by the City’s Public Defender include, but are not limited to:

1. Consultation with persons in the custody of the City Police Department. The Public Defender must ensure that an attorney is available at all times (24 hours a day, including evenings, holidays, and weekends) to provide this legal representation.
2. Representation in appointed cases at all scheduled court appearances, including arraignments, in-custody bail hearings, pre-trial hearings, trials, sentencing, and post-disposition proceedings. This representation also includes:
 - consulting with defendants prior to pretrial hearings at the Public Defender’s office or at the Kitsap County Jail
 - preparing for trial
 - interviewing witnesses identified by the City Prosecutor or the defendant
 - reviewing police reports and evidence
 - researching legal issues
 - preparing a witness list on behalf of the defendant
3. Representation of criminal defendants in appointed cases in appeals to the Superior Court.
4. In the event of vacation or illness, the Public Defender is responsible for arranging coverage by another qualified attorney.
5. Services do not extend to forfeiture hearings or hearings with the Department of Licensing.

MINIMUM EXPERIENCE/QUALIFICATIONS

1. The attorney shall be licensed in the State of Washington. Five or more years of experience is preferred, including significant trial experience. Experience in providing the type of services described above is highly desirable.
2. Each attorney who is proposed to perform services in response to this RFP must be a member in good standing with the Washington State Bar Association. No Rule 9 attorneys will be allowed to perform any services described here without supervision of an attorney admitted to practice law in Washington State.

3. The Public Defender may retain the assistance of other qualified attorneys in his or her firm. At all times, the designated Public Defender will supervise attorneys having less than 3 years of experience to ensure that defendants charged in the City Municipal Court receive competent legal representation.
4. The Public Defender and any other attorneys performing the services described here shall:
 - a. Be familiar with the statutes, court rules, constitutional provisions and case law relevant to criminal law.
 - b. Be familiar with the collateral consequences of a conviction, including possible immigration consequences and the possibility of civil commitment proceedings based on a criminal conviction.
 - c. Be familiar with mental health issues and be able to identify the need to obtain expert services.
 - d. Complete a minimum of five (5) hours of continuing legal education within each calendar year in courses related to their public defense practice.

GENERAL INFORMATION

These contracted services are intended to begin on June 1, 2011.

Currently, the Court is in session on Monday, Tuesday and Wednesday from 9 am to 4 pm, with night sessions on the first Tuesday of each month, from 5:30 to 7 pm.

Detailed information indicating the volume and nature of the municipal court's cases can be found at <http://www.courts.wa.gov/caseload/> (Bainbridge Island Municipal Court data is listed under Courts of Limited Jurisdiction, Kitsap County.)

COMPENSATION

The City and any attorney selected for these services will enter into a professional services agreement which will address compensation. Proposals must clearly set forth the fees or fee structure (e.g., hourly rate, monthly retainer, per-case fee) to be charged for the proposed services.

SELECTION PROCESS

All proposals will be reviewed and screened by the City Attorney. Proposals will be evaluated by considering the attorney's quality of experience, the strength of the approach described in the proposal, and the cost to the City. Finalists will be invited for interviews, after which the City Attorney intends to make a recommendation to the City Council for its approval. As part of this process, the City may wish to contract with a second attorney to be available as needed to cover for the principal Public Defender in the event of an absence or conflict of interest.

INSTRUCTIONS TO REPLY TO THIS REQUEST FOR PROPOSALS

To reply to this RFP, please submit a proposal of no more than five pages stating:

- the proposer's professional qualifications;
- the proposer's understanding of the type and level of services needed;
- the proposer's intended approach to providing the services; and
- the proposed compensation structure for those services.

The proposal must also include contact information for three professional references.

All materials shall be submitted in one packet and submitted to:

City Attorney
Bainbridge Island City Hall
280 Madison Avenue North
Bainbridge Island, WA 98110

ALL APPLICATION MATERIALS MUST BE SUBMITTED BY 5:00 P.M. ON APRIL 8, 2011.

At the City's discretion, proposals submitted after the due date and time may be considered. Proposers accept all risks of late delivery of mailed proposals.