



# **Request for Proposal For Prosecuting Attorney Services**

**This RFP is being issued to identify the most capable individual or firm to serve as the city prosecutor.**

**Proposals Due By  
December 01, 2017 1:00 P.M.  
Delivered to the City Secretary  
121 S. Velasco Street  
Angleton, Texas 77515**

**Introduction:**

The City of Angleton is the county seat of Brazoria County within the Houston metropolitan area and roughly 27 miles from Houston. The population of Angleton was 19,491 according to the 2016 US Census. The City has 120 permanent employees and 68 part-time/temporary employees. The City offers a full range of municipal services including street maintenance, parks and recreation, water and sewer utilities, community development, building services, code enforcement, planning & zoning, police, and municipal court.

The City currently contracts for general municipal legal services which includes prosecutor services. The City wishes to pay a single monthly flat fee to provide all prosecuting services.

If an award is made as a result of this RFP, it shall be awarded to the vendor whose proposal is most advantageous to the City.

**Scope of Services:**

The city prosecutor shall prosecute cases before the Angleton Municipal Court and any appeals therefrom. The prosecutor must be available one day per week for general court appearances. Duties include review of cases for filing, subsequent charging decisions, subpoena preparation, trial preparation. All court appearances to include arraignments, motion calendars, bench and jury trials, pleas negotiations, forfeiture hearings and, any appeals. Services include all preparation for court appearances including conferences with defendants, defense attorneys, the municipal judge, city staff (including police and code enforcement officers), and all legal research necessary for the prosecution of cases to be tried in municipal court. Court is usually held every Wednesday. In addition, the prosecutor will provide advice and counsel to city officials regarding the prosecution of ordinance violations and code enforcement.

Angleton Municipal Court holds Municipal Court on Wednesday or Thursday. Exhibit A is Caseload Report for 2016. Exhibits B is caseload report for the first six months of 2017.

**Proposal and Evaluation Criteria:**

**A. Instructions to Applicants**

1. The response to this RFP should be delivered as follows: Seven (7) hard copies plus one (1) electronic PDF file version shall be submitted to the address below in a sealed package clearly marked to the attention of Dana Alsobrook, City Secretary and must be received at the address below by 1:00 PM Central Time on December 01, 2017.

Dana Alsobrook  
City Secretary  
City of Angleton  
121 S. Velasco Street  
Angleton, Texas 77515  
[dalsobrook@angleton.tx.us](mailto:dalsobrook@angleton.tx.us)

2. Any proposals received after the specified date and time will be rejected. Proposals may not be modified or withdrawn after the submittal deadline. However, a respondent may withdraw one's proposal from the selection process at any time prior to the submittal deadlines. The City reserves the right to extend the time for submittals.
3. The City reserves the right to waive any irregularities and/or reject any and all submittals. The City is under no obligation to award a contract to any firm or individual submitting a proposal.
4. The City shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals.
5. No guarantee of privacy or confidentiality is offered or implied.
6. The City's terms of payment are Net 30. Payment will be made within thirty (30) days upon receipt of an undisputed invoice.

**B. Proposal Requirements and Evaluation Criteria**

1. **Contact Data** – full legal name of company, type of business (sole proprietorship, limited liability company etc.) address, city/state/zip, email, phone
2. **Interest** - A statement of interest for the scope of services including a narrative describing the respondent's capabilities, relevant experience, and interest in the position.
3. **Availability** - A statement on the availability and commitment of the respondents to undertake the scope of services. The statement should demonstrate how back-up services will be provided in the event of prosecutor absences.

4. **Background** – proposal shall include resumes for personnel who may perform services, including the lead contact who will act as the primary city prosecutor.
5. **Pending Litigation**- provides status of any current or pending litigation against you/your company that might affect your ability to deliver the services that you offer.
6. **Insurance** – what type of insurance coverage do you carry? Describe the amount coverage.
7. **Disbarment/Disciplinary Action** – have you ever been or are you currently the subject of any disciplinary proceeding of the State Bar of Texas.
8. **References** – name, address and telephone number of at least three references, preferably clients.
9. **Disclosure** – proposal shall disclose any professional or personal financial interest which could be a possible conflict of interest on contracting with the City.
10. **Fee** – each vendor submitting a proposal should make its own determination of the hours required and propose a fee in two formats;
  - (a.) a flat monthly rate;
  - (b.) a fee per docket

The city will determine before awarding the bid on which method of payment they prefer.

11. **Term of Contract** – the contract period if two (2) years commencing December 04, 2017, and may be renewed for two (2) additional years if approved by City Council.
12. All proposals must be valid for ninety (90) days from opening date.
13. The City of Angleton reserves the right to reject any and all bids, to waive any and all technicalities and accept any proposal from the lowest responsible bidder who provides services at the best value for the City of Angleton. The City of Angleton reserves the right to negotiate a best and final offer with the selected bidder. In case of ambiguity or lack of clarity in stating the prices in the bids, the City of Angleton reserves the right to consider the most advantageous thereof, or to reject the bids.
14. Bidder acknowledges that vendors are required to file a “conflicts of interest questionnaire” (refer to Exhibit C) in accordance with Chapter 176 of the Local Government Code if the vendor has a business relationship with the city or an employment or other business relationship with a city official or their family.
15. The state is now requiring under HB 89 an affirmative statement from vendors and contractors of the city that they are not boycotting Israel. Please submit a statement with your proposal that you are not boycotting Israel.

**Timeline:**

December 01, 2017 – RFP response due to the City Secretary by 1:00 p.m. at City Hall 121 S. Velasco Street Angleton, Texas 77515

December 01, 2017 – proposals are open at 1:05 p.m. in the City Council Chambers.

December 12, 2017 – Council meets to review proposals and consider selecting a vendor.

January 08, 2018 – anticipated start date.

Violations by Filed Date...

TRAFFIC	4,191	
CITY ORDINANCE	108	
STATE LAW	865	
PARKING	4	
Total Filed Violations	5,168	

Completed Cases...

TRAFFIC	1,727	
CITY ORDINANCE	35	
STATE LAW	367	
PARKING	2	
Total Paid Fines	2,131	

Before Judge...

TRAFFIC	420	
CITY ORDINANCE	33	
STATE LAW	113	
PARKING	1	
Total Before Judge	567	

By Jury...

TRAFFIC	12	
CITY ORDINANCE	2	
STATE LAW	2	
PARKING	0	
Total By Jury	12	
Total Completed	2,710	

Per Completed...

MISSED DSC DISCRETIONARY		
TRAFFIC	50	
CITY ORDINANCE	0	
STATE LAW	0	
PARKING	0	
Total	50	

MISSED DSC MANDATORY

TRAFFIC	362	
CITY ORDINANCE	0	
STATE LAW	0	
PARKING	0	
Total	362	

MISSED AFTER DEFERRED DISP.

TRAFFIC 254  
 CITY ORDINANCE 4  
 STATE LAW 35  
 PARKING 0  
 Total 293

MISSED FOUND NOT GUILTY  
 TRAFFIC 1  
 CITY ORDINANCE 0  
 STATE LAW 1  
 PARKING 0  
 Total 2

MISSED/PRESENTED INSURANCE  
 TRAFFIC 76  
 CITY ORDINANCE 0  
 STATE LAW 0  
 PARKING 0  
 Total 76

MISSED BY JUDGE  
 TRAFFIC 2  
 CITY ORDINANCE 0  
 STATE LAW 0  
 PARKING 0  
 Total 2

VIOLANCE DISMISSAL  
 TRAFFIC 310  
 CITY ORDINANCE 0  
 STATE LAW 0  
 PARKING 0  
 Total 310

MISSED BY PROSECUTOR  
 TRAFFIC 924  
 CITY ORDINANCE 39  
 STATE LAW 560  
 PARKING 0  
 Total 1,523

MISSED/FOUND NOT GUILTY  
 TRAFFIC 1  
 CITY ORDINANCE 0  
 STATE LAW 1  
 PARKING 0  
 Total 2

DED DOCKET  
 TRAFFIC 51  
 CITY ORDINANCE 1  
 STATE LAW 44  
 PARKING 0  
 Total 96

TRAFFIC 42  
 CITY ORDINANCE 1  
 STATE LAW 0  
 PARKING 0  
 Total 43  
 Total Other Completed 2,759  
 Grand Total Completed 5,469  
 Net Difference Filed/Complete 301-

Issued...  
 TRAFFIC 1,569  
 CITY ORDINANCE 52  
 STATE LAW 924  
 PARKING 1  
 Total Violations 2,546  
 Total Warrants Issued 2,546

Cleared...  
 TRAFFIC 2,162  
 CITY ORDINANCE 64  
 STATE LAW 1,236  
 PARKING 0  
 Total Violations 3,462  
 Total Warrants Cleared 3,462  
 Change in Total Warrants 916-

Total Other Paid Fines 3  
 Total Other Paid Fines 3

LE7 TITLE 7 TRANS CODE FINES \$200,121.41  
 :C04 CONSOLIDATED COURT COST \$126,584.45  
 AR ARREST FEE \$14,552.93  
 :CBS MUNICIPAL COURT BUILDING SEC. \$9,392.09  
 CTF COURT TECHNOLOGY FUND \$12,522.90  
 :JRF STATE JURY FEE \$12,490.30  
 :FCI JUDICIAL FEE CITY \$1,872.96  
 :CT2 JUDICIAL FEE COUNTY \$16,819.51  
 :IDF INDIGENCY DEFENSE FEE \$6,229.45  
 :JFC Civil Justice Fee Court \$21.91  
 :JFS Civil Justice Fee State \$197.48



Violations by Filed Date...

TRAFFIC	2,966
STATE LAW	625
CITY ORDINANCE	72
PARKING	3
Total Filed Violations	3,666

Completed Cases...

Paid Fine...	
TRAFFIC	1,294
STATE LAW	234
CITY ORDINANCE	36
PARKING	0
Total Paid Fines	1,564

Before Judge...

TRAFFIC	365
STATE LAW	78
CITY ORDINANCE	23
PARKING	2
Total Before Judge	468

By Jury...

TRAFFIC	6
STATE LAW	3
CITY ORDINANCE	0
PARKING	0
Total By Jury	9

Total Completed

2,041

Per Completed...

MISSED DSC DISCRETIONARY

TRAFFIC	40
STATE LAW	0
CITY ORDINANCE	0
PARKING	0
Total	40

MISSED DSC MANDATORY

TRAFFIC	405
STATE LAW	0
CITY ORDINANCE	1
PARKING	0
Total	406

MISSED AFTER DEFERRED DISP.

TRAFFIC	322	
STATE LAW	19	
CITY ORDINANCE	1	
PARKING	0	
Total		342
MISSED FOUND NOT GUILTY		
TRAFFIC	3	
STATE LAW	0	
CITY ORDINANCE	0	
PARKING	0	
Total		3
MISSED/PRESENTED INSURANCE		
TRAFFIC	57	
STATE LAW	0	
CITY ORDINANCE	0	
PARKING	0	
Total		57
MISSED BY JUDGE		
TRAFFIC	10	
STATE LAW	0	
CITY ORDINANCE	0	
PARKING	0	
Total		10
MISSED BY PROSECUTOR		
TRAFFIC	200	
STATE LAW	0	
CITY ORDINANCE	0	
PARKING	0	
Total		200
MISSED/FOUND NOT GUILTY		
TRAFFIC	100	
STATE LAW	77	
CITY ORDINANCE	15	
PARKING	1	
Total		193
MISSED/FOUND NOT GUILTY		
TRAFFIC	0	
STATE LAW	1	
CITY ORDINANCE	0	
PARKING	0	
Total		1
MISSED DOCKET		
TRAFFIC	118	
STATE LAW	73	
CITY ORDINANCE	10	
PARKING	0	
Total		201

UNING TICKET			
TRAFFIC	27		
STATE LAW	0		
CITY ORDINANCE	0		
PARKING	0		
Total	27		
Total Other Completed		1,480	
Grand Total Completed		3,521	
Net Difference Filed/Complete		145	

Warrants...

Issued...

TRAFFIC	984	
STATE LAW	606	
CITY ORDINANCE	6	
PARKING	1	
Total Violations	1,597	
Total Warrants Issued	1,597	

Cleared...

TRAFFIC	938	
STATE LAW	497	
CITY ORDINANCE	19	
PARKING	1	
Total Violations	1,455	
Total Warrants Cleared	1,455	
Change in Total Warrants	142	

Warrants Paid Cases...

Paid Fine...

Total Other Paid Fines	57
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FINE FINE	\$66,508.06
IC04 CONSOLIDATED COURT COST	\$102,341.14
ICBS MUNICIPAL COURT BUILDING SEC.	\$7,631.82
CTF COURT TECHNOLOGY FUND	\$10,171.74
JRF STATE JURY FEE	\$10,152.07
FCI JUDICIAL FEE CITY	\$1,522.73
CT2 JUDICIAL FEE COUNTY	\$13,694.58
IDF INDIGENCY DEFENSE FEE	\$5,072.07
TPF TRUANCY PREVENTION FUND	\$4,940.81
WTF WARRANT FEE	\$30,104.52
TA1 OMNI BASE-STATE	\$12,246.33

# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 \_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_ Date