

## **Request for Proposals (RFP) for Public Defender Services**

### **City of Medical Lake, Washington**

#### **Introduction:**

The City of Medical Lake, Washington, is seeking proposals from qualified law firms or individuals to provide professional legal services as a public defender for indigent clients within the jurisdiction of the City of Medical Lake. The selected public defender will be responsible for representing eligible clients in criminal cases in accordance with applicable laws and regulations. Services will be provided at and through the Cheney Municipal Court.

#### **Purpose:**

The purpose of this RFP is to identify a capable and dedicated public defender to ensure the provision of legal representation to individuals who cannot afford legal counsel, consistent with their constitutional rights and the principles of justice.

#### **Scope of Services:**

The selected public defender shall provide, at a minimum, the following services:

1. Legal representation to eligible individuals facing criminal charges in municipal court.
2. Conduct legal research, interviews, investigations, and case preparation to ensure effective defense for clients.
3. Appear at all court hearings, including arraignments, pretrial conferences, trials, and any other related court proceedings.
4. Advise clients on their legal rights, potential outcomes, and legal strategies.
5. Negotiate with the prosecution to seek the best possible outcomes for clients.
6. Ensure timely and effective communication with clients to keep them informed about their cases.
7. Collaborate with relevant stakeholders, such as judges, prosecutors, and social service agencies, to ensure comprehensive and fair representation for clients.

#### **Minimum Eligibility and Qualifications:**

1. The applicant must be a licensed attorney in good standing in the State of Washington.
2. Demonstrated experience in criminal defense, preferably within municipal or similar court systems.
3. Knowledge of applicable laws, rules of evidence, and criminal procedure.
4. Capacity to handle a caseload consistent with ethical and professional standards.
5. Ability to communicate effectively with clients from diverse backgrounds and circumstances.

6. The City anticipates that a selected public defender will handle approximately 18 cases per year, but such caseload may increase or decrease depending on the particular circumstances and needs of the City. The selected public defender will need to have the capacity to handle any potential increase in the caseload should it arise.

**Proposal Submission Instructions:**

1. **Deadline for Submission:** All proposals must be received by October 27, 2023, at 1:00pm local time.
2. **Submission Address:** Proposals should be submitted electronically to sweathers@medical-lake.org
3. **Proposal Format:** Proposals should be in PDF format and include a cover letter, detailed qualifications, experience, references, and proposed fee structure.

**Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

1. Qualifications and experience of the public defender and any supporting team members.
2. Demonstrated understanding of the scope of services and applicable laws.
3. Capacity to handle the expected caseload and provide quality representation.
4. Proposed fee structure and cost-effectiveness of the services.
5. References and past performance.

**Contract Award:**

At the completion of the selection process, the City of Medical Lake, at its discretion, will enter into contract negotiations with the selected public defender. Negotiations will be in conformance with applicable federal, state and local laws, regulations and procedures. The City of Medical Lake reserves the right to negotiate and enter into a contract with the most qualified and suitable candidate(s).

**General Information:**

1. Compliance with Legal Requirements. The selection of a public defender will be in accordance with applicable city, federal, state and local laws, regulations and procedures. The City reserves the right to reject any and all submittals received. Any proposals failing to include information in accordance with the procedures set forth herein may not be considered responsive and may therefore be subject to disqualification by the City. In accordance with the provisions of this RFP, the City will evaluate the submitted proposals. The final selection, if any, will be the public defender, which, in the opinion of the City, best meets the requirements set forth in this RFP and is determined to be the most highly qualified.

2. Clear and Concise Submittal. Proposers are discouraged from submitting lengthy submittals. The City requests that submittals be concise and clearly written, containing only essential information. Please limit proposals to 10 pages or less (excluding cover letter).
3. Cost Borne by Proposers. All costs incurred in the preparation of and participation in this RFP, and any subsequent negotiations process shall be borne by the proposing party(ies).
4. Public Disclosure. Once in the City's possession, submittals shall become property of the City and considered public documents under applicable Washington State law. All documentation provided to the City may be subject to disclosure in accordance with Washington State public disclosure laws.
5. Identification of Point of Contact. As part of the proposal, the public defender shall identify the primary point of contact, if the proposal provides for multiple parties to assist with the public defender services.

**Contact Information:**

For inquiries or additional information regarding this RFP, please contact by email:

Sonny Weathers, City Administrator  
City of Medical Lake  
sweathers@medical-lake.org

Thank you for considering our request. We look forward to receiving your proposal.

Sincerely,

Sonny Weathers, City Administrator  
City of Medical Lake