



Request for Proposals

Recruitment of City of Aspen Municipal Judge

Due Date: 2:00 PM, November 25, 2024

427 Rio Grande Place
Aspen, CO 81611
(970)920-5059

REQUEST FOR PROPOSALS

Sealed proposals will be received by the City of Aspen Purchasing Department through Procurement@aspen.gov, until 2:00 p.m., November 25, 2024, at which time the proposals will be opened and reviewed, for the following City of Aspen project:

2024-418 Recruitment of City of Aspen Municipal Judge

The project will include but is not limited to: recruitment and appointment of a municipal judge for the city of Aspen.

Applicants wishing to be considered for this opportunity should send all required material in either a Word or PDF format to procurement@aspen.gov by the required deadline.

The City reserves the right to reject any or all proposals or accept, in its judgment, proposals that are in the City's best interest. The City further reserves the right to accept late submittals or to waive any technical defects or irregularities in any and all proposals submitted.

Non-Discrimination Policy

Any business that enters into a contract for goods or services with the City of Aspen or any of its boards, agencies, or departments shall:

- (a) Implement an employment nondiscrimination policy prohibiting discrimination in hiring, discharging, promoting or demoting, matters of compensation, or any other employment-related decision or benefit on account of actual or perceived race, color, religion, national origin, gender, physical or mental disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.
- (b) Not discriminate in the performance of the contract on account of actual or perceived race, color, religion, national origin, gender, physical or mental disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.
- (c) Incorporate the foregoing provisions in all subcontracts hereunder.

Diversity and Inclusion

The City shall acquire its goods and services in a manner that integrates fiscal responsibility, social equity, women and minority business opportunity, and environmental stewardship. Bidders should provide any additional information and or certifications describing the above.

Pursuant to the Colorado Open Records Act, C.R.S. Section 24-72-200.1 (CORA), any and all of the documents that are submitted to the City of Aspen may be deemed public records subject to examination and inspection by third parties. The City of Aspen reserves the right, at its sole discretion, to release for inspection or copying any document, plan, specification, proposal or other writing submitted pursuant to this request. Candidates should identify any portion of their proposals which they consider confidential.

By participating in the City's procurement process, you are agreeing to the terms and conditions of the procurement process and the legal parameters of doing business with the City without change.

City of Aspen
Request for Proposals

Discussion may be conducted with responsible Offerors who submit Proposals determined to be reasonably susceptible to be selected for award for purpose of clarification to assure full understanding of, and responsiveness to the solicitation requirements.

BY ORDER OF THE CITY OF ASPEN, COLORADO

Asal Vojdani, Purchasing

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1.0 Background

The City of Aspen is a home-rule municipality with an elected mayor and four council members. Aspen has a population of roughly 7,000 permanent residents who live in a span of only 3.6 square miles. This resident population is joined by approximately 27,000 visitors throughout peak seasons each year to enjoy the natural beauty of the area as well as enjoy the multitude of amenities provided.

As a world-class town, Aspen is defined by its stunning natural surroundings, active lifestyle, and sophisticated culture. Skiing arrived in Aspen in the late 1940's, as did the town's modern-day founders Walter and Elizabeth Paepcke. The Paepckes spearheaded Aspen's civic and cultural renaissance with a vision for the community that focused on the renewal of Mind, Body and Spirit – the Aspen Idea. The Aspen Idea is at the core of our town's cultural and philosophic heart today. People from around the world come to this special place of extreme natural beauty to revel in nature, engage their intellectual curiosity, and deepen their understanding. Those who live here embrace the Aspen Idea by aspiring to personal growth with a sense of adventure. That could mean pushing your body to mountain summits; debating with your friends at an outdoor café under bluebird skies on a beautiful summer day; or standing in a mountain meadow deeply breathing the fresh mountain air letting your spirit grow.

RFP Objectives

Pursuant to Section 7.2 of the city of Aspen municipal home rule charter, the Council is obliged to select the new leadership of the municipal court system and has selected City staff to support them in this selection process. Through this request for proposals (RFP) solicitation, staff shall collect and review applicant proposals for the role of Municipal Court Judge and submit all applications to the council. The council will assess applicants' information and direct staff for how it wishes to proceed with interviewing its highest ranking candidates, and will support the council until it identifies its top candidate for the position. Ultimately, the final selection is the responsibility of the Council.

Municipal Court Background

The Municipal Court has original jurisdiction of all criminal and civil cases arising under the City Charter, the City Code and other ordinances of the City, with power to punish violations thereof by imposing fines and penalties. The Municipal Court also has the power to assess and collect civil penalties, order and enforce by contempt abatement of nuisances, enforce subpoenas issued by the Charter, Municipal Code and other ordinances.

Municipal Court is in session two to three Wednesdays a month at 9 a.m. in City Hall, located at 427 Rio Grande Place, Aspen Colorado, on the 3rd Floor in Council Chambers.

The table below provides a summary of all municipal court case dispositions from 2021 to 2023.

| Case Dispositions | 2021 | 2022 | 2023 | Total |
|--|-------------|-------------|-------------|--------------|
| Guilty | 235 | 213 | 191 | 639 |
| Not Guilty | 1 | 0 | 4 | 5 |
| Dismissed - recommendation of Police Officer | 9 | 7 | 31 | 47 |
| Dismissed - plea agreement or completion of traffic school | 22 | 33 | 28 | 83 |
| Dismissed – other | 2 | 15 | 18 | 35 |
| Deferred | 2 | 0 | 4 | 6 |
| Total | 271 | 268 | 276 | 815 |

Citations vary across 92 categories of ordinance violations. The most common violations cited include speeding 5-9 MPH over and speeding 10-19 MPH over the prima facie limit, maintaining

and operating unsecured wildlife-proof containers, failure to obey traffic control device/stop sign and failing to appear.

Around 78.4 percent of cases above resulted in a disposition of guilty, whether by a plea of guilty or a finding of guilt by the Court. Guilty dispositions result in outcomes such as probation, a sentence to jail time and fines paid.

Approximately 4.3 percent of cases disposed from 2021 to 2023 were dismissed in which there was no finding of guilt or conviction. These cases were dismissed for various reasons, including dismissal because the defendant was either subject to a mental health hold or deemed incompetent by the state court, trials set but witnesses failed to appear or refused to testify, and cases involving defendants who had pending state court charges and were sentenced to long jail sentences or prison.

Approximately 10 percent of cases disposed in the last three years were dismissed pursuant to a plea agreement or the completion of traffic school. It has long been a policy of the municipal court to allow minor traffic violators who have a clean driving record for at least five preceding years to elect to enter an agreement whereby if the violator completes traffic school, the ticket is dismissed - this practice is common across the State. Dismissed cases also reflect the completion of conditions surrounding a plea agreement. Around 40 percent of these cases were dismissed in response to a completed deferred judgment and sentence or other plea arrangement.

In discussing municipal court case findings, it is important to note that city staff are considering municipal code updates as an avenue to increase the judicial mechanisms that the municipal court has at its disposal.

2.0 Process

Communication

Offerors may contact Procurement at procurement@aspen.gov or 720-589-4943 for questions regarding the procurement process and for submitting proposals.

Proposal Submission

Electronic submission of all material is required and must be received by the close date and time listed, and shall be emailed to procurement@aspen.gov. Electronic submissions must be compiled into a single pdf or Word document. The name of the document must contain the City project number and firm's name. The deadline for submitting responses to this RFP is 2:00pm, November 25, 2024.

Schedule

The proposal, evaluation and selection schedule are preliminary as follows:

| Dates | Task |
|---------|--|
| Nov 20 | Questions to be submitted on or before |
| Nov 25 | Bid closing |
| Dec 2/3 | Qualified applicants presented to council for consideration |
| Dec 9 | Considered applicants to interview with council (specific times TBD) |
| TBD | Intent to award / contract negotiations (council work session / regular meeting) |

Selection Criteria

Proposals shall be assessed based on a combination of qualifications, experience and cost. Discussion may be conducted with responsible offerors who submit Proposals determined to be

reasonably susceptible to be selected for award for purpose of clarification to assure full understanding of, and responsiveness to the solicitation requirements.

Minimum and Preferred Qualifications

Applicants must be a member of the Bar of the State of Colorado and have a minimum of five years' experience on the bench or in the active practice of law in Colorado immediately prior to appointment. Legal experience in the field of criminal law, procedure, and rules of evidence is beneficial.

3.0 Scope of Work

Actual services to be performed will be determined to include, but are not limited to, the following:

The Presiding Municipal Judge works with the Court Administrator and Court Staff in a professional and courteous manner to establish and maintain processes and procedures to ensure efficient and legally defensible courtroom practices. The Presiding Judge participates in implementation of various City programs as they relate to Municipal Court. The selected appointee will demonstrate impeccable character, integrity, reputation, judgment, experience, and efficiency.

Judicial Functions include, but may not be limited to:

- Preside over court sessions. Interpret and apply the law, make legal rulings, and ensure that the proceedings are conducted fairly and according to established legal procedures.
- Responsible for making legal decisions based on the facts presented and applicable laws. Adjudicate cases by listening to evidence, determining the guilt or innocence of the accused, and, in the case of guilt, imposing appropriate penalties.
- Interpret and apply the law to specific cases. Ensure that legal principles are correctly understood and followed.
- Uphold the principles of due process, ensuring that all parties involved in a case are treated fairly and have the opportunity to present their case.
- Adopt rules and regulations to conduct the business of the Court.

It is anticipated that the Presiding Municipal Judge will work a schedule that fluctuates 20-25 hours per week depending on caseload.

4.0 Proposal Format

All proposals will follow the format outlined below. Failure to do so may result in disqualification.

- Cover Letter
- Resume
- A description of similar work experience
- A description of any disciplinary actions you may have been subject to
- A statement detailing your current practice and the potential for conflicts of interest that may arise if you are appointed to the judge position
- List of 3 professional references.
- Submit an hourly, monthly, and/or annual rate or other compensation expectations

5.0 Legal

The City reserves the right to reject any or all Proposals or accept what is, in its judgment, the Proposal which is in the City's best interest. The City further reserves the right, in the best interests of the City, to accept a late submittal or to waive any technical defects or irregularities in any and all Proposals submitted.

Pursuant to the Colorado Open Records Act, C.R.S. Section 24-72-200.1 (CORA), any and all of the documents that are submitted to the City of Aspen may be deemed public records subject to examination and inspection by third parties. The City of Aspen reserves the right, at its sole discretion, to release for inspection or copying any document, plan, specification, proposal or other writing submitted pursuant to this request. Candidates should identify any portion of their proposals which they consider confidential.

In order to fully understand the legal parameters of the City's procurement process and contractual requirements, Respondents must review Aspen Municipal Code Title 4 Procurement Code and Home Rule Charter for the City of Aspen.

By participating in the City's procurement process, you agree to the terms and conditions of the procurement process and the legal parameters of doing business with the City without change.

Request for Proposals

Town of Erie
Municipal Judge



Town of Erie
645 Holbrook Street
Erie, Colorado 80516

December 2, 2024

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Electronic Proposals will be received by the Town of Erie (the "Town") through email to bids@erieco.gov until **5:00 PM, January 6, 2025** for the **Town of Erie Municipal Judge**.

The required Proposal documents must be received by email on or before the Proposal due date and time. **Hardcopy submittals will not be accepted**. It is the Proposer's sole responsibility to ensure all required Proposal documents are submitted and received by the submission deadline.

A brief summary of work for which the Proposal is requested consists of:

The Town of Erie Municipal Court's creation and powers are established in the Erie Home Rule Charter, Article 9. Pursuant to Article 8.03 of the Erie Home Rule Charter, the Municipal Judge must be an attorney licensed to practice law in good standing in the State of Colorado who is appointed to and may be removed from the position by a majority vote of the Town Councilmembers then in office.

The Municipal Judge shall be appointed to serve a definite term of one year at compensation fixed by resolution of the Town Council and may be reappointed for subsequent terms. Removal during a term shall be only for cause, as defined by Title 13, Article 10, of the Colorado Revised Statutes, as amended.

The Municipal Judge shall be responsible to the Town Council; shall formally report to Town Council at least once annually, and more often upon Town Council's request; and shall perform such duties as provided by ordinance.

Pursuant to Erie Municipal Code 4-8-2, the Municipal Judge shall also serve as the Town's Local Licensing Authority for both liquor and marijuana licensing matters.

The Town assumes no responsibility for payment of any expenses incurred by any respondent to this RFP.

The Town is an Equal Opportunity Employer.

Project Background and Description

The Erie Municipal Court adjudicates violations of the Town's municipal ordinances. The court is generally in session on the second and third Monday of each month. The court holds trials and hearings on the third Tuesday of each month. Local Licensing Authority matters are also heard on the third Tuesday of each month at 1:00 P.M. Court staff may consult the Municipal Judge during standard business hours regarding non-routine court

issues. The court docket schedule is as follows:

2nd Monday of each month:

| | |
|------------------------------------|-----------------|
| Adult Criminal Arraignments | 9:00AM |
| Interpreter (every other month) | 11:00AM |
| Pre-Trial Conferences | 11:00AM |
| Juvenile Arraignments | 1:30PM & 2:30PM |
| JV Hearings/Restitution/Show Cause | 2:00PM |
| Juvenile Reviews | 3:00PM |

3rd Tuesday of each month:

Trials/Evidentiary Hearings at 9:00AM
Local Licensing Authority Hearings at 1:00PM

3rd Monday of each month:

| | |
|-------------------------------|---------|
| Adult Traffic | 9:00AM |
| | 10:30AM |
| | 1:30PM |
| Pre-Trial Conferences | 11:00AM |
| Adult Hearing/Restitution/SCH | 2:00PM |
| Adult Reviews | 3:00PM |

This is a contract position, and the successful candidate will enter into an agreement for Municipal Judge Services Agreement.

Project Manager Information

The Project Manager for this project is Danielle Trujillo, Court Administrator. All questions related to this proposal should be submitted by email to bids@erieco.gov by 5:00 **pm** local time, on **December 13, 2024**. All answers to questions received will be sent by email by **December 19, 2024**. No phone calls will be accepted.

Scope of Work

The Municipal Judge shall provide applicable services including the following:

- Preside over court sessions, interpret and apply the law, make legal rulings, and ensure that the proceedings are conducted fairly and according to established legal procedures.
- Adopt rules and regulations to conduct the business of the Municipal Court and Local Licensing Authority.
- Serve as the Town's Local Licensing Authority, conducting hearings as required.
- Formally report to Town Council at least once annually.

Submittal and Evaluation Criteria

Candidates must submit a written proposal and resume no later than 5:00 P.M. on January 6, 2025, addressed to:

Town of Erie
Attention: Danielle Trujillo, Court Administrator
bids@erieco.gov

All submittals and questions will be acknowledged via email. Submittals should include,

at a minimum:

1. Relevant training and experience.
2. Disclosure of any conflicts of interest you may have with the Town.
3. Cost proposal, including detail on billing structure and rates.
4. Details regarding your existing workload and how you will fit this contract into your existing work priorities.
5. Provide a list of references with whom you have worked in the past five years. If you have provided Municipal Court Judge services to municipalities in the recent past, please submit those references as well.

Minimum qualifications:

1. Attorney licensed to practice law and in good standing in the State of Colorado.
2. Ability to meet the time requirements of the Town.
3. Ability to determine compliance with applicable laws and ordinances.
4. Demonstrate excellent character, integrity, reputation, judgment, experience, and efficiency.
5. Knowledge of Colorado Municipal Court Rules, Rules of Criminal Procedure, Criminal Rules of Evidence, and Model Traffic Code.
6. Experience practicing law or presiding on the bench in Municipal Court is preferred.
7. Must submit to a criminal background check.

Selection Process

The Town's selection committee will perform an initial screening and may interview multiple candidates. Finalist(s) will be selected for interviews with the Town Council and will be asked to appear before Town Council on February 18, 2025 or another date selected by the Town.

The Town reserves the right to withdraw this RFP entirely, to reject any and all proposals, to waive irregularities or informalities in proposals, and to re-advertise for proposals if desired.

Execution of the attached form of Municipal Judge Services Agreement will be required. By submitting a Proposal, you accept the terms of this Agreement as stated.

Anticipated Key Dates

The following is the anticipated schedule of events for the RFP process:

| | |
|---|---|
| RFP Issued: | Monday, December 2, 2024 |
| Questions Accepted Until: | Friday, December 13, 2024 By 5:00 P.M. |
| Responses to Questions Submitted: | Thursday, December 19, 2024 By 5:00 P.M. |
| Proposals Due by: | Monday, January 6, 2025 By 5:00 P.M. |
| Interviews with staff: | Wednesday, January 22, 2025 |
| Interviews with Town Council: | Tuesday, February 18, 2025 |
| Anticipated date of appointment and swearing in: | Tuesday, March 25, 2025 |
| Anticipated start date: | Monday, April 14, 2025 |

Municipal Judge Services Agreement

This Municipal Judge Services Agreement (the "Agreement") is made and entered into this _____ day of _____, 2024 (the "Effective Date"), by and between the Town of Erie, a Colorado home rule municipality with an address of 645 Holbrook Street, P.O. Box 750, Erie, CO 80516, (the "Town"), and _____, an individual with an address of _____ ("Judge _____") (each a "Party" and collectively the "Parties").

Whereas, the Erie Town Council hereby appoints Judge _____ as the Town's Municipal Judge pursuant to Sections 8.03 and 9.01(4) of the Town's Home Rule Charter;

Whereas, the Erie Town Council desires to set the compensation of Judge _____; and

Whereas, Judge _____ desires to accept the appointment of Municipal Judge and the salary contained herein.

Now Therefore, for the consideration hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Term. Judge _____ is hereby appointed for a one-year term, commencing on _____, 2024, and continuing through _____, 2025.

2. Duties. Judge _____ shall preside as Judge over regular and special sessions of the Erie Municipal Court. Judge _____ shall also preside over the Town's Local Licensing Authority for both liquor and marijuana licensing matters.

3. Compensation. Judge _____ shall be compensated at a rate of \$_____ per month, for two court sessions each month, one court session for trials and evidentiary hearings, if needed, and one session for the Local Licensing Authority hearings; provided that, if the trial and evidentiary session is not needed, the compensation shall be \$_____ per month.

4. Other Covenants. Judge _____'s performance and salary shall be reviewed by the Town Council prior to the expiration of this Agreement. Pursuant to C.R.S. § 13-10-105(2) and Section 8.03(1) of the Town's Home Rule Charter, Judge _____ may only be removed for cause.

5. Miscellaneous.

A. Integration. This Agreement constitutes the entire agreement between the Parties, superseding all prior oral or written communications. Nothing herein shall be deemed to create any terms, conditions or obligations in addition to those provided for in Sections 8.03 and 9.01 of the Town's Home Rule Charter, Section 1-4-2 of the Erie

Municipal Code, or C.R.S. § 13-10-105, nor is anything herein intended to change the nature of the Municipal Judge position as an appointed position under the Section 9.01(4) of the Town's Home Rule Charter and C.R.S. § 13-10-105(1). This Agreement is simply intended to memorialize the term and salary of the Municipal Judge.

B. *Governing Law and Venue.* This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Boulder County, Colorado.

C. *No Waiver.* Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the Town shall not constitute a waiver of any of the other terms or obligation of this Agreement.

D. *Third Parties.* There are no intended third-party beneficiaries to this Agreement.

E. *Notice.* Any notice under this Agreement shall be in writing and shall be deemed sufficient when directly presented or sent pre-paid, first class U.S. Mail to the Party at the address set forth on the first page of this Agreement.

F. *Severability.* If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

G. *Modification.* This Agreement may only be modified upon written agreement of the Parties.

H. *Assignment.* Neither this Agreement nor any of the rights or obligations of the Parties shall be assigned by either Party without the written consent of the other.

I. *Governmental Immunity.* The Town and its officers, attorneys and employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities or protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Town and its officers, attorneys or employees.

J. *Rights and Remedies.* The rights and remedies of the Town under this Agreement are in addition to any other rights and remedies provided by law. The expiration of this Agreement shall in no way limit the Town's legal or equitable remedies, or the period in which such remedies may be asserted, for work negligently or defectively performed.

K. *Subject to Annual Appropriation.* Consistent with Article X, § 20 of the Colorado Constitution, any financial obligation of the Town not performed during the current fiscal year is subject to annual appropriation, shall extend only to monies currently

Notary Public

Job Posting Details

10:33 AM

11/14/2024

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Judge

| | |
|------------------------------------|--|
| Job Requisition | JR54 Presiding Judge, Littleton Municipal Court (Part-Time) (Filled) |
| Job Family | Court Judge |
| Start Date | 06/25/2024 |
| End Date | 06/25/2024 |
| Primary Posting Description | No |

The City of Littleton Municipal Court has an opening for a Judge to preside over municipal court proceedings on a temporary part-time basis. The Presiding Judge is appointed by City Council for a two-year term from the date of appointment and may be subject to reappointment.

This is an exciting opportunity to serve as Presiding Judge in a vibrant community south of Denver that is consistently voted as one of [America's Best Small Cities](#), and one of Colorado's top five places to [Raise a Family](#). Home to a vibrant and historic downtown, and a variety of shopping venues, restaurants, parks and trails, there is a lot to offer to the wonderful people who live and work here. This position is not eligible for benefits other than sick leave. For more information, please see the [2024 Benefit Guide](#).

As an employee of the City of Littleton, the Presiding Judge shall:

- Have the ability to perform services to other cities and clients and is not required to work solely for the City of Littleton.
- Complete all training as required by the Colorado Supreme Court for municipal judges. The City of Littleton will pay for the costs of this required training. Costs of all other training is the responsibility of the employee.

Starting pay at or near \$87,822 per year based on 67 hours per month and is dependent on number of hours worked. Pay to commensurate with experience and is negotiable.

This temporary part-time position is exempt per FLSA and is not eligible for overtime compensation.

Work Schedule: This part-time position is anticipated to work 60-80 hours per month. This position may be able to telework but will also be expected to work at the office in person, as needed.

Interested applicants must submit an online application and attach the following:

- Resume
- Cover Letter
- List of 3-5 current professional references (references will not be contacted prior to interviews)

Application Deadline: Applications will be accepted until finalists are identified or the position is filled, but preference will be given to complete applications received by July 17, 2024. Those who do not apply by this date may or may not be considered.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Oversee the day-to-day operations of the Municipal Court as a separate branch of government.

- Adjudicates traffic and municipal criminal ordinance violations for both adults and juveniles, including animal control, sales tax, and zoning violations.
- Preside over and conduct all court phases, to include, but not limited to, arraignments, bond determinations, motion and pre-trial hearings, pre-trial dispositions, and trials to enforce traffic, criminal, zoning, and other municipal code ordinances.
- May preside over administrative hearings.
- Provide general direction to contract Judges as needed.
- Stay up to date on current legislation and caselaw, as well as obtain ongoing education and training to remain current on all matters relating to municipal court proceedings.
- Complete all training as required by the Colorado Supreme Court for municipal judges.
- Develop and maintain effective working relationships with court staff, other city departments, elected officials, other public agencies, and the public.

MINIMUM QUALIFICATIONS:

- Juris Doctorate degree.
- Licensed to practice law in Colorado and remains in good standing.
- Five (5) years of experience in the practice of law and/or the bench with significant experience in matters addressed by municipal courts.
- Must be able to pass a pre-employment criminal background check.

KNOWLEDGE, SKILLS, ABILITIES:

- Strong knowledge of municipal law and ability to preside over municipal court proceedings.
- Ability to demonstrate and apply knowledge of the City of Littleton Municipal Code, Model Traffic Code for Colorado, Colorado Rules of Evidence, the Colorado Rules of Criminal Procedure, the Colorado Rule of Municipal Procedure, Colorado Code of Judicial Conduct, The U.S. Constitution, the State of Colorado Constitution, and the general ordinance, statutory, and case law in Colorado.
- Sound judgment and decision making with the ability to maintain judicial impartiality and judicial temperament in all cases.
- Strong leadership qualities with the ability to maintain a professional demeanor, maintain confidentiality, and uphold the professional stature of the Municipal Court.
- Strong interpersonal skills and ability to communicate effectively with staff, attorneys, and the general public, including diverse audiences from all socio-economic backgrounds.
- Good working knowledge of court procedures with emphasis on the rules of criminal procedure; ability to stay up to date on current legislation and caselaw and obtain ongoing education and training to remain current on all matters relating to municipal court proceedings.
- Ability to maintain a high level of decorum in the Municipal Court.
- Ability to develop and maintain effective working relationships with court staff, other city departments, elected officials, other public agencies, and the public.

WORKING ENVIRONMENT & PHYSICAL ACTIVITIES:

This position works in a standard office environment requiring the ability to sit for long periods of time. Physical activities required for this position include: occasionally lifting, carrying, pushing and pulling objects weighing up to 20 pounds with or without assistance.

Equal Employment Opportunity

The City of Littleton is an Equal Employment Opportunity employer and intends to provide equal employment opportunities to all employees and job applicants regardless of age, ancestry, color, disability, gender expression, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status or any other non-job related characteristic, and to hire and retain the best-qualified individuals without regard to any of these factors. This prohibition includes unlawful harassment based on a protected class.

The City of Littleton will consider reasonable accommodations throughout the recruitment process and employment. Applicants and employees can request an accommodation by contacting Human Resources at 303-795-3857 or emailing hr@littletongov.org.

Drug- and Alcohol-Free Workplace

The City of Littleton is committed to the health and safety of all its employees. To ensure a safe and productive work environment the city prohibits the use, sale, dispensation, manufacture, distribution or possession of alcohol, drugs, controlled substances or drug paraphernalia on any city premises or worksites. No employee shall report to work or be at work with alcohol or with any detectable amount of prohibited drugs in the employee's system. A detectable amount refers to the standards generally used in workplace drug & alcohol testing. This prohibition specifically includes marijuana, and decriminalized psychedelics whether used for medical purposes or obtained legally under state law.

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Worker Sub-Type Temporary

Location Littleton Municipal Court

Time Type Part time

Locations

Supervisory Organization City Council (Kyle Schlachter)

**CITY OF SHERIDAN
ANNOUNCEMENT
PRESIDING MUNICIPAL COURT JUDGE
SEPTEMBER 19, 2024**

The City of Sheridan, Colorado is accepting applications for the position of Presiding Municipal Judge. The current Presiding Municipal Judge is retiring after 49 years of service with the City. The Sheridan Municipal Court has jurisdiction to hear violations of the City of Sheridan Code of Ordinances, traffic violations, and parking violations. We pride ourselves on serving the public in a manner that makes the court process accommodating and less intimidating. Court employees strive to make sure that everyone is served promptly and fairly, and that everyone who comes in contact with the Sheridan Municipal Court is treated with respect and courtesy.

DESCRIPTION OF THE COURT:

- The Sheridan Municipal Court is a qualified court of record as defined under C.R.S. section 13-10-102. The court is generally in session once a week on Thursdays, hearing violations of the City of Sheridan Code of Ordinances, traffic violations, and parking violations set as follows:

| | |
|-----------|---|
| 5:30 p.m. | Advisement, pretrial conferences, arraignments, reviews of progress, payment extensions, outstanding warrants |
|-----------|---|

| | |
|-----------|--|
| 6:15 p.m. | Restitution hearings, Expungement/Sealing hearings, Animal Impound hearings, Trials to the Court (Jury trials scheduled as needed) |
|-----------|--|

QUALIFICATIONS OF OFFICE:

- Resident and qualified elector of the State of Colorado.
- Licensed to practice law in the State of Colorado.
- May not have been found guilty of a felony or other crime involving moral turpitude.
- Previous experience presiding as a judge and/or prosecutor is preferred, but not required.

DESCRIPTION OF POSITION:

- The Presiding Municipal Judge shall have and carry out all the duties, powers and jurisdiction over all local, municipal matters, and/or mixed local and statewide matters as provided by the Sheridan Municipal Charter – Article 9, the Sheridan Code of Ordinances and applicable laws.
- Approximately 12 hours per month are dedicated to court appearances, with an additional 2 hours weekly for daytime audio hearings, and up to 1 hour on

Sunday mornings if necessary. Furthermore, staff may consult the Presiding Judge during standard business hours regarding non-routine Court issues.

- This is a contract position. The successful candidate will enter into an independent contractor services agreement as required by the City.
- The appointment is made by City Council for a two-year term. There is no limit on the number of two-year terms to which the Presiding Judge may be re-appointed by the City Council.
- Compensation for the Presiding Municipal Judge shall be established by City Council.
- The Presiding Municipal Judge shall be, at all times while serving as judge, an attorney admitted to practice in Colorado.
- The selected appointee will demonstrate impeccable character, integrity, reputation, judgement, experience and efficiency.

SELECTION AND APPOINTMENT PROCESS:

Submissions will be reviewed by the City Manager and Municipal Court staff. A limited number of top applicants will be invited to interview with the Mayor and City Council. The interviews will be conducted at a date to be determined.

SUBMISSION REQUIREMENTS:

Applicants are required to submit a cover letter and resume that addresses the following (at minimum):

- How you meet the minimum qualifications for the position.
- Detail your background and experience, emphasizing your municipal law experience and level of responsibility in this area.
- Disclose any conflicts of interest you may have with the City.
- Cost proposal - Provide detail on billing structure and rates. Compensation will be negotiated based on scope and range of experience.
- Provide a list of references with whom you have worked. References from municipal court staff and city/town attorneys for municipalities for which you have provided services are preferred.
- **Submissions will be accepted until October 11, 2024, at 4:00 p.m.**

HOW TO APPLY:

Please mail or email your submission to:

City of Sheridan
Attention: Jenna DiRubbo, City Clerk
4101 S. Federal Blvd.
Sheridan, CO 80110-4316

jdirubbo@sheridangov.org



REQUEST FOR PROPOSALS
RFP-24-103-Municipal Judge Services

PROPOSAL DUE DATE:
Thursday, March 14, 2024 BY 2 PM Mountain Time

Municipal Judge Services

City of Wheat Ridge Procurement
Proposals may be sent to the contact listed below.
Email subject line must include: RFP-24-103
Attn: Whitney Mugford-Smith
wmsmith@ci.wheatridge.co.us

DOCUMENTS PREPARED BY:
PURCHASING & CONTRACTING DIVISION on behalf of the
Municipal Court

| ANTICIPATED KEY DATES | |
|--|--------------------------|
| RFP Issued: | February 16, 2024 |
| Question Acceptance Deadline: | February 26, 2024 at 2pm |
| Proposals Due by: | March 14, 2024 at 2pm |
| Interviews: | April 15, 2024 |
| Council Date: | May 20, 2024 |
| Anticipated Contract Execution: | May 2024 |
| Anticipated Start Date: | June 2024 |

IMPORTANT: PLEASE READ ENTIRE DOCUMENT – DO NOT REMOVE ANY PAGES
Per the attached specifications, terms, and conditions.

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INTRODUCTION, BACKGROUND & SCOPE

INTRODUCTION

The City of Wheat Ridge (the “City”) Municipal Building is located in the northwest Denver metropolitan area, with municipal offices at 7500 W 29th Avenue, Wheat Ridge, CO 80033. The City’s area consists of about nine square miles of rolling land adjacent to Interstate 70 transportation corridor between Denver and the Rocky Mountains. The topography is somewhat unique, with a natural ridge traversing the City. The City is a suburban community of approximately 33,000 residents. Wheat Ridge is a home-rule municipality with an elected mayor and eight council members, and a Council- Manager form of government. Wheat Ridge recognizes the Best Value procurement model which allows the City to award suppliers that best meet the needs of the City, taking into consideration proposer qualifications, price, products, and service capabilities and other factors relevant to the City’s policies, programs, administrative resources, and budget.

BACKGROUND

There shall be a Municipal Court which shall have jurisdiction to hear and determine all cases arising under this Charter or the ordinances of the City of Wheat Ridge. The Council shall appoint a Presiding Judge. The Council may also appoint one (1) or more associate judges, who shall sit at such times and upon such cases as shall be determined by the Presiding Municipal Judge. Such associate judge shall have all the powers of a Municipal Judge and their orders and judgments shall be those of the Municipal Court.

All judges shall be members in good standing of the Bar of the State of Colorado and shall have a minimum of five (5) years’ experience on the bench or in the active practice of law in the State of Colorado immediately prior to appointment. The Presiding Municipal Judge is appointed by City Council to serve a two (2) year term and is an independent contractor. The Presiding Municipal Court operates under an Administrative Management Model and administrative functions are overseen by the Court Administrator who reports to the City Manager’s Office. The Presiding Municipal Judge retains all judicial responsibilities. The City’s previous Presiding Municipal Judge retired at the end of 2023.

SCOPE OF WORK

The actual services to be performed will be determined by the City, to include—but not limited to—the following areas:

The Presiding Municipal Judge must be a member of the Bar of the State of Colorado and have a minimum of five years’ experience on the bench or in the active practice of law in Colorado immediately prior to appointment. Legal experience in the field of criminal law, procedure, and rules of evidence is beneficial. The Presiding Municipal Judge works with the Court Administrator and Court Staff in a professional and courteous manner to establish and maintain processes and procedures to ensure efficient and legally defensible courtroom practices. The Presiding Judge will participate in implementation of various City programs as they relate to Municipal Court. The selected appointee will demonstrate impeccable character, integrity, reputation, judgment, experience, and efficiency.

Judicial Functions include, but may not be limited to:

- Preside over court sessions. Interpret and apply the law, make legal rulings, and ensure that the proceedings are conducted fairly and according to established legal procedures.
- Responsible for making legal decisions based on the facts presented and applicable laws. Adjudicate cases by listening to evidence, determining the guilt or innocence of the accused, and, in the case of guilt, imposing appropriate penalties.
- Interpret and apply the law to specific cases. Ensure that legal principles are correctly understood and followed.
- Uphold the principles of due process, ensuring that all parties involved in a case are treated fairly and have the opportunity to present their case.
- Adopt rules and regulations to conduct the business of the Court.
- Appoint referees or administrative hearing officers.

Preferred Qualifications

- Knowledge of Municipal Court Rules; Rules of Criminal Procedure, Criminal Rules of Evidence, Model Traffic Code; Wheat Ridge Municipal Code and Home Rule Charter
- Physical ability to perform essential job functions. Regularly required to sit, stand, walk, talk, hear, see, and

- demonstrate manual dexterity. Occasionally required to kneel, stoop, and perform light lifting up to 10 lbs.
- Possession of valid driver's license with safe driving record
- Bilingual English/Spanish is beneficial but not required

General Court Information

Court is in session Tuesdays, Wednesdays, and Thursdays for an average of ten days per month, excluding holidays. Virtual prisoner hearings are scheduled with Jefferson County Detention Facility at 3:00 p.m. Monday through Friday. Jury trials are scheduled as needed on the third or fourth Thursdays of the month. The Presiding Municipal Judge will have on call responsibilities. Projected case load consists of 1400 annual case filings; 2700 matters scheduled before the Court including Arraignments, Pre-Trials, Trials to Court, Jury Trials, and Hearings; and 400 virtual prisoner hearings. Case types consist of administrative citations, abatements, animal, code, general ordinance violations for both adults and juveniles, parking, and traffic. Relief judges are called to substitute for the presiding judge due to illness, vacation, or recusal. It is anticipated that the Presiding Municipal Judge will work a schedule that fluctuates 20-25 hours per week depending on caseload.

Submission Requirements

- Current resume that describes at a minimum how you meet the desired qualifications.
- Detail your background and experience emphasizing your municipal law experience and level of responsibility in this area.
- Describe your ability, capacity, and skill as a judge and ability to provide the services as outlined in the Scope of Work
- Describe how you and others with whom you have worked view your reliability, character, integrity, reputation, judgment, experience, and efficiency.
- Describe any municipal court judgments that you have issued that were subject to an appeal and the outcome of such appeal(s).
- Describe how you will keep abreast of current legislation and obtain ongoing education and training in order to remain current on all matters relating to municipal courts and municipal judges and provide training and guidance to the City on compliance. Describe any involvement in local and statewide municipal court committees. Also describe how, and under what circumstances, you will charge the City for these efforts.
- Describe your ability to, and professional record of, interacting with City staff, defendants, witnesses and attorneys in a professional, congenial manner.
- Describe how you envision the working relationship of the judge and the court staff and what your expectations are of the court staff as the Presiding Municipal Judge if selected.
- Describe your ability to meet the time requirements of being in attendance on the bench by describing your existing workload and any time conflicts in meeting the current docket schedule of the City. Describe whether your current workload fluctuates in any manner that would make your attendance during scheduled court sessions difficult.
- Describe your availability and adaptability of services to meet the needs of the City, including interpreting City Code / Charter, Changes in Municipal Law, interaction with Jefferson County Sheriff's Office, etc.
- Disclose any conflicts of interest you may have with the City.
- 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. References from court staff and city or town attorneys for municipalities for which you have provided services are favored.
- Describe your engagement with the community.
- Describe how you will remain available and be reachable for those (rare) circumstances when review of an arrest or search warrant affidavit and issuance of any warrant are needed.
- Cost Proposal. Provide detail on billing structure and rates. If you are open to alternative compensation arrangements, please provide detail of acceptable alternatives. Compensation will be negotiated based on scope and range of experience.

- Confirm Proposer has and will continue to maintain Professional Liability insurance as an attorney. To the extent you intend to maintain a private law practice in addition to service as the presiding judge, please confirm that you will maintain appropriate malpractice insurance.

EVALUATION CRITERIA & PROCESS

Evaluation criteria:

- Information Presented in the Proposal
- Qualifications and Experience of the Proposer
- References
- Cost Proposal
- Acceptable Background Check
- Personal Interview – not included with submission

To simplify the review process and to obtain the maximum degree of comparability, the proposal must follow the outline described below and—at a minimum—contain the requested information.

Omissions or incomplete responses in terms of content or aberrations in form may, at the City's discretion, render the proposal non-responsive.

Submit the following information in your proposal, in this order:

1. Response to Submission Requirements list
2. City-Required Forms (Supplied by City)
 - a. Proposer Information Sheet
 - b. Non-Discrimination Form
 - c. Non-Collusion Affidavit
 - d. Proposer's Qualification Form
 - e. Acceptance of Conditions Statement
 - f. Current W-9 (blank provided upon request)

SELECTION PROCESS

The selection committee may either recommend an appointment based on the proposals alone or elect to short-list top-rated candidates and conduct interviews.

The short-list process includes written notification to the short-listed proposers, interviews, reference checks, and the negotiation of fees.

1. **Short List**: Submittals will be evaluated in accordance with the evaluation criteria above. The panel will review and score all proposals received. Proposers with the highest scores may be invited to participate in oral interviews with the City Council.
2. **Oral Interviews**: It is anticipated that oral interviews will be conducted in accordance with the schedule on the cover page. Short-listed Proposers will be notified in writing and invited to interview. The selection committee will, in particular, be interested in knowing more about the Proposers' previous experiences as they relate to the request for proposal.
3. **Fee Proposals and Final Selection**: The City will attempt to negotiate a contract with the highest ranked Proposer following the interview process.

ADMINISTRATIVE AND OFFEROR INFORMATION

1. NO COMMITMENT BY THE CITY OF WHEAT RIDGE

This Request for Proposals does not commit the City of Wheat Ridge to make an appointment or to pay any costs associated with or incurred in the preparation of a proposal to this request. In acceptance of

proposals, the City of Wheat Ridge reserves the right to negotiate further with one or more of the proposers as to any features of their proposals.

2. LAWS AND REGULATIONS

All applicable State of Colorado and Federal laws, City and County ordinances, licenses and regulations shall apply to the appointment throughout, and herein incorporated here by reference.

3. SUBCONTRACTING

No portion of this proposal may be subcontracted without the prior written approval of the City.

4. SALES PROHIBITED / CONFLICT OF INTEREST

Proposers are advised that no officer, employee, or member of City Council shall have a financial interest in the sale to the City of any real or personal property, equipment, material, supplies, or services—where such officer or employee exercises (directly or indirectly) any decision-making authority concerning such sale or has any supervisory authority over the services to be rendered. Soliciting or accepting any gift, gratuity favor, entertainment, kickback, or any items of monetary value from any person who has or is seeking to do business with the City of Wheat Ridge is prohibited.

5. TERMINATION

The appointed Municipal Judge may be removed by the Council only for the reasons set forth in Section 8.3 of the Home Rule Charter:

- a) Found guilty of a felony or any other crime involving moral turpitude,
- b) A disability which interferes with the performance of duties and which is, or likely to become, permanent,
- c) Willfully or persistently fail to perform duties,
- d) Habitually intemperate

6. EQUAL OPPORTUNITY

The successful proposer will agree not to refuse to hire, discharge, promote, demote, or to otherwise discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, or physical handicap.

7. DISADVANTAGED BUSINESS ENTERPRISES

Proposers are advised that disadvantaged business enterprises are afforded full opportunity to submit bids and will not be discriminated against on the grounds of race, color or national origin in consideration for an appointment. As a recipient of Federal funds, subject to United States Department of Transportation Title VI Regulations at 49 CFR Part 21 the Civil Rights Act of 1964, the City of Wheat Ridge and its responsible agents, proposers and consultants assure that no person shall on the grounds of race, color or national origin be excluded from participation in the opportunity to bid or be discriminated against in consideration of appointment of this project.

8. COMMON LANGUAGE

Unless otherwise specified in this document, all words shall have a common language unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular. Additionally, words in the masculine gender include the feminine and the neuter, and when the sense so indicates, words of the neuter gender may refer to any gender.

9. PROPRIETARY INFORMATION

The evaluation committee will hold information provided by proposers during the solicitation process in confidence until the date of an appointment. After that date, proposals will become public record. Proposers may request parts of their proposals to remain confidential and shall indicate as such in the proposal and on the appropriate proprietary or financial pages. All information included in any proposal that is of a

proprietary nature must be **clearly** marked. The City shall be held harmless from any claims arising from the release of proprietary information not clearly designated as such by the proposing firm. An entire proposal shall not be considered proprietary.

10. GOVERNING LAW

The laws of the State of Colorado shall govern any contract executed between the successful proposer and the City. Further, the place of performance and transaction of business shall be deemed to be in the County of Jefferson, State of Colorado. In the event of litigation, the exclusive venue and place of jurisdiction shall be the State of Colorado—more specifically, Jefferson County, Colorado.

11. TAXES AND LICENSES BY THE APPOINTED PROPOSER

The selected proposer must continuously maintain in force their license to practice law in the State of Colorado.

12. COMPENSATION

Charter Section 8.5 requires the Council to set the Judge's compensation by Ordinance. Compensation is not dependent on the outcome of cases and may not be reduced during the 2-year appointment period.

13. FUNDING

There is in effect within the City of Wheat Ridge, Colorado, Section 2-4 of the City's Code of Laws which limits the amount for which the City shall be liable to the amount expressly appropriated by the City Council, either through budgeted appropriation, or contract or bid appointment. The proposer is specifically advised of this Section 2-4 of the Code of Laws. All contracts with the City are specifically subject to the provisions of said Code Section. Funding of this contract for any time period after January 1st of the year succeeding the date of entry of this contract is expressly contingent upon appropriations being made by the City Council of the City of Wheat Ridge, Colorado. No promise—expressed or implied—is made that such funding will be approved by the City Council, acting in its legislative discretion.

14. INDEPENDENT CONTRACTOR

Notwithstanding any provision appearing in this RFP, the person selected as the Presiding Judge shall be—and remain at all times an independent contractor. Although the selected person will certainly be an official of the City, that person shall make no representation that it is the employee of the City for any reason.

15. DUE DILIGENCE

Due care and diligence have been used in the preparation of this information and it is believed to be substantially correct. The responsibility, however, for determining the full extent to the exposure and the verification of all information shall rest solely with the proposer. The City is not responsible for any errors or omissions in the specification, or for the failure on the part of the proposer in determining the full extent of exposure.

16. DEBRIEFING

After the appointment has been made, interested parties may contact the City Procurement Manager to request a debriefing on the selection process, as well as a discussion of the strengths and weaknesses of their proposal.

THANK YOU FOR YOUR INTEREST IN DOING BUSINESS WITH THE CITY OF WHEAT RIDGE



RFP-24-0103-Municipal Judge Services

PROPOSER INFORMATION

FEIN / SSN (Required) _____ DUNS _____
Federal ID number

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIPCODE _____

PHONE _____ CELL _____

AUTHORIZED SIGNATURE _____
REQUIRED—MUST BE IN INK or Digital

PRINTED NAME _____

TITLE _____ EMAIL _____

PROPOSER IS RESPONSIBLE FOR FOLLOWING UP ON ALL ADDENDA

DO NOT CONTACT THE REQUESTING DEPARTMENT OR MEMBERS OF THE EVALUATION COMMITTEE

Signature acknowledges that proposer:

- 1) Has read the RFP documents thoroughly prior to submitting a proposal,
- 2) Will fulfill the obligations in accordance to the scope of work or specifications, terms, and conditions,
- 3) Is capable of performing quality work to achieve the City objectives, and
- 4) Is submitting without collusion with any other individual or firm.

CITY OF WHEAT RIDGE, CO
NON-DISCRIMINATION ASSURANCE FORM
TITLE VI REGULATIONS AT 49 CFR PART 21

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin by any entity receiving Federal financial assistance.

The City of Wheat Ridge is a recipient of Federal financial assistance and as such, it—as well as all of its responsible agents, proposers and consultants—is required by the United States Department of Transportation Title VI Regulations at 49 CFR Part 21 (the Regulations) to assure nondiscrimination. The City of Wheat Ridge assures that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination on the grounds of race, color, or national origin under any program or activity conducted by the City.

All proposers are hereby notified that the City of Wheat Ridge will affirmatively ensure that disadvantaged business enterprises will be afforded full opportunity to submit bids in response to all invitations and will not be discriminated against on the grounds of race, color or national origin in consideration for an appointment. This applies to all solicitations for bids for work or material subject to the Regulations, and for all proposals for negotiated agreements.

The proposer, whose name and signature appear below, certifies and agrees as follows:

1. The proposer shall comply with the provisions of Title VI of the Civil Rights Act of 1964.
2. The proposer assures the City of Wheat Ridge that disadvantaged business enterprises are afforded full opportunity to submit bids as sub-contractors or sub-consultants and will not be discriminated against on the grounds of race, color or national origin in consideration for appointment.
3. The proposer shall comply with all reasonable requests made in the course of an investigation of Title VI, the Regulations and this assurance by the Colorado Department of Transportation, the US Department of Transportation or the City of Wheat Ridge, as a sub-recipient of Federal financial assistance.
4. The proposer agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under Title VI, the Regulations and this assurance.

FIRM: _____
(Print full legal name of company)

AUTHORIZED SIGNATURE: _____

Printed Name and Title: _____

Date Certified and Agreed: _____

Attestation: (A corporate attestation is required)

Place corporate seal below:

BY: _____
Corporate Secretary or Equivalent

RFP-24-0103-Municipal Judge Services

PROPOSED PRICE SCHEDULE

SUBMIT ON THIS PAGE, OR ATTACH YOUR DETAILED COMPENSATION PROPOSAL

NAME OF FIRM: _____

ADDRESS: _____

Compensation Proposal_____

RFP-24-0103-Municipal Judge Services

ACCEPTANCE OF CONDITIONS STATEMENT

A. Proposing firm indicates acceptance of the following conditions:

1. City of Wheat Ridge prohibits contracting with firms that employ certain relatives of City employees, unless the City Council determines that the making of such a contract is in the City's best interest.

No City Council member, member of a City Board or Commission, Municipal judge, City Manager, City attorney(s), or employee of the City of Wheat Ridge—or any such person's spouse, child, parent, brother, sister, dependent or person assuming a relationship being the substantial equivalent of the above—has an existing or pending (direct or indirect) financial, pecuniary, or personal interest in the proposing firm or this Request for Proposal (RFP), except as follows:

2. I / we hereby agree to all instructions, terms and conditions, and specifications contained herein.

Submitted by:

SIGNATURE

DATE