

**REQUEST FOR QUALIFICATIONS  
FOR  
ALTERNATE CITY PROSECUTOR**



**CITY OF SHAVANO PARK**

**Submission Deadline:  
August 21, 2017**

City of Shavano Park  
900 Saddletree Court  
Shavano Park, TX 78231  
(210) 493.3478  
[www.shavanopark.org](http://www.shavanopark.org)

## **TABLE OF CONTENTS**

- I. Introduction**
- II. Scope of Services Required**
- III. Statement of Qualifications Requirements**
- IV. Criteria for Evaluation and Selection**
- V. Award Schedule**
- VI. Reservation of Rights**

**CITY OF SHAVANO PARK  
ALTERNATE CITY PROSECUTOR  
REQUEST FOR QUALIFICATIONS**

**I. INTRODUCTION**

The City of Shavano Park, Texas (hereinafter called the “City”) is soliciting statements of qualifications (SOQs) for the position of Shavano Park Alternate City Prosecutor.

After considering information provided during the application process, the City will select the individuals who are the most qualified and who will provide the best services for the City, on the basis of the selection criteria stated in this RFQ, the results of subsequent responder interviews, if any, and for any other reason deemed by the City to be in the best interest of the City.

Any inquiries concerning the request for qualifications should be addressed to Zina Tedford, City Secretary at (210) 493-3478 or [ztedford@shavanopark.org](mailto:ztedford@shavanopark.org).

It is anticipated that the selection of an Alternate City Prosecutor will be completed on August 28, 2017.

City Prosecutor positions are appointed by the Shavano Park City Council in accordance with the City of Shavano Park Code of Ordinances, Section 10-1 and work as independent contractors.

The City reserves the right to retain all SOQs submitted. The City operates under applicable public disclosure laws. Proprietary information must be identified and will be protected to the extent that is legally possible.

Submission of a SOQ indicates acceptance by the individual of the conditions contained in the request for qualifications, unless clearly and specifically noted in the SOQ submitted and confirmed in the contract between the City and the respondent.

**II. SCOPE OF SERVICES REQUIRED**

The Alternate City Prosecutor shall be called to sit for the regular City Prosecutor when said Prosecutor is unable to carry out the duties of the position. While sitting for the regular City Prosecutor, the appointee shall have all powers and duties of the office of City Prosecutor.

**A. TERM OF OFFICE**

The term of office of the Alternate City Prosecutor is determined by City Council.

## **B. INFORMATION ABOUT POSITION / COURT**

There is one City Prosecutor and one Alternate City Prosecutor assigned to prosecute in the court. The current City Prosecutor is Darrell Dullnig. As Alternate City Prosecutor you may be called on to replace the regular City Prosecutor. The Municipal Court Prosecutor or his alternate shall conduct all prosecution in the Municipal Court on behalf of the City. While sitting for the City Prosecutor, the appointed Alternate City Prosecutor shall have all powers and duties of the office.

There is one Municipal Judge and one Alternate Municipal Judge. The current Municipal Judge for the City is Stephen Takas.

Court dockets requiring judge and prosecutor attendance are scheduled once a month (on the third Thursday of the month) and typically run three to four (3 to 4) hours. Approximately 100 to 200 cases are filed in the Court each month. The City Municipal Court is not a court of record and only handles criminal cases. The Municipal Court employs a single Administrator (Court Clerk) of the court, who is appointed by the City Manager and is supervised by the Finance Director.

## **III. STATEMENT OF QUALIFICATIONS REQUIREMENTS**

All SOQs must be received no later than **3:00 P.M., on Monday, August 21, 2017**. Five (5) hard copies of all SOQs must be provided with an additional electronic (PDF) copy of the submission included on a USB compatible flash drive. The copies shall be sealed and clearly identified with 'Alternate City Prosecutor' by the submittal deadline.

All SOQs must include:

1. Cover letter and statement of qualifications
2. Resume
3. State of Texas Bar Number
4. Three professional references with addresses and phone numbers.
5. If applicable, a list of Municipal Court(s) where employed and a contact name and number of person associated with the Court's operations.

All statements become the property of City of Shavano Park upon receipt and will not be returned to the submitter. Any cost or expense incurred by the submitting individual that is associated with the preparation or selection process of the SOQ shall be borne solely by said individual.

All statements shall be submitted to and all other correspondence shall be directed to the following point of contact:

City of Shavano Park  
Attention: Zina Tedford, City Secretary  
900 Saddletree Court  
Shavano Park, TX 78231

Phone: (210) 493.3478  
Fax: (210) 492.3816  
Email: [ztedford@shavanopark.org](mailto:ztedford@shavanopark.org)

Respondents or their agents are prohibited from lobbying members of the Shavano Park City Council members or its staff or consultants on this project. Failure to comply with this clause shall be grounds for rejection of their SOQ as non-responsive.

#### IV. CRITERIA EVALUATION AND SELECTION

The City Manager with the assistance of City staff will evaluate qualifications based on requirements described in this section. The highest qualified respondents may be selected to attend a formal interview. The interview will allow the invited respondents to further discuss their qualifications with City Staff and to respond to questions from the staff. The City Manager shall make a selection recommendation to City Council in a public meeting. If accepted by City Council the City Manager will begin to negotiate a contract.

- Licensed and in good standing with the State Bar Required
- Responder’s Experience as a Judge, Prosecutor or a Municipal Attorney 35%
- References 55%
- Location – Proximity to Shavano Park, TX 10%

#### V. AWARD SCHEDULE

Award schedule milestones are:

<b>Date</b>	<b>Activity</b>
August 14, 2017	Issue Request for Qualifications
August 18, 2017	Deadline for Questions
August 21, 2017	SOQ Submittal Deadline
August 21 – August 25 2017	Potential interviews
August 28, 2017	City Manager presents recommendations to City Council

The City will require the selected individual to execute a contract to be negotiated with the City, no more than fourteen (14) calendar days after the City gives notice of award. Contract documents are not binding on the City until reviewed by legal counsel. In the event the parties cannot negotiate

and execute a contract within the time specified, the City reserves the right to terminate negotiations with the selected individual and commence negotiations with another individual.

**VI. RESERVATION OF RIGHTS**

The City reserves the right to select one or no individual in response to this RFQ. The individual, if selected, will be the individual whose qualifications is deemed most advantageous to the City, as determined by City Council. This request for qualifications does not commit the City to enter into a contract, award any services related to this RFQ.