

Request for Proposal
City of Fayetteville
Municipal Court Solicitor

The City of Fayetteville, Georgia is soliciting sealed proposals for the purpose of providing Municipal Court Solicitor services for the City.

The position of Municipal Court Solicitor requires attendance at Municipal Court every week; handling pre-trial hearings, motions, and conferences; prosecuting cases in Municipal Court;; and assisting police personnel and court personnel as needed. The successful candidate shall be an attorney licensed in the State of Georgia, in good standing, shall not have appeared before Fayetteville Municipal Court within the twenty-four (24) months prior to publication of this request and have a minimum of two (2) years of prosecutorial experience.

Through this Request for Proposal & Qualifications (RFP), the City of Fayetteville seeks to engage a firm, individual lawyer, or a consortium of firms or lawyers to serve as Solicitor of the City of Fayetteville Municipal Court, commencing upon appointment. This contract will be awarded through a fair and open process. This Request for Proposal & Qualifications (RFP) is a part of a competitive procurement process, which helps to service the City of Fayetteville's best interests. It also provides law firms with a fair opportunity for their services to be considered.

Interested candidates must submit two (2) copies of qualifications to Carleetha Talmadge, Assistant Finance Director, 240 Glynn Street South, Fayetteville, Georgia, 30214, no later than 5:00pm local time on December 5, 2018 to be considered. Candidates shall provide the following information to the City:

1. Monthly rate to perform all Solicitor duties for the City.
2. Size of firm and expertise of members of the firm.
3. Experience of members of the firm in municipal law.
4. Experience in municipal court operations.
5. Location of office to serve City of Fayetteville and number of staff members located in that office.
6. Biographical data on members of firm.
7. Professional Liability Limits

The City reserves the right to accept the best, responsible, or responsive candidate. The City will exercise its discretion in awarding a letter of engagement to the candidate that best satisfies the needs of the City. Any contract entered into by The City will be reviewed and approved by the City Attorney. The City also reserves the right to reject any and all candidates and to waive any and all irregularities. The term of the contract shall be for a period of one (1) year and may be extended for up to four additional periods of one year each upon mutual agreement of the parties in writing. The City may terminate services after giving written notice to the other party thirty (30) days prior to actual termination.

Questions regarding the scope of services may be directed to Carleetha Talmadge at 770-719-4161.