



REQUEST FOR QUALIFICATIONS (RFQ)
MUNICIPAL JUDGE SERVICES

Issued: February 26, 2019

Due: March 19, 2019

Responses shall be returned on or before March 19, 2019 at 2:00 PM to:

City of Easley
Attn: RFQ – Municipal Judge
P.O. Box 466
205 N. First Street
Easley, SC 29640
www.cityofeasley.com

1.0 NOTICE TO PROPOSERS

The City of Easley (the "City") is soliciting sealed Requests for Qualifications (RFQ) for three (3) Municipal Judge Positions as outline in Section 2.0. Qualified applicants are invited to submit qualifications and proposals for the provision of these services. In order to be considered, proposals must address each of the requests for information included in this document.

All addenda, notices, additional information, etc. will be posted to the City of Easley website at <http://www.cityofeasley.com>

One (1) original plus one (1) digital copy of proposal must be sealed and returned by 2:00 p.m., on March 19, 2019 to:

City of Easley
Stephen Steese
Attention: RFQ – Municipal Judge
205 N. First Street
Easley, South Carolina 29640

Proposer is responsible for delivery of response by the date and time set for the closing of the proposal acceptance. Responses received after the date and time set for the closing will not be considered.

The City of Easley reserves the right to reject any and all proposals and waive informalities in proposals received.

All inquiries concerning this RFQ must be made via e-mail to:

City of Easley
Stephen Steese
City Administrator
ssteese@cityofeasely.com

2.0 SCOPE OF SERVICE

A. General

The City of Easley is seeking Three (3) Municipal Court Judges to include a Head Judge, Associate Judge, and Alternate Judge. The Head Judge, Associate Judge, and Alternate Judge preside over Municipal Court for all class C Misdemeanors, violations of City ordinances, pre-trial conferences, jury trials and other cases appropriately tried in a Municipal Court of Record. The City's Municipal Court Judges are appointed by the City Council for a term of two (2) years and works as an independent contractor.

The Head Judge will be responsible to scheduling all appointed Municipal Judges to ensure that there is proper coverage as required for the efficient operation of Municipal Court services.

Currently, Municipal Court is held every Tuesday – Thursday pending conflicting holidays or unforeseen conditions. Mondays are currently reserved for Preliminary Hearings. Currently court begins at 9:30 am each day and Court is held in session until all court business has been concluded for that day. The Clerk to Court will schedule the cases and hearing load for each day to ensure that court concludes prior to 5:00 pm. The Head Judge and Clerk to Court may work together to alter the Court schedule as needed to be more efficient or accommodating to the public. The Head Judge and Clerk to Court will coordinate jury trial schedules to ensure adequate time to sit a jury for cases and to ensure a trial in a reasonable timeframe. Bond hearings are conducted twice per day with one in the morning and one in the afternoon. Judges are also required to hear cause and issue warrants as needed through their scheduled times.

The City also has two (2) Part-time Judges that are scheduled during nights, weekends and holidays to conduct bond hearings and issue warrants as needed. These positions do not preside over any Court Hearings but will be scheduled by the Head Judge. However, it is the understanding that all Municipal Judges need to be available during nights, weekends and holidays for approval of Criminal Arrest Warrants, Search Warrants and to magistrate capias pro fine warrants should scheduling or criminal severity require it.

The Alternate Judge shall be called to sit when the Head or Associates Judge is unable to carry out the duties of the position. While sitting for the regular Judge, the appointee shall have all powers and duties of the office of Municipal Judge.

3.0 STATEMENT OF QUALIFICATION

1. Must be a resident of the State of South Carolina and must possess a Juris Doctorate degree and have graduated from a law school accredited by the American Bar Association;
2. Must be a member in good-standing with the State Bar of South Carolina;
3. Be at least twenty-one (21) years of age;
4. Have had at least two (2) years experience as a practicing Attorney in SC

All Municipal Judges are required to attend mandated orientation/training through the South Carolina Judicial Department within one (1) year of taking office. Members of the South Carolina Bar Association are exempt from the required examination but must attend the orientation.

The City will cover costs related to training for Municipal Court Judges to include registration, accommodations, mileage, and per diem as allowed by City policies and procedures.

4.0 CONTRACT

Upon selection, it is anticipated that the City and the Judge selected will enter into a contract subject to the information contained in the RFQ and the respondent's proposal.

It is anticipated that the Judges will be compensated as listed:

Head Judge - \$35,000 annually

Associate Judge - \$32,000 annually

Alternate Judge – To Be Negotiated per hour based on hours worked.

4.0 DESCRIPTION OF THE GOVERNMENT

A. Background Information

The City of Easley was incorporated in 1874 as a Home Rule municipality. The City Council consists of six members and a Mayor, each elected to staggered four-year terms. The City Administrator is hired by and reports to the Mayor and City Council and directs all City operations. The City of Easley provides the following services as authorized by its charter: public safety (police and fire), streets, sanitation, parks and recreation, storm water, public improvements, planning and zoning, and general administrative services. The City of Easley serves an area of over 12.3 miles with a population of approximately 22,000. City Hall is located at 205 N. First Street, Easley, South Carolina 29640, and Municipal Court is located at 220 NW Main Street, Easley, SC 29640.

6.0 PROPOSAL REQUIREMENTS

A. Requested Information.

1. Cover letter and/or statement of qualifications
2. Resume to include:
 - State of South Carolina Bar Number
 - List of any South Carolina State Bar Association disciplinary investigations and/or actions.
 - Three professional references with addresses and phone numbers.
 - If applicable, a list of Municipal Court(s) where employed and a contact name and number of persons associated with the Court's operations.

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