

**REQUEST FOR PROPOSAL
FOR
TOWN OF SEVERANCE**

PRESIDING MUNICIPAL JUDGE AND ALTERNATE JUDGE

ISSUED January 26, 2024

Proposal Closing Date and Time: March 1, 2024 at 5:00 pm

Contact:

**Nicholas J. Wharton, MPA, ICMA-CM
Town Manager
3 S. Timber Ridge Parkway
Severance, CO 80550
970-686-1218**

nwharton@townofseverance.org

Please note, this Request for Proposal is not a competitive bid based on price only. This RFP allows the Town of Severance Town Council to select the service provider that best meets the needs of the Town, based on qualifications, salary requirements, and service capabilities along with other factors, such as knowledge of Municipal Court policies, programs, Council directives, administrative resources, and budget. Candidates that are considered finalists will be required to complete a background check. Permission to conduct a background check will be done directly with the Town of Severance's third party provider.

POSITION OVERVIEW

This RFP seeks proposals to fill the role of Presiding Municipal Judge for two years commencing with the approval by Resolution of the appointment and terms of appointment by Town Council.

The Town of Severance is a Home Rule municipality that operates a municipal court of record that hears and determines cases arising under the Town's Charter and ordinances. The Municipal Judge must be a currently licensed Colorado attorney, preferably with experience on the bench in a Colorado municipal court of record, knowledge of the Severance Home Rule Charter, and the Severance Municipal Code.

Court is held on the first Thursday of each month with other dates scheduled as needed. Sessions last as long as needed to complete the scheduled Court docket, but are generally no longer than 2-4 hours each. Court security is provided while the Court is in session.

The Court averages 12 sessions per year. The position requires availability to review warrants and motions outside of Court hours. The salary offered is \$800 per session, however if you require a different salary, please state what that amount is and what the basis of your request is.

By submitting an application, resume and response to the specifications of the submittal you are certifying that you are qualified to perform the work and services outlined and are familiar with the instructions, terms and conditions, and specifications in the RFP. You further agree to use Town technology appropriately and safeguard our cyber security and data by following all applicable current policies and directives, to include taking required training. The applications and proposals will be reviewed by the Town of Severance Town Council. Town Council may require an interview either in person or via zoom meeting.

Please note that the Town of Severance is subject to the provisions of the Colorado Open Records Act.

Required Information:

- Copy of current resume describing how you meet the requirements of the job description.
- Letter that addresses the following:
 - Describe your ability, capacity, and skill as a judge and ability to provide the services as outlined in the job description.
 - 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 keep updated on current legislation and obtain ongoing education and training to remain current on all matters relating to municipal courts and municipal judges.
 - Describe your communication style, as well as your manner and record of interacting with municipal staff, defendants, witnesses, and attorneys in a professional and congenial manner.
 - Describe your ability to meet the time requirements of the position.
 - Describe any conflicts of interest you have with the Town.

The Town Council will review each submittal and conduct interviews at a time and date to be decided.

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