



REQUEST FOR PROPOSALS

For

Municipal Judge

**Proposals Due:
January 29, 2025 at 4:30 p.m.**

City of Castle Pines
7437 Village Square Drive
Suite 200
Castle Pines, CO 80108

REQUEST FOR PROPOSALS

Municipal Judge

City of Castle Pines, Colorado

The City of Castle Pines, Colorado is inviting proposals from qualified individuals to serve as Municipal Judge. Qualifications are as follows:

- Attorney licensed to practice law and in good standing in the state of Colorado.
- Minimum five (5) years of experience in the active practice of law, preferably with experience as a Judge.
- Ability to meet time requirements of the City.
- Ability to determine compliance with applicable laws and ordinances.
- Demonstrate excellent character, integrity, reputation, judgment, experience, and efficiency.
- Knowledge of Colorado Municipal Court Rules, Rules of Criminal Procedure, Criminal Rules of Evidence, and Model Traffic Code.
- Must submit to a criminal background check.

ABOUT THE ROLE/SCOPE OF WORK

The City of Castle Pines Municipal Court was established under the authority of the City of Castle Pines Home Rule Charter. It is a court of record that hears alleged violations of the City of Castle Pines Municipal Code and Charter. The current case load is primarily traffic cases. The Municipal Court convenes on the second Friday of each month at 7:30 a.m. Arraignment sessions typically last up to two hours, followed by bench trials as necessary. The Presiding Municipal Judge is authorized to establish rules and regulations regarding the conduct of the business of the Municipal Court, make legal rulings, and ensure that court proceedings are conducted fairly and according to constitutional and legal requirements.

The expected monthly time commitment for this role is approximately 3-5 hours.

EXPECTATIONS

The City expects that the Municipal Court Judge will keep abreast of current legislation and obtain ongoing education and training and remain current on all matters relating to municipal courts and municipal judges. The Judge will formally report to City Council at least once annually, as requested. The Municipal Judge must also be available to respond promptly to occasional inquiries from Court staff via email or phone.

PROPOSAL FORMAT

All proposals will follow the format outlined below. Failure to do so may result in disqualification. Electronic proposals will be received only through email to Karla@castlepinesco.gov or through submittal on Rocky Mountain Bid Net until 4:30 p.m., January 29, 2025. Hard copy submittals will not be accepted. It is the proposer's sole responsibility to ensure all proposal documents are submitted and received by the submission deadline.

1. Cover Letter
2. Resume
3. A description of similar work experience
4. A description of any disciplinary actions you have been subject to.
5. A statement detailing your current practice and the potential for conflicts of interest that may arise if you are appointed to the judge position.
6. Each respondent's proposal and bid should address the ability to perform this scope of work, along with the specific expertise, education, and experience.
7. Provide details regarding your existing workload and how you will fit the position into your existing work priorities.
8. List of 5 professional references, including name and contact information.
9. Submit an hourly, monthly, and/or annual rate or other compensation expectations
10. Statement that the attached form of professional services agreement is acceptable.

TERM OF OFFICE

The position will fill the balance of the previous Judge's term, which expires January 13, 2026. The Judge is appointed by City Council for a term of up to two (2) years set by Resolution at a salary or compensation to be fixed by City Council and not to be dependent upon the outcome of the matters to be decided by the Judge. There are no term limits on the position of Municipal Judge.

SELECTION PROCESS

The City's selection committee will perform an initial screening and may interview multiple candidates. A recommended finalist(s) will be selected for City Council to consider for appointment as the presiding Municipal Judge.

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

INFORMATION TO BE SUBMITTED

The deadline for submitting requirements is 4:30 p.m. on January 29, 2025. A successful candidate will be appointed with the expectation of an initial appointment through December 2026 and shall be subject to reappointment for full two (2) year appointments thereafter upon satisfactory annual review. Please submit documents via email to Karla@castlespinesco.gov or Rocky Mountain Bid net on or before the submission deadline.