

Posted 11/12/24

NOTICE
(RFQ # 2024-022)

The City of Mercedes is soliciting sealed Requests for Qualifications (RFQ) from qualified applicants to serve as Municipal Court Judge. 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 on the City of Mercedes website at www.cityofmercedes.com.

One (1) original copy of the proposal and one (1) electronic copy must be sealed and returned to the City of Mercedes, City Hall, no later than 3:00 p.m. CST on Wednesday, November 27, 2024, to the attention of:

City Manager
Mercedes City Hall
400 S. Ohio Ave.
Mercedes, TX 78570

All proposals must be clearly marked with "RFQ 2024-022 – Municipal Judge Services." 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 Mercedes reserves the right to reject any and all proposals and waive informalities in proposals received.

All inquiries concerning the RFQ must be made in writing and addressed to the address or email address listed below, with e-mail being the preferred method.

City of Mercedes
Joselynn Castillo
City Secretary
400 S. Ohio Ave.
Mercedes, TX 78570
Phone: 956-565-3114
Email: jcastillo@cityofmercedes.com

Joselynn Castillo
City Secretary



CITY OF MERCEDES
REQUEST FOR QUALIFICATIONS

RFP NUMBER # 2024-022

RFP TITLE: MUNICIPAL JUDGE SERVICES

DATE DUE: NOVEMBER 27, 2024

DUE NO LATER THAN 3:00 P.M.

RFQs will be opened at the CITY OF MERCEDES CITY HALL, 400 S. Ohio Ave. Mercedes, Texas. on November 27, 2024 at 3:00 p.m. (as per City Secretary's time clock) on deadline due date.

RFQs received later than the date and time above will not be considered.

Please return RFQ ORIGINAL (marked "ORIGINAL") and an electronic (PDF format file only) of your proposal for review by evaluation committee in a sealed envelope. Be sure that return envelope shows the RFP Number, Description and is marked "RFQ 2024-022 - Municipal Judge Services".

RETURN RFP TO:
by U.S. mail or delivered to the office of the City Manager.,
Mercedes City Hall
400 S. Ohio Ave.,
Mercedes, Texas 78570.

For additional information, clarifications and/or questions or to request addendum please contact: Joselynn Castillo at jcastillo@cityofmercedes.com.

YOU MUST SIGN BELOW IN INK. FAILURE TO SIGN WILL DISQUALIFY THE OFFER. All prices must be typewritten or written in ink.

Company Name: _____

Company Address: _____

City, State, Zip Code: _____

Telephone No. _____ Fax No. _____ e-mail _____

Historically Underutilized Business (State of Texas) Certification VID Number: _____

Print Name: _____ Signature: _____

How did you find out about this RFQ? _____ (ex: Newspaper, Web, Mail)

Is Proposer's principal place of Business within CITY OF MERCEDES? Yes - No

(Your signature attests to your offer to provide the goods and/or services in this RFQ according to the published provision of this bid. When an award letter is issued, this RFQ becomes the contract. If an RFQ required specific Contract is to be utilized in addition to this RFQ, this signed RFQ will become part of that contract. When an additional Contract is required, an RFQ award does not constitute a contract award and RFQ / Contract is not valid until contract is awarded by City Commission (when applicable), signed by City Manager and purchase order is issued.)

**City of Mercedes
Request for Qualifications
Municipal Judge Services
Instructions to Interested Respondent**

1. Scope of Services

a. General

The Mercedes Municipal Court is currently not a court of record. The court has jurisdiction over all statutory Class C misdemeanors and violations of city ordinance occurring within the City's corporate limits. The Office of Presiding Municipal Court Judge is established by City Charter, and the Presiding Judge is appointed by the City Commission for a two (2) year term. The Presiding Judge is an independent service provider and not an employee of the City. Currently, the Municipal Court is held every Wednesday. Court session includes appearance docket, pre-trial docket, bench trial docket, jury trial docket, juvenile court docket and show cause docket. Court is held in session until all court business has been concluded. The Judge performs magistrate duties as authorized by state law including issuance of warrants and summons; authorizing arrest, search, and seizure warrants, advising persons in custody of their constitutional rights; and set bonds.

2. Statement of Qualification

Proposals will be accepted from both applicants qualified to serve as a judge of a municipal court not of record. And by licensed attorneys who are qualified to serve as a judge of a municipal court of record. License attorneys may include proposals for both courts of record and courts not of record.

a. Municipal Courts Not of Record Qualifications

- i. Must be a resident of the State of Texas
- ii. Must be 21 years of age or older.
- iii. Must have completed the mandatory judicial educational requirements prescribed in Rule 5 of the Rules of Judicial Education.
- iv. Must have prior experience as a municipal court or justice court judge.
- v. Must be bondable.

b. Municipal Court of Record: Must meet all qualification stated in subsection a above and be an attorney licensed by the Texas Bar and eligible to practice law in the State of Texas.

3. Appointment

The presiding judge is appointed by the City Commission as per City of Mercedes City Charter. An agreement shall address the terms and conditions of appointment including compensation as agreed by the appointee and City Commission.

4. Description of the Government

The City of Mercedes is a home rule municipality. In accordance with its charter, the City operates as a council/city manager form of government. The City Commission consists of four (4) members and a mayor, elected at large for a term of three years. The City Manager is hired by and reports the City Commission and directs all City operations. The City of Mercedes provides the following services as authorized by its charter: Police, Fire and Emergency Services, Public Utilities, Streets and Parks, Code Compliance, Development Services, and Municipal Administrative Services. The City of Mercedes services an area of over 11.8 square miles with a population of approximately 16,700.

5. Proposal Requirements

a. Requested Information

- i. Cover Letter
- ii. Statement of Qualifications
- iii. Texas Bar Number
 1. Release authorizing city to access all Texas Bar Association disciplinary investigations or actions.
- iv. Three professional references with addresses and phone numbers

- b. Proposed fee Schedule: Please provide a proposed fee schedule for services to be provided. Respondents proposing to serve as a Court of Record should include fees for each court session, jury trial and magistrate fee(s), if applicable, and any other fee information the applicant believes will be helpful in evaluating the applicant's response.