



REQUEST FOR PROPOSALS Town of Mt. Crested Butte Municipal Court Judge Services

A. INTRODUCTION

The Town of Mt. Crested Butte is inviting proposals from qualified individuals to provide Municipal Court Judge services to the Town. The Town of Mt. Crested Butte is a Home Rule Town, and the Home Rule Charter (Article VII(B)) addresses the Judiciary and Municipal Judge. Mt. Crested Butte Municipal Court is a Court of Record and meets as required but typically once per month for an hour.

NOTICE IS HEREBY GIVEN, proposals should be prepared and submitted in a form that addresses the needs outlined herein. Late proposals will not be accepted. Proposals will be accepted until 5:00pm, **May 10, 2025**. Proposals shall be sent to:

Tiffany O'Connell, Town Clerk
Town of Mt. Crested Butte
P.O. 5800
Mt. Crested Butte, CO 81225
toconnell@mtcb.colorado.gov

B. OBJECTIVE

The objective is to choose a reliable and experienced individual with demonstrated knowledge in providing municipal court judge services in a comprehensive, timely, effective and efficient manner. Interested individuals should have significant experience in matters addressed by municipal courts. The Municipal Court Judge will work with the court clerk to preside over the Municipal Court.

C. QUALIFICATIONS OF APPLICANTS

- Attorney at law admitted (active) to practice in Colorado who is at least twenty-one (21) years of age.
- Ability, capacity, and skill as a prospective judge.
- Ability to meet the time requirements of the Town (approximately 1 hour or less per month).
- Reliability, character, integrity, reputation, judgment, experience, and efficiency.
- High performance quality in previous or current judge contracts, if any.
- Ability to determine compliance with applicable laws and ordinances.
- Availability and adaptability of services to meet the needs of the Town.
- Resident of Gunnison County, Colorado.

D. SCOPE OF SERVICES

The Municipal Court Judge presides over Municipal Court matters in which the Municipal Court has jurisdiction.

E. POWERS AND DUTIES

- The Judge shall have all judicial powers and duties as provided in the Town's Charter and ordinances and in the Colorado Revised Statutes applicable to municipal judges, except as otherwise provided by Charter or ordinance.
- The Judge is authorized to exercise contempt powers, and enforce subpoenas issued by any board, commission, hearing officer, or other body or officer of the Town authorized by law or ordinance to issue subpoenas, and all other powers inherent with the office.
- The Municipal Court convenes for at least one (1) regular session of the Municipal Court on the first Wednesday of each month and more often as needed. Sessions of the Court are typically held at 9:00 A.M.
- The Municipal Court complies with HB23-1182. Remote access is provided for the public to observe court proceedings.

F. TERM OF OFFICE

The term of office of the Municipal Court Judge is two years, unless otherwise terminated by the Mt. Crested Butte Town Council.

G. PARTICIPATION BY AND EXPECTATIONS OF THE TOWN

The Town expects that the Municipal Court Judge will preside over court in-person, keep abreast of current legislation and obtain ongoing education and training, remaining current on all matters relating to municipal courts and municipal judges. Costs associated with these efforts may be shared with the Town with prior approval and as budgeted.

H. COMPENSATION

The Town will pay the Municipal Court Judge for judicial services rendered at a rate of \$300.00 per court session or compensation set by the Town Council, the amount of which shall not be dependent upon the outcome or number of matters to be decided by the Municipal Court Judge.

I. INFORMATION TO BE INCLUDED/SUBMITTED

The following information must be included in your written proposal. It is important as it may be your only opportunity to present your qualifications.

1. Name of the person who will be in charge of providing Municipal Court Judge services to the Town. This is the person who will be recommended for appointment to the position of "Municipal Court Judge" by the Town Council. A resume of this person's background and experience should emphasize the municipal law experience of that person and the level of responsibility in this area.
2. Specific information on the certification, licensure/registration and continuing education training for the preceding calendar year, including such information as may be necessary to establish that the applicant is an active attorney at law admitted to practice in Colorado.

3. Please disclose any potential conflicts of interest that you may have in relation to the Town of Mt. Crested Butte.
4. Provide details regarding your existing workload and how you will fit this contract into your existing work priorities.
5. Provide a list of references with whom you have worked in the past five (5) years. If you have provided municipal court judge services to municipal or government clients in the recent past, please submit municipal or government client references as well.
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. The proposal should address the topics covered in Sections C and G and the municipal court judge's ability to perform services within this operating framework.

J. SELECTION

The Town reserves the right to reject any or all proposals, to waive irregularities or informalities in proposals, and to re-advertise for proposals if desired. After considering proposals and information provided during the application process, the Town will select the individual who is the most advantageous to the Town from the standpoint of service, previous experience, and ability to deliver or for any other reason deemed by the Town to be in the best interest of the Town.

The Municipal Court Judge Services Proposal must be received by the Town Clerk, Tiffany O'Connell, by 5:00pm, May 9, 2025, at PO Box 5800, Mt. Crested Butte, CO 81225 or via email to toconnell@mtcb.colorado.gov. Any proposal received after that date and time will not be accepted. In consideration of the environment, we request that your proposal should be black and white, two-sided copies without binders.

The Town of Mt. Crested Butte Judicial Subcommittee may perform an initial screening and may interview potential candidates. Finalist(s) will be selected for final interviews by the Town Council and may be asked to appear before Town Council.

The Town reserves the right to undertake its own investigation to evaluate any candidate. The Town shall have the sole discretion to accept or reject any proposal. All proposals become the property of the Town upon receipt and will not be returned. Whether the proposal is accepted or rejected will not affect this decision.

The Town operates under applicable public disclosure laws. Proprietary information must be identified and will be protected to the extent that is legally possible. Your costs in developing the proposal, attendance at any meetings relating to the proposal, and other costs relating to the proposal are your responsibility and will not be reimbursed by the Town.

The Town of Mt. Crested Butte thanks you for your interest in providing us with a proposal for Municipal Court Judge services. Please submit any questions regarding this RFP in writing and directed to the Town Clerk, as soon as possible after receipt of the RFP at the address below.

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