



REQUEST FOR PROPOSALS

SEALED PROPOSALS will be received in the Office of the City Manager at 5555 Perimeter Drive, Dublin, Ohio 43017 until 2:00 P.M. ET, **October 3, 2024**. All qualified individuals are invited to submit proposals to the City of Dublin for the following:

Primary and Secondary Magistrate Services

SUBMIT: Three (3) bound copies OR a digital .pdf format file of all requested documentation must be received on or before 2:00 P.M. ET, October 3, 2024

ADDRESS BOUND COPIES TO: City of Dublin
City Manager
Attention: Megan O'Callaghan
5555 Perimeter Drive
Dublin, Ohio 43017

E-MAIL DIGITAL COPY TO: kblake@dublin.oh.us

MARK OUTSIDE OR SUBJECT LINE: RFP – Primary and Secondary Magistrate Services

INTRODUCTION

General Information

The City of Dublin seeks proposals from qualified individuals to be appointed as a primary and secondary/backup Magistrate for the Dublin Mayor's Court. Presently the City has four magistrates appointed to preside over the court.

About the City of Dublin

Dublin is a city of around 50,000 residents located just northwest of Columbus, Ohio.

The City of Dublin provides a full range of municipal services, including police, streets, recreation, commercial and residential code enforcement, economic development, and planning and zoning.

Responders are encouraged to visit the City's website at <http://www.dublinohiousa.gov> to learn about the City's history, events, activities, projects and initiatives.

SCOPE OF WORK AND SERVICES

Summary

The Magistrate presides over the City of Dublin Mayor's Court proceedings, to hear and determine all prosecutions of traffic and criminal cases in Dublin Mayor's Court that are within the jurisdiction of the Mayor's Court, as established by Ohio law. Additionally, the Magistrate fulfills such ancillary duties as would reasonably be considered necessary for the effective function of the court, including but not limited to prisoner hearings and other proceedings and administrative tasks of a Magistrate.

In cases in which the primary Magistrate is unavailable for Mayor's Court sessions or prisoner hearings, the secondary Magistrate would fulfill such duties.

The Magistrates shall be independent contractors of the City of Dublin and they shall exercise their independent judgement and discretion in hearing and determining all prosecutions and criminal cases in Dublin Mayor's Court. Judgements entered and sentences imposed by the Magistrates shall not be reviewed or approved by the Mayor or any other Member of Council.

The Magistrates may not assign, transfer, subcontract or sublicense any of their duties.

Qualifications

As required by Ohio Revised Code Section 19.05(A), "no person shall be appointed as a mayor's court magistrate unless the person has been admitted to the practice of law in this state and, for a total of at least three years preceding the person's appointment or the commencement of the person's service as magistrate, has been engaged in the practice of law in this state or served as a judge of a court of record in any jurisdiction in the United States, or both."

In addition to the above noted qualifications required by state law, preference will be given to previous experience serving as a municipal or county judge or magistrate and/or other court experience involving violations of municipal or county ordinances.

Requirements

Magistrates must:

- Maintain at all times all the requirements necessary to serve as a Magistrate, including, but not limited to maintaining a Magistrate's licensure and fulfilling all educational requirements. The Magistrates shall be responsible for all expenses associated with maintaining such requirements.
- Remain current with understanding of applicable state laws, local ordinances, Supreme Court of Ohio's Mayor's Court Education and Procedures Rules <http://www.supremecourt.ohio.gov/LegalResources/Rules/mayor/mayors.pdf>, and the City of Dublin Court Rules (<http://www.dublin.oh.us/court/rules.php>).

Days/Hours of Work

Dublin Mayor's Court is typically held each Tuesday afternoon, with an average of forty-five to forty-six court sessions/year. Court session duties for the primary Magistrate or secondary Magistrate begin at 3:00 p.m. and generally last for 1.5 hours. In addition to court sessions, the primary and secondary Magistrate would need to be available on Monday mornings at 8:30 a.m. and Friday mornings at 9:00 a.m. for prisoner hearings when the primary Magistrate is unavailable. Attendance at prisoner hearings would only be required in instances where a prisoner was present. Court Services staff would contact the primary or secondary Magistrate each Monday and Friday morning to inform them of the need for a prisoner hearing. The City of Dublin would only pay the Magistrate for the actual time spent presiding over a prisoner hearing. On average Dublin Mayor's Court holds between twenty-five to twenty-seven prisoner hearings each year.

Fee Structure

Magistrates will be paid a fee of \$500.00 per Mayor's Court session for each regularly scheduled Dublin Mayor's Court session over which they are called upon to preside. Magistrates will be paid a fee in the amount of \$150.00 for each special Mayor's Court hearing, such as prisoner arraignment hearings, over which they are called upon to preside.

Payment by the City of Dublin for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City of Dublin and approved by the Chief Financial Officer/Director of Finance, which shall specifically set forth the services performed, specific dates services were performed, the name of the person performing such services, and the session charge rates for all services. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

PROPOSAL SUBMITTALS

All Proposals must include the following:

- a. Applicant information form (attached), including three (3) professional references
- b. Applicant’s Resume

QUESTIONS AND COMMUNICATION

All inquiries regarding this RFP must be submitted by email by 5:00 P.M. on September 30, 2024, and be addressed to the City Manager at the address or email set forth on page 1. Please direct all questions or request for clarification of this RFP via email only to mocallaghan@dublin.oh.us.

IMPORTANT DEADLINES

Issue RFP/Announcement	September 19, 2024
Deadline for questions by 5 P.M.	September 30, 2024
Deadline for submittal by 2 P.M.	October 3, 2024

DEADLINE

PROPOSALS DELIVERED AFTER THE TIME AND DATE SET FOR RECEIPT OF PROPOSALS SHALL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED TO THE OFFEROR. IT IS THE OFFEROR’S RESPONSIBILITY TO ENSURE TIMELY DELIVERY OF THEIR PROPOSAL. WEATHER, FLIGHT DELAYS, CARRIER ERRORS AND OTHER ACTS ARE RISKS ALLOCATED TO OFFERORS AND WILL NOT BE EXEMPTED FROM DEADLINE REQUIREMENTS. EMAIL, TELEPHONE, OR FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.

DISCLAIMER AND CONFIDENTIAL INFORMATION

The City is committed to full compliance with Ohio Public Records Act and as such retains the right to disclose both the name and applications submitted by all respondents in response to a public records request. Your proposal is a public document under the Ohio Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. It is the responsibility of all respondents to exclude any and all information, which if disclosed pursuant to a public records request could have a negative impact on the respondent. If you cannot agree to this standard, please do not submit your proposal.

All information that is to be treated as confidential and/or proprietary must be **CLEARLY** identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as **CONFIDENTIAL**, in bold, in a font of at least 12 point type, in the upper right hand corner of the page. *All information not so denoted and identified shall be subject to disclosure by the City.*

APPOINTMENT

The Mayor is empowered, pursuant to Section 3.04(a)(4) of the Dublin Charter, to appoint a magistrate, subject to the approval of Council. Once a preferred candidate is selected to serve as primary and secondary Magistrate, a resolution ratifying the appointment would be presented to City Council for approval. Such resolution would authorize the City Manager to execute a contract with the selected candidate.

City of Dublin – Mayor’s Court Magistrate Request for Proposals Applicant Information Form

Name: _____

Address: _____

City, State and Zip: _____

Email Address: _____

Phone Number: _____

Ohio Supreme Court Attorney Registration Number: _____

Are you interested in serving as a:

_____ Primary Magistrate

_____ Secondary Magistrate (back-up when primary is unavailable)

_____ Primary or Secondary Magistrate

Attach Evidence of Magistrate Certification.

Background & Qualifications:



Division of Court Services



6565 Commerce Parkway
Dublin, Ohio 43017



614.410.4920
dublinohiousa.gov

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City of Dublin – Mayor’s Court Magistrate Request for Proposals Applicant Information Form

Current & Previous Related Experience:

Education & Training:

Professional References (Name, Title and Phone Number):



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