



Town of Wickenburg

TOWN MAGISTRATE SERVICES

REQUEST FOR QUALIFICATIONS

RFQ # 25-01



PROJECT MANAGER:

**Rosa Garcia-Marquez, Court Administrator
928.668.0527**

rgmarquez@wickenburgaz.gov

RFQ INFORMATION: Electronic Documents

www.wickenburgaz.gov/bids

RFQ SUBMITTAL DUE DATE:

Tuesday, April 8, 2025, 11:00 a.m., Arizona Time

Please Note: If documents are downloaded from the Town of Wickenburg website, the consultant is responsible for obtaining any amendments either through updates on the website or contacting the Town through the project manager listed above.

**NOTICE AND REQUEST FOR QUALIFICATIONS (RFQ)
FOR TOWN MAGISTRATE SERVICES
TOWN OF WICKENBURG, ARIZONA**

Project Name:	Town Magistrate Services
Solicitation Number:	RFQ 25-01
RFQ Due Date:	Tuesday, April 8, 2025 11:00 a.m.
Location of RFQ Opening:	Town Clerk's Office 155 North Tegner Street, Suite B Wickenburg, AZ 85390
Town Staff Contact:	Rosa Garcia-Marquez, 928.668.0527, rgmarquez@wickenburgaz.gov
RFQ Documents available at:	Electronic Documents: www.wickenburgaz.gov/bids For assistance, please call Amy Brown, 928-684-5451, Ext. 1517

Date and Location for Submittal of Sealed Proposals: Sealed proposals shall be received at Wickenburg Town Hall, Town Clerk's Office, 155 N. Tegner Street, Suite A, Wickenburg, Arizona 85390 until 11:00 a.m. on Tuesday, April 8, 2025, for the above RFQ Solicitation. Qualifications must be submitted in a sealed envelope clearly marked on the outside with the name of the services, the solicitation number and the Proposer's full name and mailing address. Any proposal received after the time specified will be returned unopened. It is the proposer's responsibility to assure the qualifications are received at the above location on or before the specified time.

Position Summary: The Town of Wickenburg is soliciting Requests for Qualifications (RFQ) for a Town Magistrate to conduct Courtroom proceedings in the Wickenburg Town Court. The Wickenburg Town Court is one of limited jurisdiction. Based on the proposals submitted, individuals and/or firms (if applicable) may be selected for interviews. Upon completion of the interview phase, the Town expects but is not obligated, to proceed with negotiation of a contract with the selected Proposer. Any proposer responding to this Request for Qualifications must agree to the terms and conditions included in the proposed contract.

Proposal Requirement: Each proposal will be in accordance with the RFQ requirements, set forth in this Request for Qualifications. Copies may be obtained on the town website at www.wickenburgaz.gov/bids. Any proposal, which does not conform in all material respects to the Request for Qualifications Proposals, will be considered non-responsive.

Right to Reject Proposals: The Town reserves the right to waive any irregularities in any submittal and to reject all submittals and re-advertise or cancel the project in its entirety, at its sole discretion. The Town will not be responsible for any cost incurred by any firm submitting a RFQ or responding to this notice.

Equal Opportunity: The Town is an equal opportunity employer.

DATED: March 5, 2025
TOWN OF WICKENBURG, ARIZONA
Amy Brown, Town Clerk

Publication Dates: March 12 and 19, 2025

IMPORTANT CHECK LIST
(To be submitted with the RFQ – Verification of Compliance with Submittal Requirements)

- ☐ 1. Cover Letter
- ☐ 2. Judicial Experience and Education
- ☐ 3. Past Performance
- ☐ 4. Authorized Signature Form.
- ☐ 5. The mailing envelope/package has been addressed to:
Location:
Town Clerk's Office
155 N. Tegner, Suite A
Wickenburg, Arizona 85390
- ☐ 6. Submittal Package/Envelope has been identified with RFQ 25-01 Town Magistrate Services and includes proposers name and address.
- ☐ 7. The Submittal is submitted in time to be received and stamped in by Clerk's Office representative no later than specified time on designated date.
(Otherwise the RFQ cannot be considered.)

REQUEST FOR QUALIFICATIONS
Position Name: Town Magistrate Services RFQ 25-01
For the Town of Wickenburg, Arizona

The Town intends to enter into an agreement for Town Magistrate Services in compliance with these specifications.

I. REQUIREMENTS FOR SOQs.

1.1 Date and Location for Submittal: RFQ's will be received at the Town of Wickenburg Clerk's Office, 155 N. Tegner, Suite A, Wickenburg, Arizona 85390 until 11:00 a.m. Tuesday, April 8, 2025, for the above services. RFQs must be submitted in a sealed envelope clearly marked on the outside with the name of the services, the solicitation number and the submitting person/firm's information. Any RFQ received after the time specified will be returned unopened. It is the consultant's responsibility to assure RFQs are received at the above location on or before the specified time. RFQs will be opened at 11:00 a.m. in the Town of Wickenburg Courtroom.

1.2 Submittal Documents: The Submittal Documents are available at the Town of Wickenburg Clerk's Office, 155 N. Tegner, Suite A, Wickenburg, Arizona 85390; or by contacting Amy Brown, at abrown@wickenburgaz.gov or 928-668-0517, and may be obtained upon request. The final RFQ should assemble all documents with a cover letter for the Town's review.

1.3 Submittal Procedures: Qualifications must be submitted using the procedures described in this Request for Qualifications. All Qualifications must be submitted in a sealed envelope clearly marked "RFQ 25-01 Town Magistrate Services."

1.4 Town's Right to Reject: The Town of Wickenburg reserves the right to reject any and all RFQs and to waive technicalities.

1.5 Late RFQs: Late submittals and/or unsigned RFQs will not be considered. Envelopes containing RFQs with insufficient postage will not be accepted by the Town. It is the sole responsibility of the consultant to see that his/her RFQ is delivered and received by the proper time and at the proper place.

1.6 Amendment or Withdrawal: An RFQ may be withdrawn anytime before the due date and time. An RFQ may not be amended or withdrawn after the due date and time except as otherwise provided by applicable law.

1.7 Public Record: All RFQs submitted in response to this solicitation and all evaluation related records shall become property of the Town and shall become a matter of public record for review, subsequent to RFQ opening. Request for nondisclosure of data such as trade secrets and other proprietary data, must be made known in writing to the Town in RFQs submitted, and the information sought to be protected clearly marked as proprietary. The Town will not assure confidentiality of any portion of the RFQ that is submitted in the event that a public record request is made. The Town will provide 48 hours' notice before releasing materials identified by the RFQ as confidential or proprietary in order for the proposer to apply for a court order blocking the release of the information.

1.8 Persons with Disabilities: Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Clerk's Office. Requests shall be made as early as possible to allow time to arrange the accommodation.

1.9 Addendum: This Request for Qualifications may only be modified by a written Addendum. Potential consultants are responsible for obtaining all addenda.

1.10 Clarifications. The Town reserves the right to obtain clarifications where necessary to arrive at full and complete understanding of the consultant's services and/or solicitation response.

1.11 Waiver and Rejection Rights. The Town of Wickenburg reserves the right to reject any or all RFQs or to cancel the solicitation altogether, to waive any informality or irregularity in any Proposal received, and to be the sole judge of the merits of the respective RFQs received.

1.12 RFQ Preparation:

1.12.1 Format. Consultants shall submit their RFQs and all documents must be legible and contain the information requested in the solicitation.

1.12.2 No Facsimile or Electronic Mail. RFQs may not be submitted in facsimile or electronically. A facsimile or electronic mail RFQ shall be rejected.

1.12.3 Typed or Ink Corrections. The RFQ shall be typed or in ink. Erasures, interlineations, or other modifications in the RFQ shall be initialed in ink by the person signing the RFQ.

1.12.4 No Modifications. Modifications shall not be permitted after RFQs have been opened except as otherwise provided under applicable law.

1.12.5 Content. The RFQ shall contain all of the following information:

- A. Cover Letter
- B. Judicial Experience and Education
- C. Past Performance
- D. Authorized Signature Form

These RFQ Documents shall be assembled with the submittal checklist on top and documents included in the order presented in this section. In preparing the experience of personnel, please list those individuals who would work on this contract if awarded including their general qualifications, any experience directly relevant while with this firm, current workload, and other information deemed material to this solicitation.

1.13 Duty to Examine. It is the responsibility of each consultant to examine the entire Solicitation, seek clarification (inquiries), and examine its RFQ for accuracy before submittal.

1.14 Contact Person. Any inquiry related to a solicitation, including any requests

for or inquiries regarding standards referenced in the solicitation should be directed solely to the Contact person listed on the cover page of the solicitation. The consultant shall not contact or direct inquiries concerning this solicitation to any other Town employee unless the Solicitation specifically identifies a person other than the Contact Person as a contact.

1.15 Submission of Inquiries. All inquiries shall be submitted in writing and shall refer to the appropriate solicitation number, page and paragraph. Do not place the solicitation number on the outside of the envelope containing that inquiry, since it may then be identified as an RFQ and not be opened until after the RFQ due date and time. The Town shall consider the relevancy of the inquiry but is not required to respond in writing.

1.16 Timeliness. Any inquiry or exception to the solicitation shall be submitted as soon as possible and should be submitted at least ten (10) days before the RFQ due date and time for review and determination by the Town. Failure to do so may result in the inquiry not being considered for a Solicitation Addendum.

1.17 No Right to Rely on Verbal Responses. A consultant shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the Solicitation.

II. GENERAL CONDITIONS

2.1 Contract. Any consultant awarded a contract pursuant to this solicitation shall enter into a contract with the Town of Wickenburg in substantially the same form as included in this solicitation.

2.2 Contract Term; Renewal. The contract term commences upon execution of the contract and continues for two years. All contract renewals are at the discretion of the Town Council. Any renewal shall be in writing and shall expressly state the prices for the services during the renewal term. Any renewal shall be contingent on funds being appropriated or budgeted for the renewal term.

III. SCOPE OF WORK

Position Description: The fundamental responsibilities of the Town Magistrate are to conduct Courtroom proceedings in the Wickenburg Town Court. The Wickenburg Town Court is a court of limited jurisdiction. It exercises original jurisdiction over all violations of any ordinance of the Town and concurrent jurisdiction over all civil traffic, criminal traffic, criminal misdemeanors, juvenile traffic, liquor violations, petty offenses, Town Code violations, restraining orders and search warrants committed within the Town. Duties require the exercise of considerable independent judgment in managing the docket, ruling on motions, and adjudicating cases. Work is performed in accordance with the law and is subject to review by a higher Court through an appeal or special action. The Wickenburg Town Council appoint the Town Magistrate to a contract term of two years.

Essential Functions and Duties:

- Presides over and adjudicates non-moving criminal misdemeanors, criminal major and minor traffic violations cases, civil minor traffic violation cases, petty offenses, Town ordinance cases and restraining orders.
- Presides over all hearing types in the limited jurisdiction courts.

- Hears and rules on motions.
- Finds defendants “guilty” or “not guilty”, “responsible” or “not responsible”, or “in violation” or “not in violation” in non-jury proceedings based upon evidence elicited at the trial or hearing.
- Conducts restitution, hearings, if needed, prior to sentencing.
- Imposes sentences after a finding of “guilty” or “responsible” in a jury or non-jury trial.
- Determines the disposition of cash bails, surety bonds, and forfeitures.
- Orders and signs criminal arrest warrants.
- Conducts hearings and rules on requests for an Order of Protection and/or Injunction against Harassment.
- Researches current case law as it applies to issues presented and, if needed, prepares written opinions.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Works with Town Clerk, Town Manager, and Town Attorney to encourage and improve Municipal operations, decrease liabilities, and improve customer service.
- Supervises Municipal Court personnel including one (1) Court Administrator, two (2) full-time Deputy Court Clerks, one (1) part-time Deputy Court Clerk, and one (1) part-time Court Security Officer. Is ultimately responsible for the proper administration of the Town Court in accordance with the standards and procedures established by the Arizona Supreme Court.

Availability: In-person one day per week, preferably Wednesday, excluding Holidays for a minimum of eight (8) hours. Available virtually for occasional work on non-court days to perform Initial Appearances for in custodies with the Wickenburg Police Department, this will be on a per booking fee payment if there is availability of the Town Magistrate.

Qualifications:

- Required knowledge of the Wickenburg Town Code and State Law with particular reference to Municipal legal provisions and Municipal law.
- Required knowledge of judicial procedure, rules of civil, civil traffic, criminal traffic and criminal misdemeanor procedure, and rules of evidence.
- Principles and practices of personnel management and supervision.
- Must be a graduate of a law school, must be admitted to practice law in the State of Arizona and must be an active member of the Bar for at least 5 years.

Experience Required:

- At minimum, five (5) years of legal experience, to include judicial experience as an associate or pro-tem judge, with criminal litigation experience working in prosecution, defense and appeals in a limited jurisdiction court.
- Have experience conducting arraignments, initial appearances, bench trials, jury trials, change of plea and sentencing hearings. Hearings on restraining orders.

Skills & Abilities:

- Skill and ability to manage cases scheduled in the Courtroom in an effective and efficient manner.
- Skill in working safely without presenting a direct threat to self or others.

- Skill in reviewing and checking the work of others pertaining to matters of legal oversight to ensure accuracy.
- Skill and ability to organize interpret and apply legal principles to complex legal problems.
- Skill in establishing and maintaining effective working relationships with staff, elected officials, members of the public, and outside agencies and organizations.
- Skill in interpreting complex statutes, rules, regulations, ordinances, policies and guidelines.
- Skill in communicating orally with defendants, witnesses, and the public in-group settings to give instructions or information, and to respond to questions.
- Ability to visually observe peoples' behavior in a Courtroom setting.
- Skill to produce written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
- Skill in conducting and controlling Court proceedings, elicit pertinent information and confine witnesses and litigants to relevant issues.
- Ability to appraise factual situations and make appropriate decisions promptly and in accordance with the law.
- Ability to comprehend and make inferences from material written in the English language.
- Ability to work cooperatively with other employees, customers, clients, and the public.
- Ability to effectively communicate in English both spoken and in writing.
- Ability to communicate orally in the English language with customers, clients, and the public using a telephone and in-group and face-to-face, one-to-one settings. Spanish comprehension encouraged but not required.
- Ability to prepare, research, and present comprehensive written and oral reports to Mayor and Councilmembers, the press, and other interested parties as required.
- Ability to administer and budget a large and diversified field of activities and services.

Physical Requirements:

- Repetitive Movement: Requires repetitive movement standard to office-related activities such as writing, speaking in person, and via telephone.
- Communication: Ability to thoughtfully understand the facts concerning various cases and respectively attending to the concerns of others. Spanish comprehension encouraged but not required.
- Hearing: Ability to understand simple and advanced conversations, give and receive direction and understand the spoken word at normal levels of hearing.
- Visual: Average, ordinary visual acuity necessary to prepare and inspect written documents or work products.
- Strength: Sedentary work; sitting most of the time.

Working Conditions: May be exposed to potential harm in dealing with irate, disgruntled and/or upset citizens.

Mental Requirements:

- Reasoning: Ability to translate complex issues of law into common sense understanding and able to follow details of complicated adjudication containing varying facts and circumstances. Ability to reason with a diversity of cultures and individuals with divergent and often strong and vocal viewpoints.

- Logic: Ability to perform complex skills research and legal analysis. Able to handle a variety of complex legal issues and accurately discern/assess the best course of action and judgment.
- Language: Ability to use an active vocabulary to effectively articulate matters of law, in written and oral communication.

Overall, candidates should be in sufficient physical and mental health to perform the duties of the office with or without accommodation.

IV. PROPOSER'S PROPOSAL

4.1 Proposer's Proposal: For the proposal opening April 8, 2025, for Town Magistrate Services. Proposals shall be relevant and concise. To facilitate evaluation, the following format will be required. Please provide a brief description of each of the following categories listed.

- Knowledge of Wickenburg Town Code and State Law with reference to Municipal legal provisions and law.
- Knowledge of judicial procedure, rules of civil and criminal procedure, and rules of evidence.
- Supervisory experience: Confirm experience required: at minimum, five (5) years of legal experience, to include judicial experience as an associate or pro-tem judge, with criminal litigation experience working in prosecution, defense and appeals, in a Court of limited jurisdiction.
- Provide a list of the last three (3) positions held in this field. Provide dates and a brief summary of duties.
- If offered a contract by the Town for the Town Magistrate position, what would be your earliest start date.
- Proof of qualifications including Arizona State Bar Number.

4.2 Covenant Clause: It is expressly agreed by Proposer that these covenants are irrevocable and perpetual.

4.3 Conditions Accepted: The undersigned Proposer declares that before preparing this proposal, he or she has read the Proposal Documents carefully, and that this proposal is made with full knowledge of the kind, quality and quantity of services to be furnished by signing this proposal. Proposer agrees to all conditions contained in the Proposal Documents.

4.4 Contract Acceptance: Proposer proposes and agrees that if this proposal is accepted, he or she will enter into a contract with the Town of Wickenburg within ten (10) days after the town's acceptance of this proposal at the listed scheduled price.

4.5 Affidavit: The following affidavit is submitted by the Proposer as part of this proposal:

State of Arizona)
) ss.
Maricopa County)

The undersigned deponent, of lawful age, being duly sworn upon his oath, deposes and says:

That he/she has lawful authority to execute the within and foregoing proposal; that he/she has executed the same by subscribing his/her name hereto under oath for and on behalf of said Proposer; that Proposer has not directly or indirectly entered into any agreement, express or implied, with any Proposer or Proposers, having for its object the controlling of the price or amount of such proposal or proposals, the limiting of the proposals or the Proposers, the parceling out to any Proposer or any other person of any part of the contract or any part of the subject matter of the proposal or proposals or of the profits thereof, and that he/she has not and will not divulge the sealed proposal to any other person whatsoever, except those having a partnership or financial interest with him and said Proposer, until after the sealed proposal or proposals are open.

That Proposer has received and reviewed all Addenda Nos. _____ issued for this Proposal. (Proposer's failure to list all Addenda numbers issued shall be grounds for rejection of the Proposal).

Name

Title

Signature

Date

TOWN OF WICKENBURG, ARIZONA

AUTHORIZED SIGNATURE FORM

Town Contract Number: RFQ 25-01

Contractor Name: Town Magistrate Services

WHEREAS, the Town of Wickenburg requires that Contractor execute documents necessary for the prompt and efficient execution of the business related to the CONTRACT;

NOW, THEREFORE, on behalf of the Contractor or as the Contractor, I hereby declare that

(Name of Parties Authorized)

is/are authorized to execute and sign on behalf of said Contractor the following documents:

1. The CONTRACT
2. CHANGE ORDERS
3. All other papers necessary for the conduct of the corporation's affairs and the execution of the CONTRACT

The above-named person is granted the authority and duties herein referenced for the duration of the CONTRACT for this PROJECT or until express notice of revocation has been duly given in writing, whichever is the lesser period. In the event Contractor is governed by a Board of Directors, a copy of the Resolution of the Board granting authority to said person(s) is attached hereto, and I hereby verify that such Resolution remains in full force and effect.

Name

Title

I, _____ of the _____
corporation, do hereby certify that the above is a true and correct copy of a resolution adopted by the Board of Directors of said corporation, at a meeting of said Board held on _____, 20_____, and that the same is in full force and effect at this time.

DATED _____, 20_____.

(Officer of Corporation or Individual Submitter)

STATE OF _____)
) ss.
County of _____)

This instrument was acknowledged before me this _____ day of _____, 20____ by _____, appearing before the undersigned Notary Public and stated that he executed such instrument on behalf of said corporation for the purpose and consideration therein expressed.

Notary Public

My Commission Expires:
