

City of Deephaven, Minnesota

www.cityofdeephaven.org | cityhall@cityofdeephaven.org | (952) 474-4755



Legal Services, City Prosecutor

Request for Proposals

Release Date: Monday, November 3, 2025

Due Date: Wednesday, November 26, 2025

Must be received by 2:00 p.m.

City of Deephaven
20225 Cottagewood Road
Hennepin County
Deephaven, Minnesota 55331
www.cityofdeephaven.org

INTRODUCTION:

The City of Deephaven is requesting proposals for prosecution legal services from individuals and / or firms experienced in the representation of clients as City Prosecutor. The City of Deephaven is a municipality located in the West-Metropolitan Lake Minnetonka area with a population of approximately 3,500 residents. City Hall is located at 20225 Cottagewood Road in Deephaven, Minnesota. Prosecution services sought through this proposal also include services for the City of Woodland, a community with approximately 500 residents.

The City of Deephaven has approximately 20 full-time employees between Administration, Public Works and the Police Department. The Police Department consists of nine full-time employees: the Chief of Police; Assistant Chief of Police; Police Administrative Assistant; and six Police Officers.

Proposals submitted pursuant to this RFP process will be received until 2 p.m. on November 26th, 2025. Questions regarding this request should be directed to:

Dan Madsen
City Administrator
20225 Cottagewood Road
Deephaven, Minnesota 55331
danm@cityofdeephaven.org

Cory Johnson
Chief of Police
20225 Cottagewood Road
Deephaven, Minnesota 55331
coryj@deephavenpolice.com

The City will not reimburse the Vendor for any expenses incurred by the Vendor including, but not limited to, expenses associated with the preparation and submission of the proposal, and attendance at interviews.

PROPOSAL OVERVIEW AND SCOPE

Services sought through this request involve those services typically provided by a Prosecuting Attorney in support of a Municipal Police Department. These services include appearances and arraignments, bail hearings, omnibus hearings, pre-trial appearances, jury trials, court / bench trials, restitution hearings and contested motion hearings pertaining to prosecution for offenses within the corporate limits of the Cities of Deephaven and Woodland. The City Prosecutor is responsible for applicable petty misdemeanor, misdemeanor and gross misdemeanor level offenses that occur within the Cities of Deephaven and Woodland, regardless of which law enforcement initiated the enforcement action. In addition to the above activities, other expectations and activities not listed above include expungement hearings, charging determinations after consultation with the Police Department, diversion review and referral, and communication with crime victims. The preferred candidate or firm will have demonstrated experience providing prosecutorial services and will be able to show a track record of communication and support with police departments that includes collaboration and direction on cases.

PROCESS OF REVIEW

Proposals will be compiled for review by the City Administrator and Chief of Police. Interviews may be scheduled to compile additional background information; Staff may consult references to gauge applicant's experience and relationships with the police departments they support. A

recommendation for a City Prosecutor will then be made to the City Council for their formal consideration and review. The City Council will select and appoint a City Prosecutor at the Council's sole discretion.

Evaluation of all proposals shall be based upon the qualifications of the Vendor to perform the work as outlined herein, proposed rates and fees to be charged to the City, and demonstrated tangible experience that would support quality representation of the City and Police Department in the capacity as the City Prosecutor. A proposal that is lowest in price but less effectively meets the other sought qualifications as presented herein will not meet the best value criteria of this RFP process. Factors upon which the proposals will be judged include, but are not limited to, the following:

- 1) Vendor's prosecutorial experience and related experience in performing similar work, particularly with public sector entities and public employers in Hennepin County, and otherwise in the State of Minnesota;
- 2) Thoroughness, quality, specificity, robustness, and flexibility of Vendor's approach / methodology and philosophy in providing prosecutorial services;
- 3) Cost or Price proposed;
- 4) Vendor's past performance and client references;
- 5) Vendor's demonstrated experience supporting municipal police departments.

REQUIRED CONTENT FOR PROPOSALS

Vendor proposals shall be submitted in several parts as set forth below. Vendors must confine their submission to those matters sufficient to define its proposal and to provide an adequate basis for the City of Deephaven's evaluation of the Vendor's proposal. Submitted proposals should contain the following items and be organized in the following manner:

- 1) Brief History of Firm
- 2) Number of attorneys, including number of partners and associates
- 3) Name of specific attorney who will serve as Prosecuting Attorney
 - a. Information regarding academic training and degrees
 - b. Description of attorney's background and experience
 - c. Description of prior municipal experience including cities served in a similar capacity
 - d. Identify the attorney, if any, who will serve in the Prosecuting Attorney's absence and provide information for that attorney as requested above
 - e. Identify other attorneys and support staff who will supply services for which the City will be charged
- 4) Office Location
- 5) Statement of any malpractice claims and / or ethics complaints filed against your firm or attorneys at your firm over the last five years and the status or outcomes of such action. Indicate whether any action is pending or is currently under review by the State Ethics Board

- 6) References. Vendors should provide three current references for which you perform similar work, preferably from a municipality with a Police Department. At least one reference should be comparable to the City of Deephaven in size and scope.

CONFLICTS OF INTEREST

- Indicate whether designated lead attorneys or the law firm represent, or have represented, any client whose representation may conflict with your ability to provide legal services to the City of Deephaven or Woodland.
- List any and all personal or professional relationships that the proposed Prosecuting Attorney and any other attorneys or support staff that will supply services under this proposal with members of the Deephaven or Woodland City Councils.

COMPENSATION

Firms desiring to be considered for the Prosecuting Attorney services should

- State the hourly rates for the Prosecuting Attorney and other attorneys and support staff that may be working on City business
- State the rate for meeting attendance, whether hourly or otherwise.
- Identify the minimum increment of time billed for each service, ex: telephone calls, correspondence, personal conference, court appearances, contested hearings, bench or jury trial, etc.
- Define the type and unit rates for reimbursement of expenses such as mileage, reproduction of documents, and word processing charges.
- Identify and define any other charges that may be anticipated to be charged to the City through service as the City Prosecutor

TIMELINE, CONTACT AND PROPOSAL REQUIREMENTS

Proposals for Deephaven Prosecution Services must be received by 2:00 p.m., Wednesday, November 26, 2025. Proposals should be emailed to coryj@deephavenpolice.com or sent to:

City of Deephaven
Attn: Chief of Police
20225 Cottagewood Road
Deephaven, Minnesota 55331

ADDITIONAL TERMS AND CONDITIONS

Any contract issued pursuant to this proposal will require that the individual or law firm selected as the Prosecuting Attorney maintain general liability, automobile, workers' compensation, and errors and omissions insurance. The contract will also contain provisions requiring the selected individual or law firm to indemnify the city and provide that the City Prosecutor is an independent contractor serving at the will of the City Council. Other required provisions will include the City's right to terminate the agreement, at its sole discretion, upon the provision of notice to the City Prosecutor.

The City of Deephaven reserves the right to determine, at its sole and absolute discretion, whether any aspect of the proposal satisfactory meets the criteria established in this RFP. Award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous to the City of Deephaven in terms of experience supporting a Police Department; and overall functionality, reliability, business alignment, cost and other factors as specified elsewhere herein.

The City of Deephaven reserves the right to reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor; award a contract for the basis of initial offers received, without discussion or requests for best and final offers; and award more than one contract.

Legal Considerations and Disclaimer

Nothing contained herein is intended or should be construed in any manner as creating or establishing any obligation of the City of Deephaven to contract with any participating Vendor or any other third party in relation to the subject matter of this RFP or any subsequent evaluation process. The issuance of this RFP does not imply that the City of Deephaven is making an offer to do business with any RFP recipient or respondent. The City of Deephaven reserves the right to accept any complete response, or portion thereof, or to accept none of the responses. All proposals and subsequent information received will remain the property of the City of Deephaven and are public data subject to data requests.

The City of Deephaven reserves the right, at any time, to amend, supplement, withdraw or otherwise change this RFP or the evaluation process described herein. The City of Deephaven will not be responsible for any costs incurred by a Vendor in preparing, delivering or presenting responses for this RFP. Each Vendor, by participating in this evaluation process, acknowledges that it shall be solely responsible for any costs and expenses incurred by such Vendor relating to its participation in this evaluation process. All transactions related to or arising from this RFP, including any contract that may arise here from, shall be governed by the laws of the State of Minnesota.