

MT. PLEASANT CITY, UTAH

REQUEST FOR PROPOSALS

CITY PROSECUTOR SERVICES

Issue Date	September 3, 2026
Proposal Deadline	September 30, 2026 by 5:00 PM
Submit To	Natalie Crosby, City Recorder 106 W Main Street Mt. Pleasant, Utah 84647 n.crosby@mpcityut.gov

1. Purpose

Mt. Pleasant City is requesting proposals from qualified attorneys or law firms to provide municipal prosecution services for cases handled on behalf of the City. The City is seeking an attorney with criminal law and courtroom experience who can work effectively with the court, law enforcement, City staff, defense counsel, victims, and witnesses.

2. Scope of Services

- Review police reports, citations, probable cause statements, and other case information submitted for prosecution.
- Make charging decisions and prepare, file, amend, or dismiss charging documents as appropriate.
- Prosecute misdemeanors, infractions, traffic offenses, City ordinance violations, and other matters within the City's prosecutorial authority.
- Appear for arraignments, pretrial conferences, motion hearings, trials, sentencing, and other court proceedings.
- Handle plea negotiations, discovery, motions, subpoenas, and other prosecution-related filings.
- Work with North Valley Police Department officers on cases, evidence, witnesses, and trial preparation.
- Communicate with victims and address restitution matters when applicable.
- Provide prosecution-related guidance to City law enforcement personnel.
- Maintain case files, meet court deadlines, and provide backup coverage when the primary prosecutor is unavailable.
- Provide other services normally associated with municipal prosecution.

3. Qualifications

- Licensed and in good standing with the Utah State Bar.
- Experience in criminal law and Utah court procedure.
- Courtroom and trial experience.
- Ability to attend scheduled court sessions, hearings, and trials and respond to law enforcement and City staff in a timely manner.
- Appropriate professional liability insurance.
- No conflict of interest that would materially interfere with prosecution on behalf of Mt. Pleasant City.
- Municipal, county, or other governmental prosecution experience is preferred.

4. Proposal Contents

1. Name, address, phone number, email address, and primary contact.
2. Brief description of criminal law and prosecution experience.
3. Names and qualifications of the attorney or attorneys who would handle Mt. Pleasant City cases.
4. Description of courtroom and trial experience.
5. List of current or former prosecution or governmental clients, if applicable.
6. Description of availability for court and the plan for backup coverage.
7. Disclosure of any current or potential conflicts of interest and how conflicts would be handled.
8. At least three professional references.
9. Complete fee proposal, including monthly fees, hourly rates, court appearance fees, trial rates, travel, and other charges.
10. Any exceptions to the requested scope or proposed contract terms.

5. Submission and Opening

Proposals must be received by the deadline shown on the first page. Proposals may be delivered, mailed, or emailed to Natalie Crosby, City Recorder, at the address or email listed above. Late proposals may not be considered.

Questions may be directed to Natalie Crosby, City Recorder, at 435-462-2456 ext. 1 or n.crosby@mpcityut.gov.

Proposals will be opened by City staff after the submission deadline. Proposal contents will be kept from competing proposers during the evaluation process to the extent permitted by law.

6. General Conditions

- Mt. Pleasant City is not required to select the lowest-cost proposal.
- The City may reject any or all proposals, request clarification or additional information, waive minor irregularities, conduct interviews, or negotiate with one or more proposers.
- The final scope, compensation, term, termination provisions, and other conditions will be set out in a written professional services agreement approved by the City.
- The selected prosecutor will exercise independent professional judgment and prosecutorial discretion in accordance with applicable law, court rules, and the Utah Rules of Professional Conduct.
- Proposals may be subject to disclosure under applicable public records laws. A proposer claiming that information is protected should clearly identify the information and the legal basis for the claim.