



REQUEST FOR PROPOSALS FOR

CRIMINAL PROSECUTORIAL
LEGAL SERVICES

FOR

THE CITY OF STILLWATER, MN

2026

Submission Deadline
October 28, 2026 – 3:00 p.m.

REQUEST FOR PROPOSALS FOR CRIMINAL PROSECUTORIAL LEGAL SERVICES

The City of Stillwater is soliciting proposals for criminal prosecutorial services from qualified law firms. Preference will be given to those submittals demonstrating experience in this area of municipal law. The successful applicant(s) shall possess sufficient resources to ensure that the demands for the City's legal needs will be met on a timely basis. The relationship would be on a consulting or contractual basis, as opposed to a staff position. The City anticipates awarding a three-year contract.

In order to ensure a fair review and selection process, firms submitting proposals are specifically requested not to make other contacts with City staff or City Council regarding these proposals. Failure to comply with this request may result in disqualification of the proposal. If there are questions regarding this process, they should be emailed to: Joe Kohlmann, City Administrator, jkohlmann@stillwatermn.gov. Responses to the questions will be shared with all interested responders who have requested an RFP.

Proposals received after the deadline will not be accepted. It is neither the City of Stillwater's responsibility nor practice to acknowledge receipt of any proposal. It is the responder's responsibility to assure that a proposal is received in a timely manner.

The City will not reimburse any expenses incurred by the responder including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at interviews.

The City of Stillwater reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all respondents, and further reserves the right to select the proposal which furthers the best interests of the City.

Public Records and Proprietary Material

Respondents should be aware that any records they submit to the City, or that are used by the City even if the respondents possess the records may be public records. The City will promptly disclose public records upon request unless a statute exempts them from disclosure. Proponents should also be aware that if even a portion of a record is exempt from disclosure, generally, the rest of the record must be disclosed. *Exemptions, including those for trade secrets and "valuable formula," are narrow and specific. Proponents should clearly mark any record they believe is exempt from disclosure.*

Community / Position History

Stillwater is a historic, growing, full service city of approximately 19,530 people located on the St. Croix River within 20 miles of downtown Minneapolis / St. Paul. Stillwater is a Charter City under Minnesota State Law. The City Council, which governs the city, is made up of a Mayor elected at large and four Council Members elected by ward serving four-year terms; each has one vote on the City Council. The City Administrator reports to the City Council and is responsible for managing the operations of the city.

The city employs approximately 111 full time/part time benefited employees and approximately 65 part time/seasonal non-benefited employees. Police protection is provided by licensed police officers and fire protection is provided by full-time and paid on-call firefighters. Unionized employees are represented by six (6) separate bargaining units.

For the year 2025, the City of Stillwater reported 411 Group A crime reports and 413 Group B crime reports and arrested 378 individuals. The City's 29 licensed police officers handled 16,128 calls for service and issued 410 citations during 2025.

SECTION ONE: CRIMINAL PROSECUTION SERVICES

The services and qualifications that are required by the City for criminal prosecution services include, but are not limited to, the following areas:

General Information

1. Prosecute and representation for all petty misdemeanor, misdemeanor and gross misdemeanor cases within the City's jurisdiction including, but not limited to traffic violations, DUI cases, theft and City code violations.
2. Provide advice, consultation and training where required to the City, its departments in the interpretation and enforcement of statutes, ordinances and investigations of violations in connection with the prosecution of criminal cases.
3. Prepare criminal complaints where facts warrant.
4. Prepare and represent the City in all pre-trial motions or notices as required.
5. Seek such additional investigations as required.
6. Negotiate and enter plea bargains where deemed advisable.
7. Perform all legal research and prepare briefs when required.
8. Try all court and jury cases.
9. Ensure proper notification and preparation of police officers and staff for trial.
10. Examine, evaluate and provide representation for all appeals to Appellate Courts.
11. Render written opinions on law when requested, including interpretation of statutes, ordinances, rules and regulations.
12. Investigate and evaluate all claims by the City against others and recommend appropriate course of action including, but not limited to, code enforcement issues and administrative citations.
13. Defend or represent the City in court litigation where no insurance coverage is available. This includes but is not limited to administrative actions/citations and code enforcement issues.
14. Assist in resolving claims not resulting in litigation.
15. Provide timely preparation and pursuit of disposition of criminal cases in advance of actual Court cases to avoid unnecessary officer court time.
16. Process and present forfeiture cases on behalf of the Police Department.
17. Provide a high level of customer service by responding in a prompt manner.
18. Attend meetings with City Staff, Police Department or City Council, as requested.

SECTION TWO: INSTRUCTIONS TO PROPOSERS

1. Proposals should be submitted electronically to Beth Wolf, City Clerk by email to bwolf@stillwatermn.gov. Proposals must be received no later than 3:00 p.m. on Wednesday, October 28, 2026.
2. All proposals submitted must provide complete information as indicated in this request. Any other information that the respondent wishes to include for evaluation and consideration by the City as part of the proposal may also be included.

SECTION THREE: REQUIRED CONTENTS FOR PROPOSALS

1. **Title Page** – Show the RFP subject: Criminal Prosecutorial Legal Services, the name of the respondent's firm, address, telephone number, e-mail, name of contact person, and the date.
2. **General Information**
 - Provide a brief history of the firm, and number of attorneys employed.
 - Identify the specific attorney who will serve as the lead attorney and describe their background and experience.
 - Provide a list of other cities or townships the firm represents for criminal prosecution and indicate how many years the firm has provided such representation.
 - Include a current resume for each attorney who will be providing services to City of Stillwater. This information should include relevant academic training and degrees, description of prior experience in law areas described in the scope of services, number of years with the firm, areas of responsibility with the firm, and other background or experience which may be helpful in evaluating your proposal.
 - Provide information regarding the number of support staff by their specialties for those who may be providing services to the City of Stillwater.
 - Explain how the lead attorney will manage the Stillwater contract and how back up attorneys are used for assignments in order to fulfill all court appearances for the City of Stillwater.
 - Describe your legal library and your use of AI in providing your prosecution services
 - Describe your philosophy on providing criminal prosecution services, for example, how do you determine plea deals, how do you contact victims and keep them informed, how do you let police departments know about updated laws or caselaw, etc.
 - If or any of the attorneys employed by the firm have had any malpractice claims or ethics complaints in the last 5 years and the status or outcome of the claims or complaints.
 - Provide a copy of Malpractice/Liability Insurance Certificate.
3. **Knowledge and Experience** – Provide information demonstrating the knowledge and experience of the primary attorney that will be assigned to the City of Stillwater in the following areas:
 - a. General state municipal laws
 - b. Government Data Practices
 - c. City Code issues
 - d. Trial activity
 - e. Criminal Law
 - i. Experience as a prosecuting attorney prosecuting criminal complaints on behalf of a unit of local government
 - ii. Knowledge of Police Authority issues
 - h. Municipal Litigation – Describe any other types of municipal litigation handled in the last five years.

4. **Specialized Issues** – Any areas of specialty that may relate to municipal law may be outlined in this section.
5. **References** – Provide a reference list of three (3) recent (within five years) criminal prosecution clients. Please provide contact information including, address, phone number and e-mail address.
6. **Fees** – Please note that the City of Stillwater is requesting fees to be submitted with two options: Options "A": retainer plus hourly fees and Option "B" hourly fees for all work without a retainer.

Option "A" – Retainer + Hourly Fees:

Retainer – Please quote a retainer fee to be charged for criminal prosecutorial services and the services that are to be covered by the retainer. Also state separately any other cost items proposed to be itemized (i.e. photocopying, legal research, travel, etc.). Clearly note any services listed that your firm would not provide as part of the retainer duties and would bill on an hourly basis.

Hourly Billing – If certain services are to be billed outside the Retainer, please quote the hourly rates your firm will charge for each attorney and support personnel for each type of service. Identify the minimum increment of time billed.

Option "B" – Hourly Fees Only:

Hourly Billing – Please quote the hourly rates your firm will charge for providing legal services to the City of Stillwater covered by your proposal.

Identify the hourly rate of each attorney and support personnel for each type of service. Identify the minimum increment of time billed. Also state separately any other cost items proposed to be itemized (i.e. photocopying, legal research, travel, etc.).

The City requires detailed monthly billing statements that shall include but are not limited to the following items:

- a. Itemize the date of services
- b. Identify the attorney and/or support personnel providing the services.
- c. List the time spent for each service or activity.
- d. A detailed description of the services performed.
- e. The fees for those services.
- f. Itemized expenses related to the services performed.

7. Conflict of Interest Statement

- Indicate whether your firm currently represents, or has represented any client where representation may conflict with your ability to serve as City Prosecuting Attorney for the City of Stillwater.
- Indicate whether you currently represent any other local units of government having jurisdiction within, or contiguous to the City of Stillwater.
- Indicate what procedures your firm would utilize to identify and resolve conflicts of interest.

8. **Affirmative Action** – The City of Stillwater requires affirmative action and therefore, the firm selected shall not discriminate under the contract against any person in accordance with federal, state and local regulations. The City of Stillwater does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual preference, disability or any other basis protected by law in the admission or access to, or treatment or employment in, its programs, activities or services.

SECTION FOUR: SELECTION PROCESS / PROPOSAL EVALUATION

The City intends to award a contract to the respondent evaluated to be best qualified to perform the work for the City, based on the extent and quality of the firm's resources, cost, communication and presentation skills, compatibility and quality and extent of municipal representation experience. Other performance factors may also be considered. Based upon review of the submitted proposals a number of selected firms may be asked to interview with a Selection Committee. The Selection Committee will make a recommendation to the City Council who will award the contract.

The City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and a consultant be unable to mutually agree upon the entire contract, the City reserves the right to discontinue negotiations, select another consultant or reject all of the of proposals.

Timeline

Action	Date
Advertisement of RFP begins	September 16, 2026
Deadline for RFP	3:00 p.m. on October 28, 2026
Interviews by Selection Committee	Week of November 9, 2026*
Consideration of approval of selected firm and award of contract by the City Council	December 1, 2026*
New contract begins	January 1, 2027

**Tentative dates*