

## **Request for Proposals-Prosecuting Attorney Services**

The City of Medina is soliciting proposals from qualified law firms to represent the City in municipal prosecution matters. Preference will be given to those submittals demonstrating experience in the specific area of municipal prosecution. The successful candidate 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.

Included in this RFP is a more detailed description of the services to be provided, an outline of the proposal requirements, a description of the proposal review process, and a description of required contract ethics. Once a firm is selected, the City will seek to negotiate a contract for the provision of the aforementioned prosecuting attorney services.

### **Instructions for Proposers**

1. Proposals must be received no later than 4:00 p.m. on **Friday, March 6, 2026**. Proposals should be emailed or mailed to:

City of Medina  
Attn: Erin Barnhart, City Administrator  
2052 County Road 24  
Medina, Minnesota 55340  
[erin.barnhart@medinamn.gov](mailto:erin.barnhart@medinamn.gov)

2. All proposals submitted must provide complete information as indicated in this request. Any other information that the proposer wishes to include for evaluation and consideration by the City as part of the proposal may also be included.
3. Questions regarding this request should be directed to:

Jason Nelson  
Chief of Police  
600 Clydesdale Trail  
Medina, Minnesota 55340  
[jason.nelson@medinamn.gov](mailto:jason.nelson@medinamn.gov)

In order to ensure a fair review and selection process, law firms submitting proposals are specifically requested not to make other contacts with the City staff or Councilmembers regarding their proposals.

### **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 Medina.

- 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 have with members of the Medina City Council.
- Identify what procedures the firm utilizes to identify and resolve conflicts of interest.

## **Background**

The City of Medina is located in Hennepin County. Growth and development for the City is projected over the next several years based on recent approvals of the City's Comprehensive Plan that permits the introduction of municipal services for a portion of the community. The current population is approximately 7,915, and its Police Force serves the City of Loretto with a population of approximately 674.

The City operates under the statutory plan-A form of government with a governing body that consists of a mayor and four councilmembers. The City Council is responsible for adopting the City's budget and tax levy, adopting resolutions and ordinances, all hiring and firing decisions, policy making, development and growth planning, and overall direction of the City. In addition to providing general government services, the City offers a full range of other services, including police services, building and other safety inspections, planning and zoning, parks, street maintenance, snow removal, infrastructure maintenance and repair, municipal water and sewer services. For fire services, the City contracts with the West Suburban Fire District.

The City of Medina has approximately 31 full-time employees between Administration, Public Works and the Police Department. The Police Department consists of fourteen full-time employees: the Chief of Police; Sergeants (2); Police Administrative Assistant (2); and nine Police Officers.

## **Scope of Legal Services**

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

1. Prosecution of all petty misdemeanor, misdemeanor, and statutorily delegated gross misdemeanor offenses committed within the corporate limits of the City. This includes all such cases initiated by any law enforcement agency and citizen complaints, including but not limited to traffic violations, DWI cases, theft and City code violations.
2. Provide advice, consultation and training where required to the City's enforcement staff in the interpretation and enforcement of statutes, ordinances and investigations of violations in connection with the prosecution of criminal cases.
3. Provide consultation, and prosecution where necessary, on zoning code, building code or other nuisance issues.

4. Prepare criminal complaints where facts warrant.
5. Evaluate all cases where a plea of not guilty is entered and prosecute where warranted.
6. Prepare appropriate pre-trial notices as required.
7. Seek such additional investigation as required.
8. Negotiate and enter plea bargains when deemed advisable.
9. Represent the City at all hearings and pre-trial motions.
10. Perform all legal research and prepare briefs when required.
11. Try all jury and court cases.
12. Examine, evaluate and provide representation for all appeals to Appellate Courts.

### **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 will conduct reference checks to gauge proposer's experience and relationships with the police departments they support. A recommendation 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 proposer 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. Proposer'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 proposer's approach / methodology and philosophy in providing prosecutorial services;
3. Cost or Price proposed;
4. Proposer's past performance and client references;
5. Proposer's demonstrated experience supporting municipal police departments.

The City of Medina reserves the right to reject any and all proposals, request additional information from any and all proposers, waive any and all irregularities, and to renegotiate in the best interest of the City of Medina.

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 statements of proposal. Once a contract is awarded, the contract and the selected proposer's performance will be subject to ongoing review and evaluation by the City Council and City Administrator.

### **Required Contents of Proposal**

1. Title Page - Show the RFP subject: Provision of Prosecuting Attorney Services, the name of the proposer's firm, local address, telephone number, name of contact person, and the date.
2. General Information
  - Provide a brief background history of the firm, and number of attorneys employed. An organizational chart or description of office organization would be helpful.
  - Designate the primary contact and identify those who would be working in more specialized areas. Describe the current principal responsibilities for the individual designated as lead prosecuting attorney.
  - Include a current resume for each attorney who will be primarily assigned to the City of Medina. 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 as to how many attorneys are knowledgeable about municipal prosecution and related fields as described in the scope of services.
  - Indicate the location of the primary office and attorneys assigned to service this account. Provide the address, phone number(s), cell-phone number(s), e-mail address, and FAX number(s) of the firm.
  - Provide information regarding the number of paralegals by their specialties, and the number and position titles of support personnel, specifically those who may be providing services to the City of Medina.
  - Provide an assessment of the availability of the City's lead prosecuting attorney and other professional staff to be assigned to a contract with the City of Medina. This includes availability of back-up prosecuting attorneys in case of illness, turnover, or other loss of personnel.
3. Police Issues - Demonstrate knowledge of police authority issues.

4. References - Provide a reference list of three (3) recent (within five years) municipal prosecution clients. References listed should include current contact information. If municipal clients are not available, other major clients may be submitted. Particular attention will be given to municipal client references.
5. Malpractice and Ethics
  - If the firm or any of the attorneys employed by the firm have ever been sued by cities or other clients for malpractice, been the subject of complaints filed with the State Bar, or had discipline imposed by the State Bar, please provide information about the nature of the incident, the dates of when the matter began and was concluded, and the results of the situation. Indicate whether any action is pending or is currently under review by the State Ethics Board.
  - Describe malpractice insurance coverage, which includes carrier, limits, and any exemptions. \_\_

*All Proposals shall include the following information:*

**FEES** - Identify in your proposal the amount your firm proposes to charge for the following: Please provide that billing information for a period of at least four years.

**RETAINER** – Please quote a retainer fee to be charged for prosecution services and the items noted herein that are to be covered by the retainer. Also state separately the rate for any other cost items proposed to be itemized and billed (i.e. mileage, photocopying, Westlaw, or Lexis fees, overhead factor, etc.). Clearly note any “retainer” items listed above that your firm will not provide as part of the retainer duties and prefer to bill on an hourly basis. Please be specific.

**HOURLY BILLING** – Please quote the dollar amount of fixed and/or hourly fees and costs your firm will charge for providing the legal services to the City of Medina covered by your proposal that fall outside the duties covered by the Retainer. For the hourly fees portion of your proposal, please identify the hourly rate of each attorney and support personnel. Identify the minimum increment of time billed for each service, e.g. phone calls, correspondence, and personal conference.

### **Financial Liability Limitations**

The City of Medina shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation of the proposal, attendance at the interviews, preparation of a compensation (fees) schedule, or final contract negotiations.

### **Tentative Timeline for Review (City may deviate for any reason)**

RFP Release Date: 02-18-2026

RFP Response Submission Deadline: 03-06-2026

Review of Responses:	03-09 to 03-11-2026
Final Candidates Selected:	03-13-2026
Interviews Conducted:	03-16 to 03-31-2026
City Council Approval:	04-21-2026