

**Request for Proposals  
for Chief Judge and Presiding Officer  
of the Municipal Court of St. Marys, Georgia**

The City of St. Marys, Georgia is requesting proposals from qualified individuals interested in serving as the Chief Judge and Presiding Officer of the Municipal Court of St. Marys, Georgia. Sealed Proposals will be received in the office of Amy Peeples in the Finance Department at 418 Osborne Street, St. Marys, GA 31558 up to and until **3:00 PM on July 13, 2018**. Proposals received after the above date and time or in any location other than the office stated above will be rejected.

**One (1) original and two (2) copies of the proposal package must be submitted in a SEALED envelope/package.** The name of the applicant submitting a proposal must be clearly marked on the outside of the proposal package. The proposal package must be clearly labeled with the following information:

City of St. Marys  
Attn: Amy Peeples  
RFP for Chief Judge and Presiding Officer of the City Court  
418 Osborne Street  
St. Marys, GA 31558

All proposals must include the following information:

- A. Resume
- B. Cover letter and statement of qualifications
- C. Georgia State Bar Numbers
- D. Three professional references with addresses and phone numbers
- E. Release allowing the City of St. Marys access to all State Bar of Georgia or other Bar Association disciplinary investigations and/or actions
- F. Monthly fee schedule

The Chief Municipal Court Judge is the Presiding Judge of the City of St. Marys Municipal Court and presides over and adjudicates a variety of hearings and trials related to violations of City codes and certain State laws in accordance with established legal procedures as prescribed in Georgia State law and City of St. Marys Ordinances. The Municipal Court Judge imposes appropriate sentences and penalties as prescribed by law and communicates with other city, county and state criminal justice agencies.

The Chief Municipal Court Judge is appointed by the City Council. The Judge will be appointed for a term of one (1) year. Term will be automatically renewed each year unless a complaint against the then sitting Judge is pending before the Georgia Judicial Qualifications Commission or written notice is given by either party of the agreement within thirty (30) days prior to expiration of the agreement.

No person shall be qualified or eligible to serve as a judge of the municipal court unless such person shall have attained the age of 21 years and shall be an active member in good standing of the State Bar of Georgia. The person selected must take an oath of office, be bondable and must be willing to be contacted nights and weekends. The Presiding Judge must comply with the Code of Judicial Conduct and be subject to ethics laws applicable to this office.

No assignment or transfer of the Contract or of any interest in the Contract shall be made by the Chief Municipal Court Judge.

The St. Marys City Court holds court within City Hall in the Council Chamber at 418 Osborne Street. Sessions for the Municipal Court are normally held on the first and third Fridays of the month. Court begins at 9:00 AM and continues until all court business is complete. Prospective applicants are encouraged to sit in and observe a St. Marys Court session before submitting a proposal.

Staffing in the Municipal Court consists of a Court Administrator who performs Court Clerk duties and administrative support functions.

Copies of the complete Request for Proposal document may be obtained from Amy Peeples in the City of St. Marys Finance Department located at 418 Osborne Street, St. Marys, Georgia 31558. The documents may also be requested via email to [amy.peeples@stmarysga.gov](mailto:amy.peeples@stmarysga.gov) or by calling 912-510-4044. Street address, contact person, phone and fax number must be provided to ensure prompt delivery and notification of addenda.

Unauthorized contact regarding the proposal with staff or elected officials may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of St. Marys. Applicants should rely only on duly authorized written statements.

The City will select the responsive and responsible proposal that, in its sole discretion, is in the best interest of the City. Each proposal will be scored independently by a selection committee. The evaluation and award criteria are explained in the proposal document. The City reserves the right to shortlist, interview and negotiate with applicants submitting proposals.

The City of St. Marys is not liable for any cost incurred by applicants in preparation of this proposal.

The City of St. Marys, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration for an award.

The City of St. Marys reserves the right to reject any or all bids, to waive informalities and to re-advertise, pursuant to federal and state law.