



**CITY OF BULLHEAD CITY
NOTICE OF REQUEST FOR QUALIFICATIONS
RFQ No. 2026-00000127
BULLHEAD CITY MUNICIPAL COURT
PRIMARY INDIGENT LEGAL DEFENSE**

**DUE DATE:
SUBMITTAL LOCATION:**

**December 1, 2025 AT 3:00 P.M. LOCAL AZ TIME
City of Bullhead City Clerk's Office
2355 Trane Road
Bullhead City, Arizona 86442**

DIRECT QUESTIONS TO:

**Content Wilson
Court Manager
(928) 763-0130 Ext. 8168/8310**

Notice is hereby given that the City of Bullhead City ("City"), is hereby issuing a Notice of Request for Qualifications ("RFQ") and conducting a competitive process to retain one attorney to provide primary indigent legal defense services for individuals under criminal complaint in the Bullhead City Municipal Court for \$150,000 annually. Interested parties must be active members of the State Bar of Arizona in good standing, have practiced law in the State of Arizona for at least five years with primary experience in criminal law. Experience in high-volume misdemeanor municipal and justice courts is desirable. Services are anticipated to begin on January 1, 2026.

The City invites interested firms or individuals to submit a written Statement of Qualifications ("SOQ") relating to this solicitation. A screening committee will evaluate firms' or individuals' qualifications and demonstrating the required experience and qualifications. The individuals determined to be best qualified to perform services will then be invited to enter into an agreement as set out in this RFQ.

A complete copy of this RFQ and any addendums may be obtained by going to the City of Bullhead City website at <http://www.bullheadcity.com/bidinfo> and clicking on the publicpurchase.com link to download this RFQ, by contacting Content Wilson, Court Manager, at (928) 763-8168/8310 or at cowilson@courts.az.gov or by requesting a copy during regular business hours at the City Clerk's Office at 2355 Trane Road, Bullhead City, Arizona 86442. Respondents are invited to review the information and to submit their SOQ in accordance with the criteria established within this RFQ. Brief, procedural questions regarding the RFQ may be directed to the Court Manager, Content Wilson, at (928) 763-8168/8310 or by email to cowilson@courts.az.gov. Questions concerning material issues of this RFQ must be in writing and submitted through email to the Court Manager and be received by no later than **November 21, 2025**. Questions may then be responded to by written addendum to this document. Oral statements or instructions do not constitute an amendment to the RFQ.

All submittals (one original and five copies) must be sealed and received by **December 1, 2025, 3:00 P.M. Arizona time** at the City of Bullhead City Clerk's office. Submittals must be clearly marked "Bullhead City Municipal Court Relief/Conflict Indigent Legal Defense, RFQ No. 2026-00000127." **Any response received at the specified submittal location after the due date and time assigned will not be considered. Email submissions will not be accepted.** The City reserves the right to reject any or all submittals, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities in any submittal. All information regarding the content of the specific submittals will remain confidential until an agreement is finalized or all proposals are rejected.

**CITY OF BULLHEAD CITY
REQUEST FOR QUALIFICATIONS
BULLHEAD CITY MUNICIPAL COURT
PRIMARY INDIGENT LEGAL DEFENSE**

I. REQUEST FOR QUALIFICATIONS

Statements of Qualifications ("SOQ") are now being accepted by the City of Bullhead City ("City") to provide the Bullhead City Municipal Court ("Court") with a licensed and qualified Arizona attorney to provide primary indigent legal defense services ("Attorney"). Respondents to this RFQ must submit a SOQ to the City that will address the various components as set forth in this RFQ.

II. BACKGROUND AND SCOPE OF SERVICES

The Court is located at 1255 Marina Boulevard, Bullhead City, Arizona, and has jurisdiction over all misdemeanor, petty offenses and civil traffic infractions committed within City limits. The attorney will receive all appointments made by the court, excepting appointments needed to other counsel for conflicts or for relief determined necessary due to existing caseload. Historical data indicates approximately 600 case appointments annually. A number of defendants have limited English proficiency. The attorney must be an active member of the State Bar of Arizona in good standing, have practiced law in the State of Arizona for at least five years with primary experience in criminal law. The attorney must also be available for Court appearances for approximately two business days weekly. Expectations for actions outside court appearances include interviewing witnesses, reviewing discovery and conducting legal research. The Court may allow certain matters to be conducted virtually through technology. Contracted services are specific to the attorney selected and the selected attorney may not appoint any other attorney to perform the required services except as necessary in emergency or on an extremely limited basis as may be approved by the Court. The Court provides no support services, except for limited necessary paper copies, but has space available for private client consultations on days set for Court appearances (this space is not intended as a substitute for attorney office space). The attorney selected to be most qualified will be compensated \$150,000 annually and paid in monthly allotments of \$12,500. Details on compensation and general scope of representation are contained in the attached sample agreement. The final agreement entered will be in substantial conformance with the sample agreement accompanying this RFQ.

III. SOQ FORMAT

1. Attorney name, State Bar number, address, telephone number, fax number, email address and website, if any.
2. Year licensed to practice and jurisdiction(s) in which practice has taken place.
3. Description of any attorney discipline.
4. Certificate of Good Standing from the State Bar of Arizona (certificate must be issued after the date of this RFQ and may be supplemented to the SOQ if not available upon date of submission).
5. Names of firms and addresses or firm/office where employed or practiced law for the past five years with contact name(s) and information.
6. Description of the types of practice and courts in which the law practice took place.
7. Any recognized legal specialization.
8. Three references from attorneys practicing in Arizona.
9. Other information or data Attorney(s) deems useful to the City in evaluating qualifications.

IV. PROCESSING OF SOQ

- A. Brief, procedural questions regarding the RFQ may be directed to Content Wilson, Court Manager, at (928) 763-8168/8310 or by email to cowilson@courts.az.gov. Questions concerning material issues of this RFQ must be in writing and submitted through email to the Court Manager and be received by no later than **November 21, 2025**. Questions may then be responded to by written addendum to this document. Oral statements or instructions do not constitute an amendment to the RFQ.
- B. No pre-submittal meeting is anticipated.
- C. City will assemble a review team for the analysis of all submitted SOQ's.
- D. The City reserves the right to reject any or all SOQ's or to accept the SOQ that in its sole judgment may be in the best interest of the City.
- E. The attorney selected will be notified as soon as possible by the City following completion of the evaluation by the review committee. An estimated 30 calendar days may elapse between the final date on which SOQ will be accepted and the date on which the review committee determines Attorney(s) to be appointed. Appointments are subject to approval by the Bullhead City Council.
- F. Counsel not selected will be notified as soon as possible after a recommendation for selection is made. It is estimated that the selection process may take up to 30 days in its entirety. Services are anticipated to begin on January 1, 2026.
- G. Protests.
 - 1. Protests must be in writing, filed with the City Clerk's Office and addressed to the City Manager, and must include:
 - a. The name, address and telephone number of the protestor;
 - b. The signature of the protestor or its representative;
 - c. Identification of the project and the solicitation number;
 - d. A detailed statement of the legal and factual grounds of protest including copies of relevant documents; and
 - e. The form of relief requested.
 - 2. Any protest must be filed within 10 days after the protestor knows or should have known the basis of the protest.

V. SELECTION

- A. Qualifications. The attorney must show evidence of the legal and demonstrated experience to perform the services competently. The attorney must also be knowledgeable of and be capable of providing the required services in accordance with all applicable federal, state and local government laws and regulations governing the scope of services. Services must be completed in conformance with current professional legal practices in Arizona.

B. Criteria for Selection.

1. Selection among the SOQ's received will be based upon the following criteria:

Criteria Description	Maximum Points Allowed
General criminal law experience	40 Points
Criminal defense experience	30 Points
Interview	25 Points
Appearance and organization of response	5 Points
Total Maximum Points	100

2. Interviews, if conducted, will be based upon responses received. City will not be responsible for any expenses incurred by attorney candidates in preparation for interviews.
3. The selected attorney will be invited to enter an agreement in substantial conformity with the terms and conditions included within the attached sample agreement. Alternatively, if it is determined to be in the best interest of the City, all SOQ's may be rejected and the City may reissue Requests for Qualifications at a later date.