



## **REQUEST FOR QUALIFICATIONS – (RFQ 22-02) FOR MUNICIPAL COURT JUDGE**

**PROPOSALS DUE:** No later than **April 6, 2022, at 2:00 PM (Eastern Standard Time)** in hard copy.  
Electronic submissions via e-mail or fax will **NOT** be accepted.

**Submit Proposals to:**  
City of Dunwoody  
Office of Purchasing, Finance Department  
4800 Ashford Dunwoody Rd. NE  
Dunwoody, Georgia 30338

Direct questions in writing to John B. Gates, Jr, Purchasing Manager, via e-mail  
at: [john.gates@dunwoodyga.gov](mailto:john.gates@dunwoodyga.gov) . All questions must be submitted by **March 16, 2022-COB**.

## **REQUEST FOR QUALIFICATIONS (RFQ 22-02)**

### **1.1 General Background**

Dunwoody, Georgia, is a wonderful residential community known as an urban center for dining and premier shopping near Atlanta; anchored by the Perimeter Mall. The area was officially recognized as the City of Dunwoody in December 2008, when Dunwoody was formally incorporated following a community-led initiative.

There are six Council Members and one Mayor who make up Dunwoody's City Council. In Dunwoody, the Mayor is elected by the voters city-wide. Each council member represents one of three districts (called posts) in Dunwoody. Posts 1, 2, and 3 are positions that citizens vote upon from within the district the Council Member will be representing. Posts 4, 5, and 6 are elected by the city at-large, with each Council Member being selected to represent a given district. Elections are held on a four-year cycle and are staggered, with only half of the Council coming up for vote in any given cycle.

The City of Dunwoody has a Council-Manager form of government. The City Manager is appointed by the Mayor and City Council and is responsible for the effective administration and operation of all services for the City of Dunwoody. The City Manager manages the day-to-day activities of city departments and maintains necessary intergovernmental relationships with federal, state, and other local governments.

The City provides municipal services to its citizens and businesses with City employees and through contract services provided by private firms.

For additional information about the City of Dunwoody, the Mayor and City Council, City Manager and other city departments, please visit the City's website at <http://www.dunwoodyga.gov>. and the Code of the City of Dunwoody, in which the City Charter may be reviewed. Within the Charter, several sections reference and thereby delineate some of the roles and responsibilities assigned to the Municipal Court Judge, a position to which the Mayor and City Council by formal action make the appointment.

### **1.2 Purpose of this Request for Qualifications (RFQ)**

This RFQ is being issued by the City of Dunwoody ("City") to seek proposals for the position of Municipal Court Judge from qualified individual attorneys. The City desires to enter into a professional services contract with a qualified Proposer who can demonstrate competency and experience in providing such legal services to municipal governments. Interested parties who possess the desired qualifications listed and are experienced in providing such legal services are encouraged to submit a Response to this Request for Qualifications. At its sole discretion, the City may by direct negotiation, finalize terms with the service provider who is selected for the contract award. The City reserves the right to reject any or all responses for any reason.

The City of Dunwoody Municipal Court began in 2009 shortly after the creation of the City. The total number of cases is around 9,000 per year. There are five appointed judges and the court sessions are generally scheduled two days a week. Wednesday and Thursday 9:00am and 2:00pm. Municipal Court operations are paperless and, are conducted for both jail court and arraignment. The Court Calendar primarily consists of environmental court, trials, and arraignments.

## SECTION II -- RFQ INSTRUCTIONS

### 2.1 Definitions

- “City” and “city” is the City of Dunwoody.
- “RFQ Response” and “Proposal” shall mean the same.

### 2.2 Overview of The Major Schedule of Events

Event	Date
RFQ Issue Date	March 8, 2022
Deadline for Receipt of Written Questions	March 16, 2022, at 5:00 PM
Due Date and Time for Submission of RFQ Response	April 6, 2022, at 2:00 PM

### 2.3 Single Point of Contact

From the date this Request for Qualifications (“RFQ”) is issued until a Proposer is selected, Proposers shall not communicate with any staff (other than the designee below) nor communicate with city of Dunwoody elected officials regarding this solicitation. Any unauthorized contact may disqualify the Proposer from further consideration.

Contact information for the single point of contact is as follows:

#### Designated Single Point of Contact

**Address:**

4800 Ashford Dunwoody Rd., NE  
Office of Purchasing,  
Department of Finance  
Dunwoody, GA 30338

**Telephone:**

678-382-6750

*In efforts to eliminate the spread of COVID-19 staff may divide their time between on-site and working remotely, therefore please do not call. Use email for the quickest communication.*

**E-Mail Address:**

[john.gates@dunwoodyga.gov](mailto:john.gates@dunwoodyga.gov)

### 2.4 Required Review

**2.4.1 Review RFQ:** Proposers should carefully review this RFQ in its entirety including all instructions, requirements, specifications, and terms/conditions and promptly notify the Single Point of Contact, identified above, in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error that may be discovered upon examination of this RFQ.

#### 2.4.2 Addenda

The City may revise this RFQ by issuing an addendum prior to its opening. The addendum will be posted on the City’s website alongside the posting of the RFQ at <http://www.dunwoodyga.gov>. Addenda will become part of the proposal documents and subsequent contract. Proposers must sign and return acknowledgement of any addendum with their RFQ response. Failure to propose in accordance with an

addendum may be cause for rejection of the proposal.

### **2.4.3 Pre-Proposal Conference**

There is no pre-proposal conference scheduled for this RFQ.

### **2.4.4 Form of Questions**

Proposers with questions or requiring clarification or interpretation of any section within this RFQ must address these questions in writing or via e-mail to the Single Point of Contact referenced above on or before March 16, 2022. Each question must provide clear reference to the section, page, and item in question.

### **2.4.5 City's Answers**

The City will provide an official written answer to all questions received within the period stipulated under Section 2.3.4. The City's response will be by formal written addendum. Several questions may be answered in a single addendum, depending on when questions are received. Any other form of interpretation, correction, or change to this RFQ will not be binding upon the City. Any formal written addendum will be posted on the City's website alongside the posting of the RFQ at <http://www.dunwoodyga.gov>. Proposers must sign and return an acknowledgment form for any addendum with their RFQ response. A blank acknowledgement form may be found in Section IX of this RFQ.

## **2.5 Submitting a Sealed Proposal**

Each Proposer is required to submit a two-part proposal. Part One (I) of the proposal, referred to as the "technical proposal" shall respond to the Scope of Services and other information requested, and Part Two (II) shall be a fee proposal, which shall indicate the Proposer's cost to be charged to provide such services as indicated in the technical proposal.

### **2.5.1 Organization of Proposal**

Each proposal shall be prepared simply and economically, provide straight-forward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFQ. Fancy bindings, colored displays, and promotional material are not required. Emphasis in each proposal shall be on completeness and clarity of content.

To expedite the evaluation of proposals, it is essential that Proposers follow the format and instructions contained herein. Proposers failing to comply with these instructions may be subject to elimination from consideration at the sole discretion of the City. The City may choose not to evaluate, may deem non-responsive, and/or may disqualify from further consideration any proposals that do not follow this RFQ format, are difficult to understand, are difficult to read, or are missing any requested information.

All proposals must be received in sealed packaging which shall be clearly marked **PURCHASING RFQ 22-02**. The technical proposal and the fee proposal must be submitted at the same time but in two separate envelopes.

### **2.5.2 Content of Proposal Envelopes**

Proposers must organize their proposals into two sealed envelopes. Both envelopes must be submitted at the same time by the deadline date and time.

### **Sealed Envelope #1 (Purchasing RFQ 22-02 Technical Proposal)**

in the order listed with tabs separating each section and labeled as follows:

- **Proposal Letter** – The Proposer’s shall complete and sign the Proposal Letter. In Section IX of this RFQ is the blank letter to be completed by the Proposer and return it as the first section in the Proposal.
- **Acknowledgement of Addendum Form** -- The Proposer’s shall complete and sign the Addendum Acknowledgement Form in Section IX of this RFQ and return it as the second section in the Proposal.
- **Scope of Services** – The Proposer shall respond comprehensively and clearly to the requirements of Section VI of this RFQ and shall include all documents, information, exceptions, clarifications, etc., as requested therein.
- **Resume and Completed Supplemental Questionnaire Form** – The proposed shall complete the supplemental questionnaire in Section IX of this RFQ.
- **Appendix** – All other required documents and information requested such as, list of references, request for information authorization form (which must be notarized), copy of germane professional licenses and/or certificates, so forth should be included in this section, with section headings as to the nature of the content.

### **Sealed Envelope #2 (Purchasing RFQ 22-02 Fee Proposal)**

- **Fee Proposal** – The Proposer shall respond comprehensively and clearly to the requirements of Section VII of this RFQ and shall include all documents, information, exceptions, clarifications, etc., as requested therein. The Proposer shall provide a proposed rate of compensation, detailing a comprehensive fee schedule for a one-year period of time and in response to the requirements as spelled out in Section VII of this RFQ.

#### **2.5.3 Copies Required and Deadline for Receipt of the Sealed Technical and Fee Proposals**

Proposers must submit the following number of copies of both the technical and the fee proposals.

- One (1) unbound hard copy marked “Original” with signatures of the Technical and the Fee Proposals; and
- **One (1) electronic copy. The electronic copy shall be submitted by USB flash drive in PDF format (OCR) and organized in the same manner as the original hard-copy submission with each section of the Technical Proposal only. Do not include an electronic version of the Fee Proposal.**

Proposals must be received sealed and at City Hall--the Office of the Purchasing Manager **prior to 2:00 PM (EST), on April 6, 2022**. Facsimile or e-mail proposals to Requests for Qualifications are NOT accepted.

#### **2.5.4 Late Proposal**

It shall be the Proposer’s sole responsibility to assure delivery to City Hall--the Office of the Purchasing

Manager by the designated time. Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration.

#### **2.5.5 Proposal Withdrawal**

A Proposer requesting to withdraw its proposal prior to the RFQ due date and time may submit a letter to the Single Point of Contact requesting to withdraw. The letter must be on the individual's letterhead and signed by Proposer to legally the individual.

#### **2.5.6 Proposal Correction**

If an obvious clerical error is discovered after the proposal has been opened; the Proposer may submit a letter to the Single Point of Contact within two business days of opening, requesting that the error be corrected. The letter must be on the individual's letterhead and signed by the individual. The Proposer must present clear and convincing evidence that an unintentional error was made. The Single Point of Contact will review the correction request and a judgment will be made in the City's sole discretion. Generally, modifications to opened proposals for reasons other than obvious clerical errors are not permitted.

#### **2.5.7 Cost of Preparing a Proposal**

The costs for developing and delivering responses to this RFQ and any subsequent presentations of the proposal as requested by the City are entirely the responsibility of the Proposer. The City is not liable for any expense incurred by the Proposer in the preparation and presentation of its proposal.

#### **2.5.8 All Timely Submitted Materials Become City's Property**

All materials submitted in response to this RFQ become the property of the City and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the City and Proposer resulting from this RFQ process.

### **SECTION III -- RFQ RECEIPT**

#### **3.1 Authority**

This RFQ is issued under the authority of the City of Dunwoody.

#### **3.2 Receipt of Proposals and Public Inspection**

During the opening of sealed proposals, only the name of each Proposer shall be announced. No other information will be disclosed nor shall the proposals be considered open record until after the contract award. All information received in response to this RFQ, including any copyrighted material is deemed public information and may be made available for public viewing and copying shortly after the City Council award.

### **SECTION IV -- EVALUATION PROCESS**

#### **4.1 Classification and Evaluation of Proposals**

##### **4.1.2 Initial Classification of Proposals as Responsive or Nonresponsive**

All proposals will initially be classified as either "responsive" or "nonresponsive". Proposals may be found nonresponsive at any time during the evaluation process or negotiations if: any of the required

information is not provided; the submitted price is found to be excessive or inadequate as measured by the City; or the proposal is not within the plans and specifications described and required in the RFQ. Proposals found nonresponsive may not be considered further.

The Single Point of Contact will determine whether a Proposer has met the standards of responsibility. Such a determination may be made at any time during the evaluation process and through negotiation if information surfaces that would result in a determination of non-responsibility. If a Proposer is found non-responsible, the determination will be made a part of the procurement file and the Proposer will be so notified.

#### **4.1.3 Evaluation of Proposals**

Each proposal deemed responsive and responsible will be evaluated.

The City, at its sole discretion, may short-list individuals that are deemed to best meet the City's requirements, taking into consideration all criteria listed in the RFQ. The City may, at its sole discretion, ask for formal interviews with each of the responsive and responsible proposers, or only from those individuals that are short-listed, if short-listing is determined to be in the best interest of the City.

Proposers should be prepared to attend an interview in person, following all the City's COVID prevention protocols or through a Zoom Video Conference to discuss technical and contractual aspects of his or her proposal. Any cost incurred by the Proposer for its interview, if conducted, shall be at the Proposer's expense.

#### **4.2 Criteria**

Responsive proposals will be evaluated based on the stated evaluation criteria specified below. The criteria are not listed in any relative hierarchy of importance. No specific score is affixed to each factor and necessarily weighed as determinative of a contract award. Rather, the criteria in totality will guide the City in making an intelligent award decision based on the City's requirements and the best value proposal (offer) received.

##### **Criteria**

- Experience, expertise and knowledge of municipal legal processes and procedures.
- Demonstrate knowledge, experience and ability in the operation of local governmental units in Georgia; court procedures and substantive criminal and civil law;
- Experience with the supervision of the proper handling of any discovery requests related to a pending citation; and experience ensuring that proper and accurate records of dispositions are maintained.
- Proposal's presented approach to ensure the efficient use of time and resources to reduce delays in court proceedings.
- Demonstrated ability to establish and maintain impartial and effective working relationships with other judges, judicial personnel, city management, elected officials and the general public.
- General familiarity with the City of Dunwoody.
- Fee Proposal

In evaluating proposals, other factors may be considered such as a comparative evaluation of all other

qualified RFQ responses in terms of differing quality, approach to service offerings, pricing, and other factors.

#### **4.3 Negotiations**

Upon direction of the City Manager, the designated City Official may begin negotiations with the recommended Proposer. The “best and final offer” is an option available to the City under the RFQ process which permits the City of Dunwoody to request a “best and final offer” from one or more Proposers if additional information is required to make a final decision. The decision to seek “best and final offer” is at the sole discretion of the City. Proposers may be contacted asking that they submit their “best and final offer,” which must include any and all discussed and/or negotiated changes. If negotiation is unsuccessful with an originally identified Proposer, or the Proposer fails to provide necessary documents or information in a timely manner, or fails to negotiate in good faith, the City may terminate negotiations and begin negotiations with the next highest considered Proposer.

##### **4.3.1 Contract Award**

The contract award, if any, will be made to the responsible and responsive proposer who provides all required documents and successfully completes the negotiation process and is deemed in the City’s sole discretion to be the most advantageous to the City.

## **SECTION V -- CITY OF DUNWOODY RIGHTS RESERVED**

The following rights reserved to the City are not all inclusive, but only represent certain rights that may be of interest to potential proposers in deciding whether or not to submit a proposal.

- The City reserves the right to waive any information or irregularities of proposals, to request clarifications on information in any proposal, to request additional information from any proposer, or to reject any or all proposals, and to re-advertise for proposals. The City also reserves the right to extend the date or time scheduled for the opening of proposals.
- While the City has every intention to make an award as a result of this RFQ, issuance of the RFQ in no way constitutes a commitment by the City to award and execute a contract. Upon a determination such actions would be in its best interest, the City, in its sole discretion, reserves the right to cancel or terminate this RFQ at any time. A notice of cancellation will be issued on the City’s website. If the RFQ is cancelled, the City will not reimburse any Proposer for the preparation of its proposal. Proposals may be returned upon request if unopened.
- The City may make such investigations as deemed necessary to determine the ability of the Proposer to perform the services specified. Further, the City reserves the right to contact Proposer’s references, including references not provided by the Proposer.
- The City may enter into further discussions with one or more Proposers.
- The City may waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications of this RFQ which would not have significant impact on any proposal.

## **SECTION VI -- SCOPE OF WORK**

## **6.1 Description of Judicial Services**

The Municipal Court Judge is the Presiding Judge of the City of Dunwoody Municipal Court, presides over and adjudicates a variety of hearings and trials related to violations of City codes as well as certain State laws in accordance with established legal procedures as prescribed in Georgia State law and City of Dunwoody 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 Municipal Court Judge and staff of the Municipal Court shall manage Municipal Court matters and proceedings in an efficient, orderly and professional manner in full compliance with the requirements of applicable law and rules of procedure and shall provide for the fair and equal treatment of all persons appearing in Municipal Court. The Municipal Court Judge is responsible for explaining the laws and legal system to defendants and helping ensure that all defendants understand their rights and, if applicable, knowingly waive their rights.

To perform high quality, the Municipal Court Judge shall perform the following:

- Remain abreast of changes in the law that affect the operations of the municipal court.
- Issue written and/or oral findings and judgments when necessary.
- Evaluate evidence, testimony, and legal pleadings.
- Interpret and apply appropriate ordinances, municipal code provisions and/or regulations.
- Impose fines and penalties as prescribed by the municipal code or ordinances.
- Order and enforce contempt, failure to appear, abatement of nuisance, and other requirements of the municipal code or ordinances.
- Issue decisions related to abatement hearings on nuisance, zoning and building code violations.
- Conduct himself or herself in accordance with the requirements and guidelines set forth in the Georgia Code of Judicial Conduct.
- Work with City staff to provide a plan and recommendations for continuous improvement of the municipal court and community prevention programs to maintain the City as a quality place to reside, reduce recidivism, and when appropriate offers alternatives to incarceration.

## **6.2 Proposer's Qualifications**

The Proposer shall comply with and be subject to all provisions of the City's Charter and Codes, including, without limitation, the City's Code of Ethics. Other specific qualifications include:

- Must be a resident of the State of Georgia and an Attorney-At-Law admitted to practice within the State and in good-standing with the State Bar of Georgia.
- Juris Doctorate degree from a law school accredited by the American Bar Association and an active member and in good standing with the Georgia State Bar Association. Possess any other necessary and up-to-date required licenses, registrations, certifications and continuing education units.
- The attorney designated to perform the services of the Municipal Court Judge shall have at least five (5) years' relevant experience practicing law and/or as a judge or substitute judge in the State

of Georgia in a municipal court or a court of record.

- The Proposer also shall demonstrate a high degree of practical experience, knowledge, and ability in the operation of local governmental units in Georgia; criminal procedure and substantive criminal and civil law; management of a courtroom and a large docket of cases; efficient use of time and resources to reduce delays that inconvenience other Court personnel; supervision of the proper handling of any discovery requests related to a pending citation; and experience ensuring that proper and accurate records of dispositions are maintained.
- Certification that the individual is not debarred and has all necessary and/or required insurance coverage in effect.
- Skills, capabilities, capacity and work experience of a demonstrated level that would assure completion of the scope of work in a timely and satisfactory manner.

### **6.3 Proposal Required Content**

To enable the evaluation process, the technical proposal shall include a statement on the understanding of the Scope of Services requirements, how the Proposer plans to fulfill the Scope of Services and all of the following:

- Proposer Qualifications and Expertise
- Engagement Approach and Proposer's Time Resources (i.e., full time; part time; days of the week)
- Describe the nature and scope of the Proposer's experience in providing the Services described in the Scope of Work. Include list of professional recommendations.
- Provide licenses, certificates and other information related to independent legal services Requirements.
- Name and address of the individual that will be the party to the proposed contract and the Proposer's telephone number, and e-mail address.
- Disclose whether the Proposer is presently a party to any pending litigation or has received notice of any threatened litigation or claim; provided, however, that Proposer need not disclose minor traffic matters.
- Explanation of any exceptions to this RFQ requested by the Proposer. If exceptions are requested, cite the activity involved, the exception taken, and alternate language. If no exceptions are requested, please state so.

## **SECTION VII -- FEE PROPOSAL**

### **7.1 Fees for Scope of Services**

The Proposer shall provide a proposed rate of compensation, marked as "Fee Proposal", detailing a comprehensive fee schedule that designates the total flat rate of compensation for a twelve-month term that includes compensation for any and all reasonable out-of-pocket costs and expenses, Additionally, the flat rate shall be broken down as to the desired payment schedule,( i.e., hourly rate, daily rate, etc.)

- Payments to the successful Proposer will be based on submitted detailed invoices. The fee proposal should indicate the desired payment timing, i.e., no more frequent than bi-weekly, or monthly, or quarterly.

## **7.2 Fees in the event of Contract Extension**

- The term of the initial contract award shall be for one year. If the City determines it to be advantageous, it may extend the term of a contract award for up to four (4) additional one-year periods, one year at a time. The Proposer shall indicate in its fee Proposal, the fees for each of the four years, i.e., propose fees to stay the same as the initial year, or propose an adjustment and indicate what the fee escalator will be or another contract extension approach, for consideration if desired. This request does not constitute any guarantee of a contract beyond one year.

## **SECTION VIII – INDEMNIFICATION AND INSURANCE**

### **8.1 Indemnification Requirement**

The selected Proposer shall defend, indemnify and hold harmless the City of Dunwoody, its officers, agents and employees from any and all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the Municipal Court Judge's negligent acts or omissions. Indicate in the Proposal an understanding and willingness to indemnify the city.

### **8.2 Insurance Requirement**

Detail in the Proposal the Proposer's current or willingness to obtain insurance coverage applicable to the services described within the Proposal. Such coverage must include at a minimum, general liability insurance coverage.

## **SECTION IX -- FORMS TO COMPLETE**

- Completed Resume Supplemental Questionnaire Form
- Proposal Letter
- Addendum Acknowledgement Form
- Request for Information Authorization Form

## PROPOSAL LETTER

*(Failure to include this signed proposal letter will result in the rejection of your proposal.)*

I propose to furnish and deliver any and all of the deliverables and services named in the attached Legal services Request for Qualifications (“RFQ”) for the City of Dunwoody (“City”) for which fees have been set. The fee(s) offered herein shall apply for the period of time stated in the RFQ.

It is understood and agreed that this proposal constitutes a good faith offer. As such, if it is accepted in writing by the City Manager of Dunwoody, then a contract will be negotiated by the two parties in accordance with the terms and conditions outlined in the proposal.

It is understood and agreed that I have read the City’s specifications shown or referenced in the RFQ and that this proposal is made in accordance with the provisions of such specifications. By my written signature on this proposal, I guarantee and certify that all items included in this proposal meet or exceed any and all such City specifications described in this RFQ. I further agree, if awarded a contract, to deliver goods and services which meet or exceed the specifications. The City reserves the right to reject any or all proposals, waive technicalities, and informalities, and to make an award in the best interest of the City.

### PROPOSAL SIGNATURE AND CERTIFICATION

I \_\_\_\_\_ Certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal (“Proposer”) for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the Proposer.

Authorized Signature of Proposer	
Print or Type Proposer’s Name	
Print or Type Name of Company, or N/A if non-applicable	
Date	

## ACKNOWLEDGEMENT OF RFQ ADDENDUMS

***Failure to include this signed acknowledgement will result in the rejection of your proposal.***

I \_\_\_ Acknowledge and accept responsibility that I have reviewed the City's Purchasing website subsequent to the issuance of the original RFQ 22-02 and the following addendums were issued for RFQ 22-02.

Addendum Number	Date of Addendum

Authorized Signature of Proposer	
Print or Type Proposer's Name	
Print or Type Name of Company, or N/A if non-applicable	
Date	



## REQUEST FOR INFORMATION AUTHORIZATION

The undersigned, \_\_\_\_\_,  
(Please print your Full Current Name and any other names by which you have been known)

being an applicant for appointment by the Mayor and City Council of the City of Dunwoody, to a position of Judge in the Dunwoody Municipal Court, and being fully cognizant of the responsibility to the public, the Bench and the Bar of the State of Georgia, lodged with the Mayor and City Council in the selection of persons to be submitted for any such appointment, do hereby:

1. Authorize the State Bar of Georgia and its Disciplinary Board (and the disciplinary authority of any other state in which the undersigned may have practiced law) and/or the Judicial Qualifications Commission of the State of Georgia to answer any inquiries, questions or interrogatories concerning the undersigned which may be submitted to them by the City of Dunwoody City Manager on behalf of the Mayor and City Council or his authorized representative, and to give full and complete information regarding the undersigned in any of their files and to permit said authorized representative to inspect and make copies of any documents, records and other information concerning the undersigned and any complaint which might have been made against the undersigned at any time whatsoever;
2. Release and exonerate the Mayor and City Council of the City of Dunwoody, its agents and representative, the State Bar of Georgia, and every other person, firm, officer, corporation, association, organization, or institution which might be involved in complying with, or receiving information under, the authorization and request made herein from any and all liability of every nature and kind growing out of or in any wise pertaining to compliance with this authorization and request.

**IN WITNESS WHEREOF** the undersigned applicant has set his/her hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Date of Birth:

\_\_\_\_\_  
State Bar Number:

Subscribed and sworn before me on this the \_\_\_\_\_ day of \_\_\_\_\_, 2022..

\_\_\_\_\_  
Notary Signature

My Commission expires: \_\_\_\_\_

NOTARY SEAL

## RESUME SUPPLEMENTAL QUESTIONNAIRE

(One to three sentence statements are sufficient in response to each of the following questions).

### Section I.

Describe why you desire to be appointed the City of Dunwoody Municipal Court Judge and how you anticipate this position fitting into your future career goals.

List any hearing officer or arbitrator services you have provided.

Describe how you and others with whom you have worked view your reliability, character, integrity, reputation, judgment, experience, and efficiency.

Please describe your communication style, as well as your manner and record of interacting with municipal staff, defendants, witnesses, and attorneys in a professional, congenial manner.

### Section II. References

Please provide a list of references (at least 3) with whom you have worked. If you have or are providing municipal court judge services to other municipal or government clients in the recent past, please submit municipal or government client references as well. References from court staff and city attorneys for which you have provided services are preferred. For each reference provide the following:

Name, Title, Telephone Number, Email Address, Postal Service Address	
Description of Relationship (Colleague, Employer, Subordinate Staff,	
Period of Time Person has known you.	

## OFFEROR'S RFQ CHECKLIST

### 10 Critical Things to Keep in Mind When Responding to an RFQ for the City of Dunwoody

1. \_\_\_\_\_ **Read the *entire* document.** Note critical items such as: supplies/services required; submittal dates; number of copies required for submittal; contract requirements, if any (e.g. bonding and insurance requirements).
2. \_\_\_\_\_ **Note the Purchasing Manager's name, address, phone numbers and e-mail address.** This is the only person you are allowed to communicate with regarding the RFQ and is an excellent source of information.
3. \_\_\_\_\_ **Attend the pre-proposal conference** if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the Project, or to notify the City of any ambiguities, inconsistencies, or errors in the RFQ. This conference may be mandatory.
4. \_\_\_\_\_ **Take advantage of the "question and answer" period.** Submit your questions to the Purchasing Manager by the due date listed in the *Schedule of Events* and view the answers given in the formal "addenda" issued for the RFQ. All addenda issued for an RFQ will be distributed by email to the RFQ participants.
5. \_\_\_\_\_ **Follow the format required in the RFQ** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6. \_\_\_\_\_ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don't assume the City or Evaluation Committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the City. The responses are evaluated based solely on the information and materials provided in response to the RFQ.
7. \_\_\_\_\_ **Use the forms provided**, e.g. cover page, reference questionnaire, etc.
8. \_\_\_\_\_ **Review the RFQ document again** to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and complete. The copies are provided to the Evaluation Committee members and will be used to rank your submittal.
9. \_\_\_\_\_ **Submit your proposal on time.** Note all the dates and times listed in the *Schedule of Events* and within the document, and be sure to submit all required items on time. Late proposals will not be accepted.

***This checklist is provided for assistance only and should not be submitted with Offeror's proposal.***