



CITY OF GRANTS

REQUEST FOR PROPOSALS

FOR

CITY ATTORNEY SERVICES

RFP # 2024-City Attorney

Proposal Deadline: September 16, 2024

Submit To: Gloria Pargas

Procurement Officer

600 W. Santa Fe Ave.

Grants, NM 87020

(505-287-7927)

I. Introduction

A. Purpose

The City of Grants invites interested legal firms and individuals to submit proposals for City Attorney Services as described in the scope of work set forth in this request for proposals (RFP). The City seeks a City Attorney who will provide clear, understandable, and independent legal advice. The firm/individual must be qualified to provide expertise in areas of general municipal law, land use, personnel and labor relations, open meeting and conflict of interest laws. The City Attorney serves under the direction and supervision of the City Council and acts as their legal advisor. The City Attorney is not a City employee and is not entitled to the benefits of a City employee; the position is strictly on a contractual basis. The City Council reserves the right to retain or employ other attorneys or special counsel as may be needed, in its sole judgement, to take charge of any litigation or legal matter or to assist the City Attorney.

B. Submittal Closing, Time, and Location

All proposals delivered in an express courier package shall be sealed in a separate envelope within the courier package. Any proposal found ineligible or incomplete shall not be considered for selection. Proposers assume full responsibility for having their proposal deposited at the proper address and no later than the scheduled closing time. Faxed or emailed proposals or modifications will not be considered.

Proposals will not be received after the closing date and time indicated below.

Labeling: REQUEST FOR PROPOSAL FOR CITY ATTORNEY SERVICES

Submittal Closing: Monday, September 16, 2024 at 3:00 p.m., MST

Location: City of Grants
Attention: Gloria Pargas, Procurement Officer
600 W. Santa Fe Ave.
Grants, NM 87020

C. Inquiries and Sequence of Events

Any prospective Proposer desiring an explanation or interpretation of the solicitation, specifications, etc., must request so in writing, no later than five (5) days before proposal due date to allow a reply to reach prospective Proposer before the proposal submission date. The written request must be submitted to the individual identified below (emails accepted). Verbal explanations or instructions given during any phase of this solicitation will not be binding. Inquiries regarding this solicitation shall be directed to:

Gloria Pargas
Procurement Officer
City of Grants
600 W. Santa Fe Ave.
Grants, NM 87020
Phone: (505) 287-7927 ext .2010
Email: gpargas@grantsnm.gov

Please reference "Request for Proposals for City Attorney Services" when contacting the City regarding this solicitation. The City of Grants website, www.cityofgrants.net will contain a copy of this document as well as a summary of any/all applicable addenda, if any.

Action	Responsible Party	Due Dates
Issue the RFP	Procurement Officer	August 16, 2024
Deadline to submit questions	Potential Offerrors	September 9, 2024
<i>Submission of Proposal (3:00 PM, MST)</i>	<i>Potential Offerrors</i>	<i>September 16, 2024</i>
Proposal Evaluation	Evaluation Committee	September 20, 2024
Announcement of Selection	City Manager/City Council	September 25, 2024

D. Procurement Information and Proposal Instructions:

Any inquiries or requests regarding clarification of this procurement shall be submitted to the Procurement Officer ONLY in writing via e-mail or regular mail. Offerors shall not contact any other City employees.

Definitions

- Agency: City of Grants
- Contract: Written agreement for the procurement of items of tangible personal property of services.
- Contractor: Successful Offeror
- Determination: Written documentation of a decision of the Procurement Officer including findings of fact supporting a decision, which becomes part of the procurement file.
- Evaluation Committee: Body appointed by the City Management to perform the evaluation.
- Mandatory: Terms “must”, “shall”, “will”, “is required”, identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the retraction of the Offeror’s proposal.
- Irregularities: The City reserves the right to accept or reject any/ all proposals, to waive irregularities and technicalities and to request resubmission. Any sole response that is received may or may not be rejected by the City depending on available competition and timely needs of the City. The City reserves the right to award the contract to the responsible proposer submitting responsive proposals with resulting agreements most advantageous and in the best interest of the City.
- No Obligation: This procurement in no manner obligates the City of Grants until a valid contract is executed.

II. Terms and Conditions

A. Proposal Preparation Costs

The City is not, nor shall be deemed, liable for any costs incurred by Proposer in the preparation, submittal, or presentation of their proposals.

B. Reservation of Rights

This RFP does not commit or obligate the City to accept or execute an agreement for any expressed or implied service. The City reserves the right to:

- Reject any and all proposals received and to accept or reject any item(s) herein;
- Take all proposals under advisement for up to ninety (90) days after opening;
- Waive any informality on any proposal;
- Be the sole judge of the relative merits of the material mentioned in the respective proposal received;
- Request any firm/individual submitting a proposal to clarify its proposal during the selection phase;
- Negotiate the service schedule and reasonable costs with the selected firm/individual;
- Modify or alter any requirement herein, and issue addenda or amendments to this RFP;
- Terminate this RFP process at any time.

C. Acceptance of Conditions

It is the Proposer's responsibility to examine the scope and location of the proposed work to fully acquaint themselves with the specifications and the nature of the work to be accomplished. Proposers shall have no claim against the City based upon ignorance of the nature and requirements of the services provided, misapprehension of the work environment, or misunderstanding of the specification or agreement provisions.

By submitting a proposal, each Proposer expressly agrees to and accepts the following conditions:

- Proposal and cost schedules shall be valid and binding for ninety (90) day following the proposal due date and will become part of the Agreement that is negotiated with the City.
- The City may require whatever evidence is deemed necessary relative to the Proposer's financial stability and ability to perform these services.
- The City reserves the right to request further information from the Proposer, either in writing or orally, to establish any stated qualifications.
- The City reserves the right to solely judge the Proposer's representations, and to solely determine whether the Proposer is qualified to undertake these services pursuant to the criteria set forth herein. The Proposer, by submitting a proposal, expressly acknowledges and agrees that the judgement of the City as to whether or not the Proposer is qualified to perform these services shall be binding, final and conclusive.

D. Proposal Inclusions

The Request for Proposals documents shall be submitted in their entirety, with ALL applicable portions fully completed by the Proposer. All Proposers are encouraged to review and confirm that their proposals include and specifically addresses all of the proposal requirements prior to submitting as outlines elsewhere in this document.

E. Withdrawal of Proposal Before Closing

Any Proposer may request the withdrawal of their submitted proposal by written request at any time prior to the scheduled closing date and time. Upon receiving written request to withdraw any proposal, the City will consider the proposal null and void, and return the proposal to the Proposer. Withdrawal of proposal will not impact Proposer's resubmittal for this or any future proposal(s).

F. Proposal Submittal

All Proposers shall complete and return one (1) original and (5) copies of their proposal on standard sized paper. More than one (1) proposal from an individual, firm, partnership, or corporation under the same or different names will not be considered.

G. Contract Execution

The firm/individual shall prepare the Agreement to be executed by both parties upon final review of the City.

H. Professional Licensing

The professional services provider, and any sub-consultant(s), shall possess any necessary professional certification(s) and/or license(s) relative to the work to be performed required by an appropriate licensing authority of the State of New Mexico and shall provide evidence of such to the City with their proposal or prior to commencement of the work in such a form as the City shall require.

I. Insurance Requirement

The Proposer shall, at its own expense, procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the consultants, its agent, representatives, employees, or subcontractors. Proposer shall also require all of its subcontractors assigned to provide services to procure and maintain the same insurance requirement for the duration of the Agreement. Specific insurance requirements are as follows:

- General Liability Insurance of at least \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate liability.
- Professional Errors and Omissions Insurance of at least \$1,000,000.00 per occurrence and \$2,000,000.00 annual aggregate liability.

J. Business License

The professional provider, and any sub-consultant(s), shall obtain a valid City of Grants Business License on or before their commencement of work.

K. Public Record

Be advised that all information contained in proposals submitted in response to this solicitation shall become a matter of public record upon contract award, and made available upon request, unless otherwise marked. The Proposer must identify, in writing, all copyrighted material, trade secrets or other proprietary information the Proposer claims are exempt from disclosure pursuant to the New Mexico Inspection of Public Records Act. The Proposer who claims such an exemption must also state in the proposal that:

"The Proposer agrees to indemnify and hold harmless the City and its officers, employees and agents from any claims, liability or damages against the City and to defend any actions brought against the City for its refusal to disclose such material, trade secrets or other proprietary information to any party."

L. Equal Opportunity

The City requires all Proposers to comply with equal opportunity policies.

M. Independent Contractor

The City Attorney will be an independent contractor. All persons employed by a firm in accordance with an Agreement resulting from the RFP will be employees of the firm or law practice and not of the City of Grants.

N. Conflict of Interest

No official, officer, or employee of the City of Grants or of a local public body during his/her tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof. Furthermore, the parties hereto covenant and agree that to their knowledge, no board member, officer or employee of the City of Grants has any interest, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the contracting party other than the City of Grants, and that if any such interest come to the knowledge of either party at any time, a full disclosure of such information will be made in writing to the other party or parties.

O. Non-Collusion Affidavit

All proposals must be accompanied by a signed and notarized Non-Collusion Affidavit per the Public Contract code.

P. Appendix

The appendix shall include any suggested additions or modifications to the scope that the individual/firm believes will enhance the quality of their proposal. Individual/Firm brochures, exhibits, and any other pertinent documents may be included in the Appendix.

III. Scope of Work

A. Understanding the Scope of Work

The City Attorney is appointed by and reports to the City Council. The City Attorney is the chief legal counsel for the City of Grants and, as such, is responsible for advising on all legal matters. The primary responsibilities the City will require of its City Attorney shall include, but not be limited to, the following:

- Represent and provide legal advice and consultation on a daily basis to the City Council, City Manager and City Staff as requested or required. Contact is usually made by email or telephone and same-day response is typically expected.
- Attendance at regular City Council meetings is required and attorney must be prepared to advise the Council on matter on the agenda as well as procedural or substantive issues that arise during the meeting.
- Recommend policies and procedures that comply with the requirements of the law.
- Keep the City Council and City Manager informed of legislation and/or judicial opinions that have potential impact to the City.
- Prepare, review and revise staff documents, including, but not limited to, initiation of memorandums concerning legal issues, contracts, agreements, ordinances, resolutions, land use decisions on appeal, and staff reports for the legal support of City functions and duties.
- Provide staff assistance, legal research and counseling related to the acquisition or sale of property, preparation of leases, deeds and easements, agreements, utility franchise agreements, operations governed by law, liability situations, grant guidelines, pension law, personnel, employee relations and other matters as necessary requiring legal advice.
- Represent the City in litigation not covered by the City's self-insured risk pools.
- Provide legal advice and assistance to operating departments, assist in notice of disciplinary actions and provide advisory service to the personnel.
- Research and interpret laws, court decisions and other legal authorities in order to prepare legal opinions and to advise the City Council and management staff on legal matter pertaining to City operations.
- Represent the City before other governmental bodies and agencies to promote the interest of the City.
- Oversee coordination with special legal counsel on all City litigation as directed by the City Council and/or City Manager.
- Maintain legal files and provide the City Clerk copies of pertinent information.
- Pleadings and orders in all litigation the City Attorney is handling for the City.
- Perform other legal duties as may be required by the City Council as may be necessary to complete the performance and functions mentioned above.
- Advise on individual labor and employment matters
- Other legal services as needed.

IV. Evaluation and Selection Process

A. Areas of Performing Effectiveness

The City of Grants recognizes that a successful and effective City Attorney will demonstrate specific qualities. The extent to which an incumbent's performance exhibits effectiveness in the following areas will serve as a basis for evaluation by the review committee for this RFP of the City Attorney. These effectiveness areas include:

- Open government, transparency, and democratic governance
- Competent representation - doing things right (legal knowledge, research, and analysis)
- Ethic leadership - doing the right things (principle-centered)
- Adherence to legal policies and procedures (promoting the public interest)
- Professional conduct (emotional and mental fortitude)
- Inter-governmental governance (networking and coalition building)
- Customer service (public, media and stakeholder relationships)

B. Proposal Requirements and Evaluation

Selection of Proposer to interview with the City will be based on the contents of their written proposal. Proposal will be rated according to the following criteria (in no particular order):

- Depth and breadth of experience and expertise in the practice of law, most specifically in those areas most often encountered in municipal government operations;
- Understanding of municipal government issues and municipal law;
- Capability to perform legal services promptly and in a manner that permits the City Council and staff to meet established deadlines and operates in an effective and efficient manner;
- Qualifications of the key staff that will be assigned to the City of Grants under this proposal'
- Familiarity with State of New Mexico Land Use Law;
- Communication skills;
- References of past or current municipal law clients or municipal practice;
- Proposed fee structure, a monthly retainer or the hourly rate for legal services for attorneys, together with a description of the method for charging for fractional portions of an hour. The method for charging for out-of-town City business other than court. Method for charging for expenses, i.e., photocopies, long distance mileage other such items commonly called expenses in the Legal Profession. The hourly rates if any charged for staff, secretarial or paralegal services.
- A detailed description of your firm's familiarity with the workings of the City of Grants or the City of Grants government.
- A sample contract the offeror would offer to the City in the event the applicant has the successful proposal. The city will contractually require monthly-itemized statements for all services and will subject these statements to audit annually.

The questionnaire (Attachment E) must be truthfully and accurately completed.

Offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate, if any, broken down into time increments of no more than a quarter hour. Offeror shall also include

summaries of work performed and time spent on services performed under the flat monthly fee as noted below.

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposing firms/individuals to allow corrections of errors or omissions. The City reserves the right to verify any information contained in proposals, including references, resumes, etc. The City reserves the right to investigate and research proposals, including facts and opinions that could be helpful in evaluating the capabilities of firms/individuals whether or not they were specifically included in the proposals.

V. Requested Information

All proposals must provide specific and succinct answers to all questions and requests for information. Indirect, imprecise, or incomplete responses can serve only to the disadvantage of the Proposer. Please answer the Questions in the format and order presented. Submissions of individual's resumes alone will not be considered responsive to any specific question.

A. General Proposal

1. Letter of Transmittal: Signed by an authorized representative of the firm or the individual committing to provide the legal services described above, including a brief introduction and history of the firm, number of employees, proven work history, and a statement as to qualifications.
2. Table of Contents: Include a clear identification of the material by section and page number included in the proposal.
3. Firm Qualification: Provide professional experience and qualifications for the Proposer and/or firm and the designated individuals to provide the services specified in the Request for Proposals. Please include responses to the following specific information:
 - i. Describe your firm's background and history; include number of years in business and number of years providing legal service to public sector agencies.
 - ii. Location and office(s) that would serve the City of Grants.
 - iii. Provide the name(s) and qualifications of attorney(s) who would be assigned to represent the City of Grants.
 - a. Certificates or licenses, including the date of admission to the State Bar of New Mexico;
 - b. Length of employment with the firm;
 - c. Description of education including name of educational institutions, degrees conferred, and year of each degree;
 - d. Professional background and professional associations;
 - e. Years of municipal or another local public sector experience;
 - f. Knowledge of, and experience with New Mexico Municipal Law relating to general law cities including, but not limited to, land use and planning, environmental law, general plans, code enforcements and other related areas of law, administrative law, labor relations/personnel law, contracts, and other areas of municipal law;

- g. Specific expertise and training;
 - 1. Describe the firms' practices regarding professional development training and keeping current with the laws and legal matters affecting its clients.
- iv. Provide complete resumes of the persons designated by the firm to be the City Attorney or substitute City Attorney.
 - a. Describe how you would evaluate whether to use an attorney within your law firm or an attorney from another law firm to handle a case, provide expert advice, or provided other needed services.
- v. Describe your view of the role of the City Attorney.
 - 1. Describe how you would structure the working relationship between the City Council, City Manager, Department Heads, and other members of staff.
 - 2. Describe how you will keep the City Council and the City Manager informed about the status of litigations and other legal matters.
 - 3. Describe the response time we can expect from the City Attorney to inquires made by the City Council and City Manager.
 - 4. Describe how you will track and manage legal costs so that the City's legal costs are held to minimum. Please provide an example.
 - 5. Describe how you will proactively advise the City Council, City Manager and staff about legal developments or issues of concern, without being asked.
 - 6. Describe how, as the City Attorney, you would coordinate your daily work with the City Manager and City Department Heads.
- vi. Describe your range of experience with the project negotiation, eminent domain issues, and the drafting and implementation of agreements and contracts (i.e. lease, purchase) and litigation.
- vii. Identify the types of in-service training, (such as ethics, commissions roles and responsibilities, how to conduct performance evaluations, harassment investigations, etc.) your firm is capable of providing to municipalities.
- 4. Please complete and submit the Certification of Proposal Form (Attachment A) and Business Information Form (Attachment B) with your Proposal.
- 5. References: Provide contact information for three (4) municipal, public agency and/or key clients for which legal services have been provided in the last ten (10) years. Please include the contact person's name, address, phone number and email address.
- 6. Clients/Potential Conflicts of Interest: Provide names if applicable.

Insurance: Please include a description and pertinent information regarding the general liability and malpractice insurance carried by the firm or individual, including the amount of coverage provided by such insurance.

B. Cost Proposal: Please complete and submit the Cost of Proposal Worksheet (Attachment C)

Attachment A
Certification of Proposal

The undersigned hereby submits its proposal and, by so doing, agrees to furnish services to the City in accordance with this Request for Proposal and to be bound by the terms and conditions of the RFP.

This firm has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is solely responsible for such errors or omissions.

It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informal or irregularity in any proposal received by the City.

The proposal includes all components, figures and data required by this Request for Proposal.

This firm has carefully read and fully understands all of the items contained in this Request for Proposals. This firm agrees to all of the requirements of the RFP.

The City is not responsible for any cost associated with preparing the Proposal.

Date: _____

Name of Firm: _____

Authorized Signature: _____

Print Name: _____

Title: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Attachment B
Business Information Form

Business Contact Information: _____

Name of Firm: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____

Fax: _____

Email: _____

Website: _____

Federal Tax Number: _____

Number of Years in Business: _____

Number of Employees: _____

Does the firm/business maintain amounts of insurance specified by the City? Yes____ No____

Are there any claims that are pending against any insurance policies? Yes____ No____

If yes, describe: _____

Has the firm/business been in bankruptcy, reorganization, or receivership in the last five years? Yes____ No____

Has the proposed designated City Attorney practiced municipal law a minimum of five (5) years? Yes____ No____

Is each of the proposed attorneys accredited and in good standing with the State Bar of New Mexico Yes____ No____

Business Classification: Corporation____ Partnership____ Individual____

If a Corporation:

Date of Incorporation: _____

State of Incorporation: _____

President's Name: _____

If a Partnership:

Name of all Partners:

Attachment C
Cost of Proposal Form

Proposer

Name of Firm: _____

Address: _____

Name of Contact: _____

Phone Number: _____

Email Address: _____

Reimbursable and/or Other Costs:

Please define the types and unit rates for expenses:

Mileage: _____

Reproduction of documents _____

Faxed documents _____

Processing _____

Copies _____

Misc. Costs (please list) _____

Attachment D

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, § 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s): _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

-OR-

_____ NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (position)

Attachment E

QUESTIONNAIRE
FOR SERVING AS GENERAL COUNSEL TO
THE CITY OF GRANTS, GRANTS, NEW MEXICO

1. FULL NAME:
2. COUNTY OF RESIDENCE:
3. OFFICE ADDRESS
4. PHONE NUMBER:
5. BAR ADMISSIONS AND DATES:
6. PRESENT EMPLOYMENT: LIST YOUR PROFESSIONAL PARTNER(S), ASSOCIATES OR EMPLOYERS.
7. PREVIOUS EMPLOYMENT AND DATES: PAST PROFESSIONAL PARTNERS, ASSOCIATES
OR EMPLOYERS
8. PLEASE HAVE AT LEAST (3) LETTERS OF RECOMMENDATION FROM YOUR REFERENCES LISTED AND SUBMIT THEM WITH YOUR PROPOSAL.

9. DESCRIBE THE NATURE OF YOUR LAW PRACTICE FOR AT LEAST THE LAST SIX (6) YEARS, INCLUDING THE TYPE OF LEGAL WORK, WHETHER IN TRIAL OR APPELLATE COURT, ETC. DO YOU HOLD YOURSELF OUT AS A SPECIALIST IN ANY AREAS? DO YOU LIMIT YOUR PRACTICE IN ANY WAY?

10. PROVIDE A COMPLETE DESCRIPTION OF YOUR EXPERIENCE IN THE FOLLOWING AREAS:

PUBLIC TAXATION:

COMMERCIAL LAW:

CRIMINAL LAW:

APPELLATE PRACTICE:

EMPLOYMENT LAW INCLUDING EEOC AND HUMAN RIGHTS ADMINISTRATIVE
HEARINGS:

PUBLIC CONTRACTING:

LOBBYING:

ELECTIONS:

PUBLIC FINANCE AND ACCOUNTING PURSUANT TO THE NEW MEXICO STATUTES:

PUBLIC ROAD AND EASEMENT ISSUES:

LAW ENFORCEMENT, LIABILITY AND CIVIL RIGHTS:

WORKER'S COMPENSATION PURSUANT TO THE NEW MEXICO STATUTORY
PROVISIONS:

ENVIRONMENTAL LAW AT THE STATE AND FEDERAL LEVEL:

HOW MANY CASES HAVE YOU TRIED TO A JURY IN THE PAST 5 YEAR? PLEASE
INDICATE WHETHER THESE JURY TRIALS INVOLVED CRIMINAL OR CIVIL CASES:

HOW MANY CASES HAVE YOU TRIED WITHOUT A JURY IN THE PAST 5 YEARS?
PLEASE INDICATE WHETHER THESE NON-JURY TRIALS INVOLVED CRIMINAL OR
CIVIL
CASES:

(D) HOW MANY APPEALS HAVE YOU HANDLED? PLEASE INDICATE HOW MANY OF
THESE APPEALS OCCURRED WITHIN THE LAST 2 YEARS:

11. PLEASE EXPLAIN YOUR REASONS FOR APPLYING FOR THIS POSITION AND
WHAT FACTORS YOU BELIEVE INDICATE THAT YOU ARE WELL SUITED FOR IT?
