Town of Burlington – Request for Proposals: Municipal Prosecutor Services

Introduction

The Town of Burlington, Racine County, Wisconsin, is requesting proposals from attorneys and law firms licensed in Wisconsin to serve as Town Prosecutor in the Town of Burlington Municipal Court. The Town plans to award a professional services contract to the proposer it judges best qualified, considering experience, availability and cost.

Background

The Town of Burlington Municipal Court meets on the **first Wednesday of each month at 5:30 p.m.** at Town Hall, 32288 Bushnell Road, Burlington. The court hears citations under Town ordinances, including traffic, parking, animal, nuisance and other ordinance violations. The Town contracts with the Racine County Sheriff's Office for law enforcement, so its deputies issue most citations.

- Citations filed: about 133 per month
- Court calendar: about 15–30 defendants appear each court night, and another 5–10 stipulations are usually handled before court
- Trials to the court: about 5 per year, plus related motion hearings

Scope of Services

The Town Prosecutor will:

1. Attend every monthly court session, the first Wednesday at 5:30 p.m., plus any special sessions the judge sets.
2. Prosecute Town ordinance and traffic citations, including initial appearances, pretrial conferences, plea negotiations and trials to the court.
3. Review citations and police reports and confer with Racine County Sheriff's Office deputies and other witnesses.
4. Prepare and file motions, stipulations, amended citations and other court documents.
5. Represent the Town in jury demands and appeals to Racine County Circuit Court or advise the Town on referring them to other counsel.
6. Communicate with defendants and defense counsel professionally and on time.
7. Advise the Town Board and Clerk on enforceability problems in Town ordinances when asked.
8. Keep records of case outcomes and report to the Town when it asks.

Qualifications

- Licensed to practice law in Wisconsin and in good standing with the State Bar of Wisconsin
- Experience in municipal prosecution, criminal or traffic law, or local government law preferred
- Available every first Wednesday evening, with a backup attorney named for conflicts or absences
- Professional liability (malpractice) insurance, with proof of coverage provided
- No conflicts of interest: proposers must disclose any defense work in the Town of Burlington Municipal Court or other representation that could conflict with the Town

Proposal Contents

Proposals should include:

1. A cover letter with the attorney or firm's name, address, phone and email
2. A resume for each attorney who would handle the work, including the backup attorney
3. A description of municipal prosecution or related experience, including other municipalities served
4. At least three references, preferably from municipalities, with contact information
5. Proposed fees (see Compensation)
6. A disclosure of any possible conflicts of interest
7. Proof of professional liability insurance, or a statement that it will be provided
8. The earliest date the proposer could start

Compensation and Contract Term

Proposers should state their fees in one or both of these forms:

- **Flat monthly retainer** covering attendance at the regular monthly court session and routine case work
- **Hourly rate** for court time, preparation and trials, plus any separate rate for circuit court appeals or jury trials

Also list any charges for travel, mileage, copies or other costs.

The contract will run for a **one-year term** and **renew automatically for additional one-year terms**. Either party may cancel with **60 days' written notice**. The Town Board must approve the final contract.

Submission and Selection

Proposals are due by **4:00 p.m. on Friday, November 6, 2026**. Send them by email to rachel.naber@townofburlingtonwi.gov or by mail or hand delivery in a sealed envelope marked "Prosecutor RFP" to:

Town of Burlington Attn: Rachel Naber 32288 Bushnell Road Burlington, WI 53105

The Town may interview finalists. The Town Board expects to pick a proposer at its **November 12th** meeting, based on:

- Experience and qualifications
- Availability for the monthly court session and backup coverage
- Cost
- References

The Town may reject any or all proposals, waive informalities, and negotiate final terms with the selected prosecutor. Questions should go to Rachel Naber at rachel.naber@townofburlingtonwi.gov or 262-763-3070 ext 101.