

Pacific County Request for Qualifications/Proposals

Land Use Hearings Examiner

Pacific County is currently soliciting proposals from qualified individuals or firms interested in serving as the Pacific County Land Use Hearings Examiner.

Background

The County seeks to recruit a Land Use Hearings Examiner to hear certain land use appeals, development proposals, and related matters within the unincorporated areas of Pacific County. Examiners shall be appointed solely with regard to their qualifications for the duties of their office and will have such training and experience as will qualify them to conduct administrative or quasi-judicial hearings on regulatory enactments and to discharge the other functions conferred upon them.

The Board of Pacific County Commissioners, may appoint one (1) or more examiners for terms which shall initially expire twelve (12) months following the date of original appointment and one (1) additional year. Such appointments may be by professional service contract. Any Examiner may be removed by the Board for misfeasance, malfeasance, or nonfeasance.

Public hearings and appeal hearings are scheduled on an as-needed basis. Typically an Examiner can expect to hear ten (10) to fifteen (15) cases per year and all hearings are conducted during daytime hours. The Examiner will be required to issue a decision within fourteen (14) calendar days of the close of the record in each hearing.

Scope of Services

In general, Pacific County's Land Use Hearings Examiner holds public hearings and decides matters related to land development such as:

- Oysterville Design Review (decisions based on Oysterville Historic District Guidelines)
- Shoreline Development
- Subdivision platting
- Critical Area and Resource Lands Variances
- Zoning Variances and Special Use Hearings
- Appeals of administrative decisions

Scheduling is by consultation with the Pacific County Department of Community Development. Hearing support services will be provided by Pacific County.

Proposal Requirements

Interested parties are required to submit the following:

- **Letter of interest** – no more than one (1) page in length and include contact information and signature. The letter or attachment to the letter should state all proposed rates and charges.
- **Summary of qualifications, experience, and availability** – this must be no more than four (4) pages in length. It should summarize the applicant's qualifications to be a hearing examiner, his/her relevant experience, and availability to provide services to the County.
- **Method of approach** – one (1) or two (2) page summary of the applicant's approach to providing hearing examiner services.
- **Example of written work** – at least two (2) examples of the applicant's written decisions.
- **Example of Rules of Procedure** – The County's Hearings Examiner is authorized to adopt rules of procedure. The proposal shall include an example of rules of procedure that the Hearings Examiner has previously used.
- **Professional references** – at least two (2) professional references, including phone numbers and contact information.

Process for selection

An interview panel will rate each proponent based on the selection criteria, quality of the interview, and budget. The county will then enter into contract discussions with the top-ranked respondent. If the county is unable to reach a satisfactory agreement with the top-ranked respondent, contract discussions will terminate and the county may select another respondent. The Board of Pacific County Commissioners will have the final authority on contract terms and the selection of the Examiner.

Instructions to Respondents

The deadline for submission of qualifications is 4:00 PM on Friday, September 16, 2016. Submittals received after the deadline will not be considered.

For questions about this RFQ please contact County Administrative Officer, Kathy Spoor at 360/875-9334.