

Request for Proposal: Hearing Examiner Services

Stevens County, Washington (County) is soliciting qualifications from individuals interested in serving as the Stevens County Hearing Examiner.

SCHEDULE:

The County’s intended process and timeline for selecting a Hearing Examiner are as follows:

Deadline to submit qualifications	April 19, 2019
Interviews with selected candidates	April 29, 2019
Selection and notification of preferred candidate	April 30, 2019

SCOPE OF WORK:

The Hearing Examiner shall use the Hearing Examiner System found in Stevens County Code Title 3, Chapter 3.32 <http://www.co.stevens.wa.us/landservices/documents/Chapter3.32-HearingExaminerSystem.pdf> for the efficient and fair conduct of matters that come before the Hearing Examiner.

All duties shall be performed in accordance with all applicable federal, state, and county laws and regulations including, but not limited to; Stevens County Title 3, the State Environmental Policy Act (“SEPA”), Shoreline Management Act, and all County codes, ordinances, standards or policies, as now existing or hereafter adopted or amended.

All duties shall be performed in a manner consistent with accepted practices for other similar services, including, but not limited to, conducting orderly and impartial hearings, creating a professional and courteous environment for applicants, citizens, and staff. The preparation of findings and conclusions must be clear, concise and based upon applicable law and regulation.

QUALIFICATIONS:

The party selected must be an attorney licensed to practice in Washington State and must have demonstrated experience in the follow areas

- The Growth Management Act (GMA) RCW 36.70A
- Land use law
- Real property law
- Case law
- County planning and development
- Code enforcement
- Quasi-judicial hearing processes

Proposers will be expected to be familiar with applicable Washington State law and to become familiar with Stevens County development regulations and all other applicable codes, ordinances, regulations, and policies.

CONTENT OF PROPOSAL:

- **Letter of interest**
No more than two (2) pages and must include the applicant's contact information and signature.
- **Summary of qualifications, experience, and availability**
This must be no more than six (6) pages. It should summarize the applicant's qualifications to be a Hearing Examiner, including educational background, his or her relevant experience, and the availability of the applicant to participate in the RFQ process and to provide services to the County.
- **Method and approach**
A maximum four (4) page summary of the applicant's method and approach to providing hearing examiner services.
- **Example of written work**
At least two (2) examples of the applicant's written decisions, memos, or opinions must be provided.
- **Professional references**
At least three (3) professional references, including phone numbers and other contact information.
- **Fee Proposal**
A description of the proposed compensation required by the applicant, identifying key expectations.

EVALUATION CRITERIA:

Selection will be based on:

- Knowledge and experience
- Adjudication or litigation experience related to land use
- Manner of holding public meetings and quasi-judicial proceedings
- Responsiveness of the written proposal to the RFQ
- Fee structure
- References

INSTRUCTIONS TO PROPOSERS:

All responses to the RFQ must be received by Stevens County Land Services by **4:00 pm on April 19, 2019**. Submittals received after the deadline will not be considered.

All proposals should be submitted and addressed to:

Erik Johansen
215 South Oak Street
Courthouse Annex
Colville, WA 99114

All proposals shall be in a sealed envelope and clearly marked “**RFQ Hearing Examiner**”.

Direct questions to: Erik Johansen (509) 684-2401 or ejohansen@stevenscountywa.gov

RESERVATIONS:

1. The County reserves the right to reject any and all proposals, to waive irregularities and informalities in the submittal and evaluation process and to change the selection process or timeline.
2. The County reserves the right to request clarification of information submitted, and to request additional information from any proposer.
3. The County reserves the right to accept any proposal if such action is believed to be in the best interest of the County.
4. The County shall not be responsible for any costs incurred by an interested party in preparing, submitting, or presenting its response to the RFQ.
5. All submitted documents are public record and subject to disclosure upon request.
6. Submission of a proposal will signify the applicant’s agreement that its proposal and the content thereof are valid for 30 days following the submission deadline unless otherwise agreed to in writing by both parties.