

Request for Qualifications
Hearing Examiner/Administrative Hearing's Officer Professional Services Contract

Thurston County Resource Stewardship Department
Olympia, Washington

Thurston County is seeking Statements of Qualifications to enable the selection of one or more individuals to serve as Thurston County's Hearing Examiner and Pro Tem Hearing Examiner for cases related to the County's land use regulatory laws pursuant to Thurston County Code, Chapter 2.06, other implementing County ordinances and State of Washington statutes and regulations.

The Hearing Examiner must also serve as the Administrative Hearing's Officer for administrative hearings in accordance with Sections 8.1, 13.3, and 19.8 of Article I of the Thurston County Sanitary Code, Section 23.7 and 24.7 Article IV of the Thurston County Sanitary Code, Chapter 10.92 of the Thurston County Code, and any other matters referred, in writing, by the Chairman of the Board of Health.

Compensation will be established by negotiation between the successful applicant(s) and Thurston County. Demand for services will drive the compensation model. Options include establishing a competitive hourly rate for various functions, or establishing a fixed monthly rate to provide all services.

PROPOSAL SUBMITTALS

1. Submit three (3) copies (1 original and 2 copies) of the proposal in time to be received by **4:00pm, on May 5, 2017**. Late proposals will not be considered.
2. All correspondence shall be directed to:
Thurston County Resource Stewardship Department
Marie Sanders, Administrative Services Manager
Building 1, Floor 2
2000 Lakeridge Dr. SW
Olympia, WA 98502
3. No faxed, emailed, or telephone proposals will be accepted.
4. All proposals must be in a sealed envelope and clearly marked "**Proposal for Hearing Examiner and Administrative Hearing's Officer of Thurston County**".
5. Cost of preparation of proposals will be borne by the applicant.
6. Thurston County shall award the contract to the applicant whose proposal will best serve the interest of the County, taking into account, but not limited to, experience and expertise.
7. This request does not constitute an offer of employment or to contract for services.
8. The County reserves the option to retain all proposals, whether selected or rejected. Once submitted, the proposals and any supplemental documents become property of the County.
9. The County reserves the right to reject all proposals and re-advertise the RFQ.
10. Selection will be made on the basis of the proposals as submitted. The Selection Committee members are not to be contacted by the proposers.

PROPOSAL FORMAT

Individuals wishing to be considered for selection will submit a packet that addresses the following:

1. Provide the following information on the cover page of your submittal:

Legal Name of Applicant

Street Address

City, State, Zip Code

Daytime Phone

Email

Provide signature of person submitting the response, with Title and Date

2. Each proposal shall include the following information, with each response labeled as indicated below:
 - A. A CV that details academic and professional preparation (Law Degree preferred);
 - B. Detail your previous experience conducting public hearings related to land use regulations and/or sanitary codes (limited to two pages);
 - C. Demonstrated experience and knowledge of State of Washington land use statutes and regulations, and the Thurston County Code, including but not limited to the following matters:
 - a) Subdivision Ordinance
 - b) Critical Areas Ordinance
 - c) Shoreline Master Program
 - d) Road vacations
 - e) State Environmental Policy Act
 - f) Zoning Ordinances
 - g) Mineral Extraction Code
 - h) Forest Land Conversion Ordinance
 - i) Comprehensive Plan
 - j) Growth Management Act;
 - k) Sanitary Codes
 - D. A copy of a recent written decision that is related to a land use and/or zoning proposal, as well as related to a sanitary code proposal, as available;
 - E. At least two professional references, including phone numbers and other contact information. This is limited to one page.

Interviews for select candidates are expected to take place in late May 2017 with a view to having the position filled by July 1, 2017. Staff will collaborate with individual(s) selected to develop a mutually acceptable plan of work, including hearing schedule and implementation strategy.

Interested parties shall submit qualification packages to be received by 4:00pm, on May 5, 2017 to:

Marie Sanders, Administrative Services Manager
Thurston County Resource Stewardship Department
2000 Lakeridge Dr. SW
Olympia, WA 98502

Late proposals will not be considered.

For more information about the project, contact Marie Sanders, Administrative Services Manager, at sanderm@co.thurston.wa.us or (360) 786-5476.