

CITY OF QUINCY  
REQUEST FOR QUALIFICATIONS AND PROPOSAL FOR  
HEARING EXAMINER SERVICES

The Quincy City Council is seeking qualifications and proposals for the services of a Land Use Hearing Examiner to begin August 6 2007. The Hearing Examiner is an independent contractor and not an employee of the City. The proposals should answer all of the requested information indicated below.

**SCOPE:** The Hearing Examiner conducts quasi-judicial hearings on appeals of departmental decisions and a variety of requests regarding land use permits within Quincy corporate limits. The Examiner then renders a final decision, except where state statutes specifically require final decisions be made by the City Council. Quincy Municipal Code Chapter 2.13 Hearing Examiner, is used to guide this process.

The City of Quincy Code also requires that the Examiner issue a decision within 10 calendar days of the close of the record in each matter to City Staff in both hard copy and electronic copy in MS Word format

The Hearing Examiner is also required to schedule an annual meeting with the City Council and Planning Commission to review the administration of hearing examiner policies and other observations and recommendations pertaining to land use policies and legislation, and to provide an annual summary of the hearing examiner's decisions.

The City of Quincy Staff prepares case files and reports and provides staff support during hearings; sets hearing dates and agendas in consultation with the Examiner; prepares legal notices; provides reproduction, mailing and distribution of notices and decisions; and provides a staff recommendation on each case. Electronic copies of staff recommendations and records may be provided for the Examiner's use in MS Word format.

**QUALIFICATIONS:** The applicant shall provide information regarding the applicant's background and familiarity with general land use law and regulations and land use hearing processes. The hearing examiner must have expertise and experience in planning, and should have knowledge or experience in at least one of the following areas: environmental sciences, law, architecture, economics or engineering. The applicant must have knowledge of the Washington State Growth Management Act and amendments. Familiarity with the City of Quincy's land use regulations and processes and geographic knowledge of the area is beneficial.

**PROPOSAL:** The applicant shall submit a proposal indicating the general conditions of a contract with the City, if the applicant is chosen, including all costs that would be incurred by the City for the provision of the Hearing Examiner services. Prior to beginning work, the Examiner will be required to procure and maintain at the Examiner's expense, for the duration of the contract, errors and omissions insurance, comprehensive automobile liability insurance at statutorily required limits and workers' compensation coverage as required by the State Of Washington. The contract will contain a conflict of interest statement, and the applicant shall be prepared to excuse him or herself from any case where a potential conflict of interest exists. The City will pay the cost of a pro tempore hearing examiner for any cases that fall into this category.

**SUBMITTAL REQUIREMENTS:** The statement of qualifications and proposal shall be accompanied by:

1. A list of professional references who can attest to the applicant's abilities; and
2. Three writing samples, consisting of decisions written by the applicant. If the applicant has no experience as a hearing examiner or administrative law judge, concise opinion memos or staff reports may be substituted for the administrative decisions.
3. The applicant shall sign and date the proposal.

The statement of qualifications and proposal shall be submitted in a sealed envelope to:

Sue Miller, Finance Officer/Clerk  
City of Quincy  
PO Box 338  
Quincy WA 98848

SUBMITTAL DUE DATE: JUNE 15 2007

SCHEDULE OF REVIEW AND SELECTION:

Submittal Due Date: June 15 2007  
Review by Mayor: June 22 2007  
Interview: June 26 2007  
Selection: June 29 2007  
Confirmation by Council: July 17 2007

To obtain copies of applicable ordinances and existing rules of procedure, or for questions, please contact:

Sue Miller, Finance Officer/Clerk  
City of Quincy  
PO Box 338  
Quincy WA 98848  
509-787-3523

Proposals transmitted by fax are not acceptable for consideration. Also, proposals received after the response deadline of 4:30PM on June 15 2007 is not acceptable for consideration.