

**TOWN OF YARROW POINT
REQUEST FOR PROPOSAL
HEARING EXAMINER**

Deadline for Submittal: May 31, 2012

I. Purpose of Request

The Town of Yarrow Point is requesting proposals from qualified persons or firms for the purpose of selecting a hearing examiner experienced in the areas of land use law, real property law, city planning and development, and code enforcement. Applicants may specialize in one or all areas and must be familiar with the Town of Yarrow Point zoning, shoreline and building codes and all other town codes, ordinances, resolutions, regulations and policies.

II. Time Schedule

The following schedule is an estimated timetable for selecting a person or firm:

Issue Request for Proposal	May 3, 2012
Deadline to Submit Proposals	May 31, 2012
Review proposals and select finalists	June 15, 2012
Interview finalists	June & July 2012
Council Approval	August 2012

III. Background

The Town of Yarrow Point is located on the eastern shore of Lake Washington. The Town is entirely single-family residential, with approximately 1,000 residents. Parks, trails, and road end beaches complement the residential community.

The Hearing Examiner is responsible for conducting quasi-judicial public hearings regarding variances and appeals. Yarrow Point Municipal Code 17.28 contains information relevant to the position.

Hearings are generally conducted at Yarrow Point Town Hall in the early evening, on a date convenient to all parties. An average of three hearings per year may be expected.

IV. Qualifications

The Hearing Examiner shall be versed in Washington State land use and environmental laws, case law, local development codes, quasi-judicial hearing process, and land use procedures. Educational background must include a juris doctorate degree and admission to practice law in the State of Washington. A minimum of five years of related experience is required.

V. Instructions to Proposers

A. All proposals should be sent to:

Town Clerk-Treasurer
4030 – 95 Ave NE
Yarrow Point, WA 98004

B. Proposals may be mailed or hand delivered to the above address.

- C. All proposals must be received by **Thursday, May 31, 2012, 4:00 pm**. Please submit five copies of your proposal. Faxed, e-mailed, or telephone proposals will not be accepted.
- D. Any questions related to the RFP should be addressed to Mona Green, Town Planner: mhgreen@ci.yarrow-point.wa.us.

VI. Content of Proposal

All proposals must include the following information:

- The name of the applicant or firm and contact information.
- The name of individuals who will be working on the project and their areas of responsibility.
- Qualifications of the key staff that will be assigned to the town. (Indicate the assigned role, amount of time available and past relevant experience.) Include a rate schedule for all assigned staff.
- Specific experience of individuals relative to the proposal.
- A proposed outline of tasks for a typical hearing including the estimated number of hours by type of personnel required to complete each task.
- A proposed hourly fee or fees based on the above outline of tasks and hours. The exact method and amount of compensation is subject to contract negotiation.
- At least two examples of written decisions issued by the person serving as the hearing examiner.
- References: Please provide references on all proposed services.

VII. Selection Criteria

The following will be used in the selection of a hearing examiner given in no particular order of priority or weight.

- Responsiveness of the written proposal to the purpose and scope of service
- Proposed pricing
- Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work

VIII. Terms and Conditions

- A. The Town reserves the right to change the intended timeline or issue amendments to the RFP at any time. The Town reserves the right to cancel or reissue the proposal.
- B. The Town reserves the right to reject any all proposals and to waive minor irregularities in any proposal.
- C. The Town reserves the right to request clarification of information submitted and to request additional information from any proposer relevant to the proposal.
- D. The Town shall not be responsible for any costs incurred by the person or firm in preparing, submitting or presenting its response to the RFP.
- E. The terms of an agreement are anticipated to be for an initial period of one year, with renewals to be negotiated.

IX. Scope of Services

The Hearing Examiner whom the Town contracts shall perform all duties of the Hearing Examiner described in and pursuant to the jurisdiction, power and authority established in the Yarrow Point Municipal Code Chapter 14.04 (Project Permit Process); Chapter 15.04 (Appeals of Building/Fire Official decision), and Chapter 17.28 (Hearing Examiner), and other provisions as may be prescribed by the Yarrow Point Municipal Code as it exists now or is hereafter amended.

The Hearing Examiner shall furnish clerical services associated with Hearings, including but not limited to, typing decisions and mailing decisions to the Town.

All duties shall be performed pursuant to the direction of the Mayor or his/her designee. 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; preparing findings and conclusions which are understandable and based upon reasoning and all applicable law.