

REQUEST FOR PROPOSALS

HEARINGS OFFICER

CLATSOP COUNTY

Fiscal Year 2009/2010

I. Introduction

The Clatsop County Board of Commissioners is requesting proposals from qualified individuals or firms to provide Hearings Officer services for ordinance compliance and land use permits.

II. Scope of Work

The selected firm or individual shall enter into an agreement with Clatsop County to provide the services for this project as specified in Exhibit "A" (Attached).

III. Proposal Requirements

As a minimum, the proposal in letter form should include the following information:

- A. The name of the person(s) authorized to represent the entitle or firm in negotiation and execute any contract which may result from this document.
- B. A statement that the proposal includes all terms and conditions of the RFP.
- C. A description of the individual's or firm's approach to providing consulting hearings officer services.
- D. References of former clients with summaries or samples of previous work that demonstrates the individual's or firm's ability to provide services as described herein.
- E. A current resume for individual or firm personnel assigned to the project, including a description of qualifications, skills, and previous responsibilities of the individual or firm which would enable the satisfactory performance of the services described herein.
- F. A description of the individual's or firm's expectations of the County related to this proposal.
- G. An affirmation that the individual or firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical disability, political affiliation, marital status or sexual preference.
- H. An estimated hourly fee for services.

IV. Submission Requirements

Each individual/firm wishing to respond to this request should present four copies of a completed, signed proposal to Ed Wegner, Clatsop County Department of Transportation & Development Director, no later than 12:00 PM-noon, November 16, 2009 at the following address:

Clatsop County Department of Transportation & Development
800 Exchange Street, Suite 100
Astoria, OR 97103

V. Evaluation and Selection Schedule

The review of proposals and selection are estimated for completion by November 20, 2009.

The County will utilize a selection committee to determine the best-qualified proposal. The proposals will be ranked according to the following criteria and weights:

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| 1. Experience as a Hearings Officer. | 30% |
| 2. Knowledge of land use theory and practice in Oregon. | 20% |
| 3. Knowledge of governmental and legal procedures and terminology. | 20% |
| 4. Knowledge of hearing procedures and department. | 15% |
| 5. Skills in legal reasoning and communicating complex legal issues in concise manner. | 15% |

VI. Limitation

Clatsop County reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with qualified individuals or firms, or to cancel, in part or in its entirety, the request for proposals if it is in the best interest of the County to do so. This request for proposals does not commit the County to pay any costs incurred in the preparation of a proposal.

VII. General Information

Please contact Ed Wegner, Transportation & Development Director or Will Caplinger, Development Services Manager at (503) 325-8611 for further information.