

**WALLA WALLA COUNTY – COMMUNITY DEVELOPMENT DEPARTMENT  
REQUEST FOR QUALIFICATIONS AND PROPOSAL FOR  
HEARING EXAMINER SERVICES**

In 2005, the Board of County Commissioners implemented a Hearing Examiner system for considering and acting on quasi-judicial land use and related permits. The current contract for services is being terminated, effective July 31, 2017. At this time, the Board is seeking qualifications and proposals for the services of a Land Use Hearing Examiner to begin on or about August 1, 2017. The County may extend the August 1, 2017 start date at its discretion. The Hearing Examiner is an independent contractor and not an employee of the County. 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 Walla Walla County. The Examiner then renders a final decision, except where state statutes specifically require final decisions be made by the Board of County Commissioners. Walla Walla County Code Chapter 2.50 Hearing Examiner, is used to guide this process.
- The Walla Walla County Code also requires that the Examiner issue a decision within 10 calendar days of the close of the record in each matter to the Community Development Director in both hard copy and electronic copy in MS Word format
- The Hearing Examiner is also required to schedule an annual meeting with the Board of County Commissioners 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 Walla Walla County Community Development 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 land use planning. In addition, the hearing examiner should also 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 Walla Walla County'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 County, if the applicant is chosen, including all costs that would be incurred by the County 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. At this time, the County has an existing pro-tem hearing examiner contract to cover these contingencies.

**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 by **4:00 p.m., Friday, July 7, 2017**, and delivered to:

Thomas E. Glover, AICP  
Director, Walla Walla County Community Development  
310 W. Poplar St., Suite 200  
Walla Walla, WA 99362

Proposals transmitted by e-mail are not acceptable for consideration. Also, proposals received after the response deadline of 4 PM on July 7, 2017 are not acceptable for consideration.

To view the County's Codes and Ordinances, please visit our website at:

[www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us)

For specific questions concerning this RFQ/P please call Mr. Glover at (509) 524-2621, or by e-mail at:

[tglover@co.walla-walla.wa.us](mailto:tglover@co.walla-walla.wa.us)