



# DESCHUTES COUNTY

## Request for Proposals For Hearings Officer Land Use and Code Enforcement

### PROPOSAL PACKET

Proposals must be received by  
4:00 p.m. on November 20, 2017

## **INTRODUCTION**

Deschutes County is requesting proposals from firms and individuals qualified to provide professional Hearings Officer services to conduct and decide quasi-judicial land use matters under the Deschutes County Code and Oregon Revised Statutes as well as professional Hearing Officer services to conduct and decide code compliance violation hearings relating to County Code, with initial emphasis on enforcement of the Oregon State Building and Specialty Codes but possible expansion to enforcement of other County Code provisions. Firms and individuals submitting proposals will be screened and may be selected from the written proposals. The selection committee may conduct interviews with the most qualified candidates, who will need to be prepared to make oral presentations to the selection committee. Selection committee members shall not be contacted or solicited by any firm or individual submitting proposals. Any such contact shall be grounds for disqualification.

## **INTENT OF PROPOSAL**

Proposals will be evaluated on a point factor system that takes into consideration the proposers experience and qualifications.

## **SERVICES**

Conduct all assigned quasi-judicial land use and code compliance violation hearings and render decisions authorized by and pursuant to requirements of the Deschutes County Code, Oregon Revised Statutes (ORS), and the Oregon State Building and Specialty Codes as adopted by County Code.

## **BUDGET**

The hourly rate for Hearings Officer services is \$175.00 per hour.

## **LOCATION OF SERVICES TO BE PERFORMED**

Deschutes County Board Hearing Room, 1300 NW Wall Street, Bend, Oregon 97701 (and others within Deschutes County as required).

## **PROPOSAL PACKET**

The proposal packet contains a copy of the County's standard Personal Services Contract, ATTACHMENT A. The Deschutes County Code can be obtained on the County's website: [www.deschutes.org/cdd](http://www.deschutes.org/cdd), then selecting Planning Division link.

## SELECTION

Proposals will be evaluated by an internal selection committee which will make a recommendation to the Deschutes County Board of County Commissioners (Board), which is the governing body of the County. Selected individuals or firms may be asked to attend an oral interview with the selection committee. Selection will be based on an evaluation of the proposals. All criteria for evaluation are for the purpose of evaluating the following four categories:

1. Responsiveness to RFP
2. Experience in field
3. Apparent ability to meet the needs of the County
4. Proposal for completing the work according to the specifications.

### **PROPOSAL SHALL INCLUDE THE FOLLOWING REQUIRED DOCUMENTATION**

Interested parties who wish to submit a proposal as outlined in this document shall submit five (5) complete packages containing all of the following:

1. Provide satisfactory evidence that the proposer possesses not less than five (5) years of relevant experience. Include summaries of important experience completing similar work. Include references for any significant experience.
2. State the fee you will charge to serve as Hearings Officer.
3. A brief history of proposer including year established, number of employees, associations and awards.
4. Describe the approach and philosophy you would use in conducting hearings.
5. Identify any potential or possible conflicts of interest.
6. The names and resumes of the principal officers, partners, and staff to be assigned to provide the service. The name(s) and resume(s) of the individual(s) who will be providing the service.
7. Evidence that the proposer is a member in good standing with the Oregon State Bar.

### **PROPOSAL EVALUATION PROCESS:**

Proposals will be subject to at least one phase of evaluation per the Phase I criteria listed below. **Phase I** will consist of the committee evaluation of the proposals based on the following minimum qualifications and criteria. Proposals may be subject to a

second phase of evaluation and selection. **Phase II**, if deemed necessary by the selection committee, will consist of the highest scoring Proposer(s) invited to an oral interview. Proposer(s) will be asked to clarify specific aspects of their proposal and answer any question on the proposal's content. No additions, deletions or substitutions may be made to proposals during the oral evaluations that cannot be viewed as clarification. Following the interviews, the Committee will re-score the interviewed firms proposals based on both the written RFP responses and the interview. Selection will be based upon the total number of points awarded by the selection committee.

The County reserves the right to award the contract at the completion of Phase I.

**PHASE I**

<b><u>CRITERIA</u></b>	<b><u>POINTS AVAILABLE</u></b>
Knowledge and experience with the State statutes and codes and Deschutes County Code to be applied by the Hearings Officer	<b>0-35</b>
Practical experience participating in contested cases and hearings as well as prior experience as a hearings officer, arbitrator, mediator or judge	<b>0-20</b>
Degree and variety of past work experiences that dealt with working fairly and effectively with people	<b>0-10</b>
Knowledge of municipal law, general local government operations and regulations	<b>0-5</b>
Decision, opinion or brief writing skills	<b>0-5</b>
References	<b>0-5</b>
Experience with oral communication in a court or public hearing setting	<b>0-20</b>
<b>Points Available</b>	<b>100</b>

The County may enter into contract negotiations with the highest rated Proposer. During negotiations, the County may require any additional information it deems necessary to clarify the approach and understanding of the requested services. Any changes agreed upon during contract negotiations will become part of the final contract. The negotiations will identify a level of work that best represents the efforts required.

The County may continue negotiations with proposers in descending order of scores until a sufficient number have been identified to perform these services.

In the award of the contract, the Board may accept or reject the recommendation of the selection committee in determining which proposal or proposals, if any, will best serve the interests of Deschutes County and will be best for the public good.

The Contract will be for a three-year period, unless terminated by one or both parties per the Standard Terms and Conditions, Section 6 of the Services Contract (Attachment A).

The County reserves the right to reject any and all proposals.

### **RECEIPT OF PROPOSALS**

Proposals may be submitted either in paper copy or electronically via e-mail. Proposals submitted in paper copy must be enclosed in an envelope bearing the proposer's name and address, clearly marked with the title of the Request for Proposal (RFP), and submitted to: **Nick Lelack, Community Development Department, 117 NW Lafayette Avenue, P.O. Box 6005, Bend, OR 97708-6005.** At the proposer's option, proposals may be submitted electronically in PDF format only to: [Nick.Lelack@deschutes.org](mailto:Nick.Lelack@deschutes.org) **Proposals must be received by 4:00 p.m., Friday, November 20, 2017. No proposals will be received or considered after that time.**

In accordance with Title II of the Americans With Disabilities Act of 1990 ("ADA"), anyone who requires an alternative format, auxiliary aid or service for effective review of this document should contact the ADA Coordinator at (541) 388-6584 or his/her designee at (541) 617-4747.