



City of Sherwood

**REQUEST FOR PROPOSALS
FOR
ON CALL
LAND USE HEARINGS OFFICER
SERVICES**

PROPOSAL PACKET

FEBRUARY 23, 2015

REQUEST FOR PROPOSALS **ON-CALL HEARING OFFICER SERVICES**

A. Introduction

The City of Sherwood is requesting proposals from firms and individuals qualified to provide professional Hearings Officer services to conduct and administer quasi-judicial land use matters under the Sherwood Zoning and Development Code and Oregon Revised Statutes. Firms and individuals who submit proposals will be screened and may be selected from the written proposals. The selection committee may conduct interviews with the most qualified candidates who need to be prepared to make oral presentation.

B. Services Required

The City is seeking an experienced and qualified individual or firm to serve as the primary Hearing Officer for the City as well second individual or firm to serve in the capacity as an alternate Hearing Officer. The successful candidate will conduct and decide quasi-judicial land use matters under the Sherwood Zoning and Development Code and Oregon Revised Statutes.

C. Proposal Information

1. A single page cover letter
2. Interested parties who wish to submit a proposal as outlined in this document shall submit no more than five (5) pages that contain the following information:
 - a. Provide specific firm or individual qualifications to perform the duties of the Hearing Officer described in this request including available resources as well as recent, current and projected workload.
 - b. Discuss similar services and provide information on past performance as a hearing officer including ability to meet schedules, cost control, and contract administration.
 - c. Discuss the attorney's/firms familiarity with the area.
 - d. State the fee and any other incidental expenses you will charge for Hearing Officer Services.
 - e. Discuss avoidance of conflict of interest.
 - f. Evidence that the applicant is a member in good standing with Oregon State Bar.
 - g. A brief history of the proposer including year established, number of employees, associations and awards.
3. A writing sample, brief or opinion that represents your skills in written communication.
4. Provide three (3) references that are able to offer a critique of your work performance in the capacity of a hearing officer and other similar duties.

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D. Attorney/ Firm Proposal Selection Process:

Proposals will be subject to a committee evaluation process. The selection committee may conduct interviews with the most qualified candidates who will need to be prepared for an oral interview. Applicants may be asked to clarify specific aspects of their proposal and answer any questions about the proposal. Following the interviews, the committee will re-score the interviewed firms based on the written proposal and interview. The committee will evaluate the proposals based on the following minimum qualifications and criteria:

Criteria

- Knowledge and experience with State statutes and the Sherwood Zoning and Development Code **(0-35 pts)**
- Practical experience participating and overseeing contested cases and hearings as well as prior experience as a hearings officer, arbitrator, mediator or judge **(0-20 pts)**
- Knowledge of municipal law, local government operations and regulations **(0-5 pts)**
- Decisions, opinion or brief that illustrate the applicant's writing skills **(0-15 pts)**
- References **(0-5 pts)**
- Experience with oral communication in a court or public hearing setting **(0-20 pts)**

After ranking all proposals, the City may proceed with negotiations with the most successful applicant or proceed with interviews of the top three ranked attorneys/firms. The City will begin negotiating the final contract conditions with the primary attorney/firm selected. The City will then begin negotiations with the secondary attorney/firm that will serve as an alternate.

When negotiations are completed successfully, a three-year contract will be signed and the attorney's billable work will be initiated as needed.

If the City receives four or less proposal packages, the City may elect to proceed with fewer than three attorneys/firms.

E. Proposal Submittal

The deadline and format for submittal of proposals are specified below. Proposals will be accepted in either of the following two ways:

1. Submit to City Hall Directly

Submit to:	City of Sherwood – Planning Department ATTN: Brad Kilby, AICP, Planning Manager 22560 SW Pine St, Sherwood Oregon 97140
Deadline:	5:00 pm, March 16, 2015
Number of copies:	One original and four (4) additional copies plus a PDF of the proposal electronically
Format:	Bind/Staple each proposal with project name displayed prominently on the front of the document.
Submittal:	Secure all copies in a sealed envelope entitled:

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2. US Mail

Submit to: City of Sherwood – Planning Department
ATTN: Brad Kilby, AICP, Planning Manager
22560 SW Pine St, Sherwood Oregon 97140

Deadline: 5:00 pm, March 16, 2015

Number of copies: One original and 4 additional copies plus a PDF of the proposal electronically

Format: Bind/Staple each proposal with project name displayed prominently on the front of document.

Submittal: Secure all copies in a sealed envelope entitled: PROPOSAL FOR ON-CALL HEARING OFFICER SERVICES

The entire submittal package must be received by the Planning Department at or before the time and date indicated above. Emailed copies will **NOT** be accepted. Time and date deadlines for submittal will not be waived; however, the City reserves the right to extend the submittal deadline. The City also reserves the right to seek clarifications of a proposal and request additional information of a proposer.

All proposals received will be held confidential until award or recommendation for award has been approved by the City Manager. Thereafter, all proposals will be available for public review at the City of Sherwood, Planning Department, 22560 SW Pine Street, Sherwood, Oregon 97140 for 30 days from the posting on the city's website of the notice of intent to award.

F. Questions

All questions or clarifications related to this RFP must be submitted to Brad Kilby, via email at: kilbyb@sherwoodoregon.gov no later than **Friday, March 6, 2015**. All questions and the City's responses will be posted on the city's website: www.sherwoodoregon.gov.

G. Cancellation

The City reserves the right to cancel this Request for Proposals at any time. The City reserves the right to waive minor informalities or discrepancies contained in any proposal.

H. Expenses

Attorneys/Firms responding to this RFP do so solely at their expense as the City is not responsible for any expenses associated with responding to this RFP.