

CITY OF LACEY
REQUEST FOR QUALIFICATIONS
HEARINGS EXAMINER SERVICES

I. SUMMARY

The City of Lacey is seeking a qualified consultant to be Lacey's Hearings Examiner. The Hearing Examiner conducts quasi-judicial hearings on complex land use matters and regulatory compliance issues on behalf of the City and issues decisions supported by findings and conclusions. The successful candidate will demonstrate proven skills and technical competence in land use law, the growth management act, and the regulatory reform act.

Statements of Qualifications (SOQs) will be evaluated based on the firm's experience and approach to conducting public hearings.

Statements of Qualifications, prepared according to the following detailed instructions, must be received at the email address below no later than 4:30 PM PST, January 5, 2024.

The City of Lacey assumes no obligations of any kind for expenses incurred by any respondent to this solicitation.

It is the City of Lacey's policy to assure nondiscrimination in any contract entered into pursuant to this advertisement. Firms will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award as provided by Title VI of the Civil Rights Act of 1964.

For additional information, contact:

Grant Beck, Planning & Development Services Manager
Lacey Community & Economic Development Department
420 College Street SE
Lacey, WA 98503
Phone: (360) 413-4340
E-mail: gbeck@ci.lacey.wa.us

II. GENERAL INFORMATION

The City is organized under the optional municipal code (Chapter 35A.63 RCW) as a Council-Manager plan of government. The City fully plans under the Growth Management Act.

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The City's Community & Economic Development Department provides recommendations and reports on land use permits to the Hearings Examiner.

III. INTENDED SCHEDULE

SOQs due	January 5, 2024
Interviews (if needed)	January 12, 2024
Negotiations with Finalist	January 15, 2024
Finalize Contract	February 6, 2024

IV. STATEMENT OF QUALIFICATIONS CONTENT

The SOQ should be provided in Adobe's Portable Document Format. All submissions shall not be more than ten (10) pages in length, not including the title page and table of contents. Submissions must include the following information:

1. Name and contact information.
2. Curriculum Vitae of the consultant or any person within the consultant's law firm who would serve as Hearings Examiner for the City of Lacey.
3. A description of the preferred approach to the management of potentially contentious public hearings of the consultant.
4. Three (3) professional references with personal knowledge of work and experience that demonstrate the ability to serve as Lacey's Hearings Examiner.
5. Two decisions on land use permit applications prepared by the consultant. These decisions are not subject to the page limitation.

V. SELECTION PROCESS

Statements will be reviewed and evaluated by considering the quality of experience, strength of the approach, and the responses to the RFQ.

If necessary, consultants may be invited to interview. Based on the SOQs and/or interviews, the selection panel will recommend to the City Manager the firm which, in its opinion, best meets the requirements set forth in this RFQ and negotiate a professional services agreement.

The City reserves the right not to enter into an agreement through this process.

The proposals will be evaluated, generally, in accordance with the criteria itemized in Table A below. The panel will review how closely an applicant’s proposal meets all the requirements set forth in the RFQ.

TABLE A	
Selection Criteria	
Category	Maximum Points
1. Capability and experience	40
2. Approach to the project and working with staff	35
3. Demonstrated commitment to diversity, equity, and inclusion	25
Total Possible Points	100