

Skagit County

Request for Interest and Proposals

For

Land Use Hearings Examiner

Skagit County is currently asking for proposals from qualified individuals or firms interested in serving as the Land Use Hearings Examiner for Skagit County.

Background

The County seeks a Land Use Hearings Examiner to hear land use appeals, development proposals, and related matters within the unincorporated areas of Skagit County. Examiners are appointed solely with regard to their qualifications for the duties of their office and must have such training and experience qualifying them to conduct administrative or quasi-judicial hearings on regulatory enactments and to discharge the other functions conferred upon them.

The Board of Skagit County Commissioners may appoint one or more examiners for terms stated in professional service contract. An Examiner may be removed by the Board for misfeasance, malfeasance, or nonfeasance.

Public hearings and appeal hearings are scheduled on an as-needed basis, but typically are heard the 2nd and 4th Wednesdays with special set hearing on other days as needed. Typically an Examiner can expect to hear approximately 25 cases per year and all hearings are conducted during daytime hours. The Examiner will be required to issue a decision within 14 calendar days of the close of the record in each hearing.

Scope of Services

In general, Skagit County's Land Use Hearings Examiner holds public hearings and decides matters related to land development such as:

- Special Use Permits
- Shoreline Development
- Subdivision platting
- Critical Area and Resource Lands Variances
- Appeals of administrative decisions

This is not an all-inclusive list of potential hearings. Scheduling is by consultation with the Skagit County Planning and Development Services Department. Hearing support services will be provided by Skagit County.

Proposal Requirements

Interested parties are required to submit the following:

- **Letter of interest** – no more than 1 page in length including contact information and signature. The letter or attachment to the letter should state all proposed rates and charges.
- **Summary of qualifications, experience, method of approach, and availability** – no more than 4 pages in length. It should summarize the applicant’s qualifications to be Hearing Examiner, their relevant experience, their approach to providing hearing examiner services, and their availability to provide services to the County.
- **Example of written work** – at least 2 writing examples that show the applicant’s ability to produce well written decisions.
- **Professional references** – at least 2 professional references, including phone numbers and contact information.

Process for selection

An interview panel will rate each proponent based on the selection criteria, quality of the interview, and budget. The county will then enter into contract discussions with the top-ranked respondent. If the county is unable to reach a satisfactory agreement with the top-ranked respondent, contract discussions will terminate and the county may select another respondent. The Board of Skagit County Commissioners will have the final authority on contract terms and the selection of the Examiner.

Instructions to Respondents

The deadline for submission of interests and proposals is May 10, 2024. Submittals received after the deadline will not be considered. Any questions and submittals shall be directed to Kristen Stubben at kristens@co.skagit.wa.us. Please include “Hearing Examiner RFI” in the subject line.

For questions about this RFI, please contact Kristen Stubben at kristens@co.skagit.wa.us.