



## REQUEST FOR QUALIFICATIONS

### for Hearing Examiner Services

**Deadline: April 15, 2024**

***Purpose for RFP:***

The City of Mukilteo is requesting qualifications (RFQ) from qualified professionals or firms to provide hearing examiner services including conducting quasi-judicial hearings on land use projects, appeals, and similar matters as well as issuing decisions and recommendations including findings and conclusions.

***Background:***

Since 1980 Mukilteo has grown from a small town of approximately 1,400 people to a medium-size city of just over 20,000 people. We are roughly 6.6 square miles, or approximately 4,232 acres, and consist of a mix of residential, commercial, industrial, and open space property. The city's Community Development Department delegates decision making authority to a Hearing Examiner for quasi-judicial permits and appeals of land use and code enforcement decisions.

***Scope of Project:***

Mukilteo is looking for a person or firm to act as the city's Hearing Examiner. The Hearing Examiner is responsible for conducting quasi-judicial hearings including a variety of land use decisions, appeals, and similar issues. The Hearing Examiner is appointed by the mayor and confirmed by the city council. The appointment is for one year but may thereafter be reappointed for succeeding one-year terms.

***Submittal Requirements***

Proposals should provide the following:

1. **Letter of Interest:** A one page letter that introduces the firm/professional and briefly explains their method and approach to the role.
2. **Resume:** Resumes for the person(s) who would act as the Hearing Examiner showing at least seven years of applicable experience.
3. **Cost summary:** An outline of the costs related to providing services, including travel, clerical assistance, etc. The city prefers flat-rate structures for hearing types, rather than hourly billing, to increase predictability for applicants. If appeals are billed hourly, please include hourly rate.
4. **Rules of Procedure:** Provide a copy of your rules of procedure. The city will work with selected firm/professional on any changes needed to comply with the city's adopted regulations.
5. **References:** Please provide phone and email contacts for pertinent references, including other municipal or county clients if available.

### ***Schedule***

Date	Task
April 15 at 4:30 pm	Deadline for RFQ Submittals
April 19	Selection by city of short list of top firms to interview or request demonstrations
April 22-30	Interviews, demonstrations, and reference checks
May 1-10	Selection of firm and negotiation of contract
May 20	City Council award of contract

*Schedule is tentative and may change based on the number of proposals submitted.*

### ***Compensation***

All rates quoted shall be full cost inclusive of sales tax and other government fees, taxes and charges and valid throughout the contract period unless otherwise amended and agreed to by both parties in writing. Payment by the city for the services will only be made after the services have been performed and an itemized billing statement is submitted in the form specified by the city and approved by the appropriate city representative. Statements shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person.

### ***Procedures for Submittal:***

If you wish to be considered for this project, submit digital copies of the required documents by e-mail to Andy Galuska, Director of Planning and Community Development, at [agaluska@mukilteowa.gov](mailto:agaluska@mukilteowa.gov) by 4:30 pm on April 15, 2024. Reference “Hearing Examiner Services” in the subject line of the e-mail.

### ***Selection Process:***

Proposals will be evaluated based on the following criteria and points (up to 100 points total):

- Clarity of information (15 points)
- Responsiveness of information to city’s request (15 points)
- Experience and history of successfully providing similar services (50 points)
- Costs (20 points)

### ***Inquiries:***

Direct all inquiries regarding this request for qualifications to Andy Galuska, Director of Planning and Community Development (425-263-8084 or [agaluska@mukilteowa.gov](mailto:agaluska@mukilteowa.gov)).

### ***Reservations:***

The city reserves the right to end the process for selecting a firm to fulfill this RFQ for any reason.