



9605 NE 24th Street • Clyde Hill, Washington 98004
425-453-7800 • Fax: 425-462-1936 • www.clydehill.org

City of Clyde Hill Request for Proposal – Hearing Examiner

The City of Clyde Hill (“City”) is requesting proposals for a new Hearing Examiner. If you or someone you know are interested in this contract, please send us a proposal.

Scope of Work.

In August, the City repealed and replaced its Board of Adjustment with a Hearing Examiner system. Historically, the Board was used to keep City residents involved in local land use decisions and as a conduit for civic engagement. The inability to retain an adequate number of members with proper training, however, caused the need for the City to explore a different option. The individual/firm that the City contracts with will provide services for a relatively wide array of activities that are described in the enabling ordinances recently passed #959-#962 (attached). Those duties include, but are not limited to the following:

1. Applications for zoning reclassifications;
2. Applications for conditional uses;
3. Applications for variances and special exceptions;
4. Applications for plats and the amendment of existing plats;
5. Appeals of administrative short plat decisions;
6. Appeals of orders, decisions or determinations made by the Building Official relative to the application and interpretation of the City Building Code;
7. Appeals of State Environmental Policy Act threshold determinations;
8. Appeals of notices of violation when the appeal is assigned by the Mayor to the Hearing Examiner in lieu of the Mayor conducting the hearing and/or making the written determination. The Mayor may designate the Hearing Examiner to conduct the hearing and recommend to the mayor a written determination, which the Mayor may adopt or modify in making the written determination; and
9. Any other matter designated by this code or other City ordinance; or by the Mayor or the Mayor’s designee, not required by statute to be heard or determined by the City Council or other City official.

Please note that although the potential duties of the Hearing Examiner are relatively broad, based on its nature and constraints, the actual anticipated number of annual cases before the Hearing Examiner will be limited (estimated 2-3 hearings per year). Because the individual/firm selected will be the City’s very first Hearing Examiner, there will be the need to work together with City staff to develop policies and procedures for the smooth operation of a new hearing examiner system.

History, Character & Area Served.

To be a successful relationship, it is important that the City hires a Hearing Examiner that understands the history and nature of the community. Clyde Hill was incorporated in 1953 as a small residential town. Formed as a low-density residential community, over the years Clyde Hill has continued to maintain an established larger lot residential

pattern. Today the City finds itself with about 3,000 residents and 1,100 households as a fully developed one square mile municipality. The continued philosophy of the City is to retain the original, spacious and wooded feel and to remain a relatively small, simple and intimate community. The amenities, the quality residential areas, the parks, the views and natural landscapes are all items the community intends to maintain.

The City is zoned all single family residential with the exception of two businesses. In addition to a small government zone, the City is home to four schools: two public and two private schools. Within a convenient radius of City Hall there are hundreds of commercial establishments providing millions of square feet of retail space and an increasing number of professional, health and social services. Due to their extent and proximity, it is unnecessary for Clyde Hill to duplicate these land uses.

Clyde Hill is located about two miles east of the City of Seattle, is land-locked and bordered by the cities and towns of Bellevue, Kirkland, Medina, Yarrow Point and Hunts Point. Because Clyde Hill is surrounded by incorporated municipalities, it cannot extend its boundaries through annexation. The current land use pattern and general densities will likely remain unchanged in the foreseeable future.

While the City is a separate incorporated municipality, it has the character, function and land use pattern typical of an established residential neighborhood usually found within larger cities. Clyde Hill is in the middle of a developing metropolitan area but will remain one of the smaller communities in King County.

Compensation.

Rates quoted in response to this RFP shall be on an estimated, per-case basis. 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. Please also describe your intended approach and include any cost related to initially setting up the expectations, policies and process for the City's first hearing examiner system.

Duration of Contract.

The successful applicant shall enter into a 3-year contract with the City. Prior to expiration of 3-year term, the City and the successful applicant may mutually agree to 2 additional years. Total life of this contract shall not exceed 5 years.

Submittal Instructions & Deadline (please provide 3 copies).

Proposals should be prepared simply, providing concise response to the requirements below. Special bindings and promotional materials are not desired. Emphasis should be on completeness and clarity of content. Submittals should include:

- A cover letter;
- A proposal (**2 pages maximum**) which will include:
 - A confirming statement that the applicant:
 - Has not colluded with anyone regarding this proposal;
 - Is an attorney in good standing with the WSBA; and

- Has at least five years of combined municipal experience in the areas of land use law, real estate law, city planning/development, code enforcement and/or business licensing.
- A description of what is included in the per-case basis cost estimate;
- Between 2-3 work product examples (e.g. Findings & Conclusions);
- An example of Rules of Procedures previously adopted, if any;
- A description of proposed method to providing hearing examiner services; and
- Between 3-5 professional references customers (**contact information only**).

Please note that attachments do not count towards the 2-page maximum length. All proposals must be in a sealed envelope, marked in the upper left hand corner "*Hearings Examiner,*" and should be sent to:

City of Clyde Hill
 9605 NE 24th Street
 Clyde Hill, WA 98004
Attn: John Greenwood

Proposals must be received by the City no later than 5:00 PM on September 28, 2018. No faxed, emailed, or telephone proposals will be accepted.

The City will not pay for costs incurred by an applicant resulting from their preparation or submittal of a proposal regarding this request. The City reserves the right to reject any and all proposals and to waive minor irregularities in the selection process. The selection of a successful candidate will be made without regard to race, color, sex, sexual orientation, gender, gender identification, religion, national origin or political affiliation. The City is an Equal Opportunity Employer.

Criteria for Selection.

Selection will be based upon, but not necessarily limited to, the following criteria:

- Knowledge/experience in adjudicating/litigating municipal-related matters in a manner consistent with a jurisdiction's municipal code and community ideals;
- Responsiveness of the proposal to the purpose/scope;
- Services provided and related charges for those services; and
- Responses provided by professional references.

Other Information.

Those interested are invited to direct questions prior to submitting a proposal no later than September 21st to John Greenwood at 425-453-7800 or at johng@clydehill.org. If necessary, a supplementary responding document will be released on or about September 25th. Interviews, if desired, will be scheduled shortly thereafter.