**CITY OF SUMNER**

**REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES   
FOR HEARING EXAMINER SERVICES**

The City of Sumner (City) solicits interest from individuals, attorneys, or firms with substantial experience in the areas of land use law, real property law, city planning and development, and code enforcement for the purpose of serving as a Hearing 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 and recommendations supported by findings and conclusions. Applicants must be familiar with the City’s zoning and building codes; all other applicable City codes, ordinances, resolutions, regulations, and policies; and other applicable state and federal regulations, statutes, and case law.

The City desires for the initial contract term to be a period of five (5) years with an option to extend. Services are anticipated to commence immediately, and compensation will be established by negotiation between the successful applicant(s).

The City reserves the right to amend the terms of this “Request for Qualifications” (RFQ), to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort applicants have spent on their responses.

The City reserves the right to retain the services of responsive and qualified firm(s) for subsequent need if substitute or Pro Tem Hearing Examiner services are required.

Prospective applicants will be held to Federal EEO requirements and to the ADA and Civil Rights requirements as adopted by the City of Sumner. The applicant shall also be prepared to comply with the City’s minimum professional liability insurance coverage limits of no less than $2,000,000 per claim and $2,000,000 policy aggregate.

**Description of Services**

The selected applicant shall perform the duties of the Hearing Examiner as set forth in Sumner Municipal Code (SMC) Chapter 2.58 and throughout the SMC.

The Hearing Examiner is responsible for conducting hearings on and adjudicating quasi-judicial cases involving a variety of complex land use and regulatory compliance issues, appeals of administrative decision, and other issues which the City council may designate to the Hearing Examiner by ordinance or resolution. The Hearing Examiner shall issue written decisions (findings and conclusions) and recommendations based on relevant ordinances, regulations, policies, statutes, case law, and other authorities.

Hearings are scheduled on an as-needed basis. Hearings are generally held at Sumner City Hall, 1104 Maple St, however, at the Hearing Examiner or parties’ request, the City can accommodate remote or hybrid proceedings.

When a hearing is scheduled the Hearing Examiner will be notified as soon as practicable and have at least 15 days notice before a hearing is scheduled.

**Submittal Deadline:**

An electronic file containing the SOQ in a single .pdf document shall be transmitted by email or other electronic means by 2:00 pm on February 22nd, 2024 to Doug Beagle, Development Services Director, at [dougb@sumnerwa.gov](mailto:dougb@sumnerwa.gov)

Any proposal received after the specified date and time may be rejected and not receive any further consideration by the City.

**Complete Request for Qualifications**

Additional Information related to the Request for Qualifications can be obtained from the City’s website www.sumnerwa.gov; or contacting Doug Beagle, Development Services Director, at [dougb@sumnerwa.gov](mailto:dougb@sumnerwa.gov)

**Proposal Contact Person:**

All questions regarding this solicitation should be directed to Doug Beagle, Development Services Director, at [dougb@sumnerwa.gov](mailto:dougb@sumnerwa.gov) or (253) 299-5715

**Americans with Disabilities Act (ADA) Information**

This material can be made available in an alternate format by emailing Doug Beagle, Development Services Director, at [dougb@sumnerwa.gov](mailto:dougb@sumnerwa.gov) or (253) 299-5715

**Title VI Statement**

The City of Sumner in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**Dates of Publication:**

Courier Herald: February 14th, 2024