



COUNTY OF SISKIYOU

REQUEST FOR PROPOSALS (RFP)

FOR

ADMINISTRATIVE HEARING OFFICER SERVICES

Proposals may be mailed or delivered in person to the:

County of Siskiyou
Administrative Office
1312 Fairlane Road
Yreka, CA 96097

PROPOSALS DUE BY:
December 10, 2018
4:00 p.m.

**COUNTY OF SISKIYOU
REQUEST FOR PROPOSALS
FOR ADMINISTRATIVE HEARING OFFICER SERVICES**

Proposed Timeline

<u>Date</u>	<u>Activities</u>
November 5, 2018	Release of Request for Proposals (RFP)
December 10, 2018	Submission of the Proposal is Due to the County Administration Office by <u>4:00 p.m.</u>
December 11-14th	Review of Proposals
December 2018	Professional Services Agreement Executed
January 1 , 2019	Contracted Work Likely to Begin

TABLE OF CONTENTS

I.	INSTRUCTIONS TO PROPOSERS.....	1
A.	Receipt and Opening of Proposals	1
B.	Addenda and Interpretation	1
C.	Award of Contracts.....	2
D.	Execution of Contracts	2
E.	Public Records	2
II.	GENERAL TERMS AND CONDITIONS.....	3
III.	PURPOSE.....	3
IV.	GENERAL INFORMATION	3
V.	SCOPE OF SERVICES	4
VI.	QUALIFICATIONS.....	5

THIS PAGE INTENTIONALLY BLANK

**COUNTY OF SISKIYOU
REQUEST FOR PROPOSALS
FOR ADMINISTRATIVE HEARING OFFICER SERVICES**

I. INSTRUCTIONS TO PROPOSERS

A. Receipt and Opening of Proposals

The County of Siskiyou invites proposals from qualified attorneys for Administrative Hearing Officer Services. Proposals must be received in the County's Administrative Office **by 4:00 p.m., December 10, 2018.**

The envelope containing the proposals, one (1) original and two (2) copies, must be sealed and addressed to:

County of Siskiyou
Administrative Office
Attention: Terry Barber
1312 Fairlane Road
Yreka, CA 96097

The envelope must show the proposer's name and address and must clearly be labeled "Administrative Hearing Officer Services." Proposals should include a resume, a cover letter summarizing the applicant's pertinent qualifications for and interest in the position, a writing sample, evidence of California State Bar membership, and two references.

Proposals will not be opened publicly. Any proposal received after the established closing date and time will not be accepted. Proposal results will be available after proposals have been reviewed.

Proposals may be withdrawn upon written request at any time prior to the established closing date and time. The proposer or the proposer's authorized agent must sign such request.

B. Award of Contracts

The awarding of contracts will be made to those responsive and responsible proposers whose proposals best meet the needs of the County. Successful proposers will enter into a contract with the County of Siskiyou for professional services of this RFP. The County of Siskiyou shall be the sole judges as to those successful proposers.

The County of Siskiyou reserves the right to reject any or all responses to this RFP and to waive any informality or irregularity in this RFP or in responses, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this RFP, in the best interest of the County. The County reserves the right to request more information for clarification or due to omission of information. Proposers may be asked to make an oral presentation as part of the evaluation process. This RFP does not commit the County to award a contract, or to procure or contract for services or goods.

Before award, proposers may be required to furnish evidence of capability, equipment, and financial resources to adequately perform the job. The proposals of proposers found not to be qualified may be rejected.

D. Execution of Contracts

The County of Siskiyou will mail a Notice of Award of Contract, enclosing the contract for the County to each successful proposer. The contract shall be signed by the successful proposer and returned with a copy of the vendor's Certificate of Insurance within ten (10) calendar days after the proposer receives the Notice of Award of Contract.

E. Public Records

All proposals submitted in response to this RFP become the property of the County and under the Public Records Act (Government Code section 6250, *et. seq.*) are public records, and as such may be subject to public review. However, the proposals shall not be disclosed until negotiations are complete and the successful proposers are chosen.

If a proposer claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified in the proposal. However, the County will follow the Public Record Act requirements for disclosure or non-disclosure, regardless of such designation.

Questions regarding this RFP shall be directed to:

County of Siskiyou
Administrator's Office
Attn: Terry Barber
1312 Fairlane Road Yreka, CA 96097
E-mail questions: tbarber@co.siskiyou.ca.us
Phone calls will be accepted at: 530.842.8013

II. GENERAL TERMS AND CONDITIONS

The County of Siskiyou shall not be liable for any expenses incurred by any proposer prior to issuing the contract.

The selected Hearing Officer(s) will be required to sign and be bound by a Professional Services Agreement ("Agreement"), and must meet all insurance requirements.

III. PURPOSE

The County of Siskiyou seeks proposals from qualified attorneys who can provide administrative services as a Hearing Officer.

Successful proposals will be those that demonstrate the requisite qualifications for conducting hearings and making determinations regarding Code violations across various departments for the County, including all work necessary for the effective handling of the County's administrative hearings.

IV. GENERAL INFORMATION

Siskiyou County is located in north central California and borders Oregon. It has a population of approximately 44,000 people. The Community Development Department Houses the Planning, Building, and Environmental Health departments, as well as the Code Enforcement staff.

V. SCOPE OF SERVICES

The County of Siskiyou is seeking to retain the services of one or more attorneys to provide administrative hearing services as a Hearing Officer. The Hearing Officer is responsible for conducting the hearing and making a determination regarding violations of the particular County's Code across various County departments. The Hearing Officer will provide professional services, including all work necessary for the effective handling of the County's administrative hearings. The number of hearings varies.

The hearings are varied and may cover nuisances, building permits, health and safety, building codes, and/or other related issues. The Hearing Officer also imposes fines, awards enforcement costs, or issues corrective/abatement orders.

The Hearing Officer presides over the public hearing and hears testimony from both parties regarding the issues. The Hearing Officer shall make a decision and adopt findings as required by the County Code. The findings and order memorandum is prepared by the Hearing Officer and sent to the involved parties.

The Hearing Officer will need to have his or her own clerical support. Hearing preparation could include, but is not limited to, reading the agenda and file materials, knowledge of relevant County ordinances, rules of evidence, and hearing protocols, and coordinating and collaborating with departments regarding scheduling.

The services to be performed by the County are as follows:

The County shall provide at its sole expense a hearing room, use of copying equipment, case file packets, and agenda documents.

VI. QUALIFICATIONS

Hearing Officers must be attorneys in good standing with the California bar who are not employed, managed, or controlled by the County of Siskiyou. Hearing Officers should have a minimum of 5 years in practice, with an emphasis in municipal law. Proposals submitted by the due date in response to this RFP will be evaluated by the responsiveness to the requirements of this Request for Proposal, in addition to the evaluation of related abilities and experience, including:

- Experience;
- Professional standing;
- Education;
- Ability to perform the contract;
- Knowledge of local government processes;
- Oral interview;
- Any other grounds allowed by law; and
- Conformance with the terms of this Request for Proposals.