



# Request for Qualifications (RFQ)

## Hearing Examiner and Pro Tem Hearing Examiner

The Olympia City Council seeks Statements of Qualifications from individuals and firms interested in serving as the City of Olympia Hearing Examiner, and an additional individual or firm to serve as the Pro Tem Hearing Examiner.

The City of Olympia is an Equal Opportunity Employer, committed to a diverse workforce. Women, people of color, and people with disabilities are encouraged to apply.

The deadline for this RFQ is **4:00 pm Pacific Standard Time, Friday, January 23, 2026**. Earlier responses are welcome.

### A. BACKGROUND

The City seeks to recruit a Hearing Examiner to hear certain land use appeals, development proposals, administrative interpretations/determinations, administrative appeals, and related matters. The City is also seeking to recruit a Pro Tem Hearing Examiner to hear these matters in the absence of the Hearing Examiner. The current Hearing Examiner contract expires on April 30, 2026. The City does not currently have a contract for Pro Tem Hearing Examiner services.

### B. SCOPE OF SERVICES

Services may include all activities and functions authorized by OMC Chapters 18.70 and 18.82. In general, Olympia's Hearing Examiner holds public hearings and decides matters related to land development, including but not limited to:

- Request for variances and conditional use permits
- Preliminary plat approvals
- Shoreline conditional use permits and shoreline variances
- Appeals of administrative decisions
- Land use applications referred to the Hearing Examiner

See Olympia Municipal Code 18.70 and 18.82.120 (<http://www.codepublishing.com/wa/olympia/>) regarding the Olympia Hearing Examiner's authority and jurisdiction.

Both daytime and evening hearings are conducted. These hearings generally have been scheduled twice monthly on Monday evenings. Scheduling is by consultation with the Community Planning and Economic Development Director's designee. Hearing recordings and other meeting support services are provided by the City. Decisions are to be issued timely and in writing as prescribed by law.

### C. SELECTION PROCESS AND CRITERIA

A selection committee of City staff will evaluate consultant qualifications. Selected candidates for Hearing Examiner and Pro Tem Hearing Examiner will be invited for interviews with the City's Land Use and Environment Committee (LUEC), which is a subcommittee of the Olympia City Council. The LUEC will make a final ranking and will make a selection for recommendation to the City Council based on qualifications, demonstrated competence and technical response to the Request for Qualifications.

Statements of qualifications will be evaluated based on the following criteria:

1. Knowledge and experience (20 points)
  - Adjudication or litigation related to land use planning and zoning
  - Development project review
  - Growth management
  - State Environmental Policy Act
  - Subdivision platting
  - Shoreline development
  - Design review
  - Administrative hearings and procedures
  - Public works/engineering
  - Impact fees
  - Code enforcement
  - Constitutional principles
2. Experience with writing legally defensible land use decisions or similar products (20 points)
3. Approach to quality control, case management and decision delivery (15 points)
4. Making effective use of public resources (15 points)
5. Experience and manner of holding public meetings and quasi-judicial proceedings (15 points)
6. Readiness, availability, and familiarity with the process of conducting administrative hearings and quasi-judicial proceedings (10 points)
7. Licensed to practice law in the State of Washington (5 points)
8. Results of reference checks will be used as a final determinant for selection.

All individuals and firms submitting qualifications will be notified of the City's selection. ***Please do not contact the City of Olympia for status on the selection process during the selection period.***

#### **D. CONTRACT**

The selected individual or firm for Hearing Examiner and Pro Tem Hearing Examiner will be required to enter into a Professional Services Agreement (Contract) with the City. The City of Olympia's Professional Service Agreement (PSA) will be the contract document for these services. If the City and the selected individual or firm are unable to agree on the terms and conditions of the Contract, the City will terminate negotiations and the next best qualified individual or firm will be contacted for Contract negotiation. The City reserves the right to award the Contract in whole or in part, if deemed in the City's best interests.

#### **E. SUBMITTAL REQUIREMENTS**

Interested parties must submit the following:

1. **Letter of Interest** - no more than one page in length and include contact information and signature. Please indicate whether you are interested in the Hearing Examiner or Pro Tem Hearing Examiner position. The letter or an attachment to the letter should state all proposed rates and charges including the rate range for hour rate charges.
2. **Summary of qualifications, experience, and availability** – this must be no more than two (2) double-sided pages in length. It should summarize the applicant's qualifications to be a Hearing Examiner, relevant experience, and the availability of the applicant to participate in the RFQ process and to provide services to the City.
3. **Method and approach** – this must be no more than 1 double-sided page in length and consist of a summary of the applicant's approach to providing hearing examiner services and conducting an administrative hearing.
4. **Example of written work** – at least two examples of the applicant's written decisions or similar products must be provided along with the invoices for those decisions or an explanation about why such invoices cannot be provided.

5. **Example of Rules of Procedure** – The City’s Hearing Examiner is authorized to adopt rules of procedure. The submittal shall include an example of rules of procedure.
6. **Professional References** – at least two professional references, including phone number and other contact information. No more than one page.

#### **F. TERMS AND CONDITIONS**

1. Applicants assume the risk of any delay in email. Any statement of qualifications received after the designated time will not be considered.
2. Any errors discovered after RFQ submission deadline must remain and cannot be adjusted.
3. It is the sole responsibility of the applicants to assure that they have received the most current RFQ.
4. It shall be the responsibility of each applicant to call to the attention of the City for any apparent discrepancy in the RFQ or any question of interpretation. Failure to do so constitutes acceptance as written.
5. The submittal, as presented, shall remain valid for a period of ninety (90) days from submittal due date.
6. The City reserves the right to request clarification of information submitted, and to request additional information from any applicant.
7. The City reserves the right to revise or amend the RFQ prior to the submittal due date by written addenda.
8. The successful applicant will be required to sign a Contract with the City; the City will not sign any company’s service agreement, contract or any other form of agreement.
9. The Contract resulting from acceptance of a statement of qualifications by the City shall be in a form supplied by the City and shall reflect the specifications in this RFQ.
10. The insurance certificate required shall be submitted upon notification of award.
11. All statements of qualifications submitted to the City of Olympia become the property of the City and are public record and subject to public disclosure upon request.
12. The successful applicant must comply with all federal, state, and City of Olympia statutes and codes as may be applicable to the scope of work detailed herein, including all labor laws and laws against discrimination.
13. The City shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the RFQ.
14. Washington State Law and Venue: Any resulting Contract (if any) shall be construed under the laws of the State of Washington. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of a resulting Contract shall be brought in Thurston County, Washington.
15. The successful applicant shall be responsible for obtaining all necessary permits, at the applicants’ expense.
16. All applicants shall obtain and shall produce, upon request, a Business License to do business in the City of Olympia prior to executing a Contract with the City.
17. Applicants must be admitted to practice law by the Washington State Supreme Court, and be members of the Washington State Bar Association during all times under the Contract. Should an applicant cease being a licensed Washington attorney or suspended or disbarred from law practice by the Washington State Supreme Court, the Contract shall be terminated.

#### **G. TITLE VI:**

City of Olympia in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d--4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

#### **H. INSTRUCTIONS FOR PROPOSERS**

The deadline for submission of a response to the RFQ is **4:00 pm Pacific Standard Time, Friday, January 23, 2026.**

Submit electronic PDF file to [tsmith@ci.olympia.wa.us](mailto:tsmith@ci.olympia.wa.us)

For questions about this RFQ, please contact Tim Smith, Deputy Director, via email at the address above. Questions via telephone will not be accepted. All questions to this RFQ must be received by **4:00 pm Pacific Standard Time, Friday, January 9, 2026.** Questions received after this date may not be answered. All submitted questions will be addressed via addendum.

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