



REQUEST FOR PROPOSALS

Notice is hereby given that Deschutes County, through the Community Development Department, will receive proposals per specifications until **4:00 p.m., Friday, September 9, 2016** for:

HEARINGS OFFICER – LAND USE AND CODE ENFORCEMENT

No proposals will be received or considered after that time.

Deschutes County is seeking qualified individuals to provide professional Hearings Officer services to conduct and decide:

- (1) Quasi-judicial land use matters under the Deschutes County Code and Oregon Revised Statutes; and
- (2) Code compliance violation hearings relating to Deschutes County Code, the Oregon State Building and Specialty Codes, and other applicable County and State codes, laws, and regulations.

The contract will be for a three-year period, unless terminated by one or both parties per Standard Terms and Conditions, Section 6 of the Services Contract (Attachment A) of the RFP.

All proposers must be an attorney in good standing with the Oregon State Bar.

Proposals may be submitted either in paper copy or electronically via e-mail. Proposals submitted in paper copy must be enclosed in an envelope bearing the proposer's name and address, clearly marked with the title of the Request for Proposal (RFP), and submitted to:

Nick Lelack, Director
Deschutes County Community Development Department
117 NW Lafayette Avenue, P.O. Box 6005
Bend, OR 97708-6005.

At the proposer's option, proposals may be submitted electronically in PDF format only to:
Nick.Lelack@deschutes.org

Proposal packets may be obtained by contacting Nick Lelack, Deschutes County Community Development Department, 117 NW Lafayette Avenue, P.O. Box 6005, Bend, OR 97708-6005,

or 541-385-1708, Nick.Lelack@deschutes.org or by downloading the proposal at:
<http://www.deschutes.org/Requests-for-Proposals/Hearings-Officer-Land-Use-and-Code-Enforcement.aspx>

Deschutes County may reject any Proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable laws, and the County may reject for good cause any and all proposals upon the County's finding that it is in the public interest to do so.

In accordance with Title II of the Americans With Disabilities Act of 1990 ("ADA"), anyone who requires an alternative format, auxiliary aid or service for effective review of this document should contact the ADA Coordinator at (541) 388-6584 or his/her designee at (541) 617-4747.