

RFQ

RFQ 17-189 (JLH) - Hearing Officer Services

City of Phoenix Planning and Development Department

Phoenix, AZ

Deadline: Friday, July 28, 2017, 2:00 PM MST

GENERAL INFORMATION: The City of Phoenix Planning and Development Department is seeking qualified offerors to provide hearing officer services on an as-needed assignment basis. Hearing Officer services are utilized for Zoning, Zoning Takings, Zoning Adjustment, Historic Preservation and other hearings as deemed necessary by the City. Offeror must understand the principles and practices of city planning and public administration and a minimum of five years of experience directly enforcing, applying or interpreting codes and ordinances.

Qualified offerors shall be capable, at a minimum, of providing the following services:

- Conduct pre-hearing site visits and pre-hearing meetings;
- Conduct a formal hearing pursuant to open meeting law requirements;
- Receive and maintain documentary exhibits and other evidence;
- Swear witnesses;
- Take testimony;
- Render a decision;
- Complete findings of fact that support decisions;
- Make a formal written recommendation following applicable law.

Proposers must clearly demonstrate their ability to meet the goals and regulations of the City of Phoenix.

Knowledge of and experience working with Zoning Ordinance and city code regulations is necessary. Applicants must have knowledge of state and federal regulations as well as case law that involve property entitlements and proportionality. Applicant must have knowledge of Roberts Rules of Order and have public hearing experience (either as a staff person, design professional or applicant, or served as a member of a Board, Commission, Village Committee, Task Force, or City Council).

Complete RFQ Information can be found here:

<https://www.phoenix.gov/solicitations/1102>

Statements of Qualifications are due to the Finance Department by no later than Friday, July 28, 2017, 2:00 PM MST