

## **Appeal Authority Request for Qualifications**

Uintah County is seeking written statements of qualifications from qualified individuals to fill the position of Appeal Authority.

Responses due by Friday, January 7, 2022 at 5pm

### **CONTACT INFORMATION**

Matt Cazier, Community Development Director  
Uintah County  
152 E 100 N  
Vernal, UT 84078  
mcazier@uintah.utah.gov  
435-781-5336  
Appeal Authority RFQ Due: January 7, 2022

### **BACKGROUND**

Uintah County is seeking applications to fill a Land Use Appeal Authority position. The County adopted an Appeal Authority ordinance and requires the services of an Administrative Law Judge to replace the Board of Adjustment as the Appeal Authority for the County in land use issues. The County is looking for individuals who:

- Understand Land Use Law, including the Utah State Land Use, Development, and Management Act;
- Have experience in administering land use laws and ordinances; and
- Are available for meetings on an as needed basis, up to once a month.

### **SELECTION SCHEDULE**

The tentative selection process schedule is as follows:

- County Issues RFQ: December 3, 2021
- Qualification Submittals due to the County: January 7, 2022
- RFQs presented to the County Commission: January 10, 2022
- Minimum Qualifications Review: January 11-14, 2022
- Potential Interviews: January 18-21, 2022
- Draft Contract sent to Selected Individual: January 24-28, 2022
- County Commission Approval: February 7, 2022

### **CONTENTS OF REQUEST FOR QUALIFICATIONS (RFQ) SUBMITTAL**

1. Cover Letter (no more than one page): Introduction of applicant, brief explanation of experience, availability for appeal hearings, interest in position.
2. Statement of Understanding and Services Proposed: Provide a brief statement of your understanding of the duties and responsibilities of the Appeal Authority.
3. Hourly Rates for Services: Indicate proposed rates, including how the rates are calculated, hourly or per application.
4. Resume: Provide a resume, including any relative experience, education, and qualifications.

5. References: A list of three (3) references including names, positions and telephone numbers for the individuals identified in the qualifications.
6. Acknowledgement: A signed statement of acknowledgement with the following:  
By signing this statement of acknowledgement, I understand and agree to abide by all terms and conditions set forth within the RFQ. I request that Uintah County accept my proposal subject to the identified terms and conditions therein.

Appeal Authority RFQ Due: January 7, 2022

#### **INSTRUCTIONS FOR SUBMITTING RFQ**

Submittals must be submitted electronically in PDF format through email, or USB thumb drive to the Uintah County Clerk/Auditor. Submittals must be delivered to the following address not later than 5:00 p.m., Friday, January 7, 2022 for consideration:

Email: [clerk-auditor@uintah.utah.gov](mailto:clerk-auditor@uintah.utah.gov)

OR

Uintah County

Attention: Mike Wilkins, Clerk/Auditor

152 E 100 N

Vernal, UT 84078

Emails should have "Appeal Authority RFQ" as the subject and all mail should have "Appeal Authority RFQ" on the envelope.

#### **COUNTY CODE DEALING WITH APPEAL AUTHORITY**

Chapter 17.13 et seq of the Uintah County Code

#### **SELECTION PROCESS AND CRITERIA**

To be selected for the on-call list, 80% of the total points must be obtained. Qualification submittals will be evaluated using the following criteria:

- Qualifications and relevant experience 30 Points
- Experience with public agencies 20 Points
- Understanding of county facilities, processes and operations 15 Points
- Demonstrated ability to respond quickly 10 Points
- Cost effectiveness 15 Points
- Other factors 10 Points

Total points possible: 100 Points

#### **RESPONSIVENESS OF SUBMITTALS**

All submittals must be in writing and fully responsive to this RFQ. Non-responsive submittals or submittals found to be irregular or not in conformance with the requirements and instructions contained herein may be rejected. Other conditions which may lead to the selection committee's decision not to evaluate a submittal include obvious lack of experience, inexperience or inadequate resources to perform the required work, and/or failure to perform or meet financial obligations on previous contracts. The County reserves the right to reject any and all submittals for any reason whatsoever.

**WAIVERS**

The County may waive informalities or irregularities in submittals received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other submittals.

**INTERVIEWS**

The County may schedule interviews with some proposers to assist in selecting the best individual for the position. Individuals will be notified by telephone or email if they have been selected to participate in the interview process.

**NEGOTIATION**

Negotiations will proceed following the selection of the most qualified applicant.

**TERM**

The Appeal Authority term shall be two (2) years, with an option for the County to extend one year. The County reserves the right to terminate the agreement pursuant to Chapter 17.13 et seq of the Uintah County Code and the negotiated agreement.

**QUESTIONS**

Please address any questions to Matt Cazier at [mcazier@uintah.utah.gov](mailto:mcazier@uintah.utah.gov) with a subject heading of "Appeal Authority RFQ".

Thank you for your interest.