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WEST BOUNTIFUL CITY

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REQUEST FOR QUALIFICATIONS APPEAL AUTHORITY

West Bountiful City is seeking written statements of qualifications from individuals interested in serving as an Appeal Authority.

The City may appoint more than one individual to help ensure the availability of an objective and qualified pool of Appeal Authorities.

This is an open request. Qualifications will be reviewed, and appointments will be made at the discretion of the City Council.

Background

The City seeks to enter into a contract with one or more individuals to provide Appeal Authority services. These services may include hearing and deciding:

- Requests for variances from land use ordinances;
- Appeals from land use decisions applying a land use ordinance;
- Appeals from certain land use fees; and
- Appeals related to the enforcement of administrative code enforcement actions.

Qualifications

A qualified individual should:

- A. Have the knowledge, training, and experience necessary to effectively conduct administrative hearings;
- B. Understand land use law, including the Utah State Land Use, Development, and Management Act;
- C. Have experience administering land use laws and ordinances;
- D. Have experience administering requirements of constitutional due process; and
- E. Be available for hearings on an as-needed basis. The City infrequently receives appeals or requests for variances.

City Code prohibits the Appeal Authority from residing within the limits of West Bountiful City.

Contents of Submittals

Applicants should submit the following:

1. **Cover Letter (no more than one page):** Provide an introduction, a brief explanation of relevant experience, availability for appeal hearings, and interest in the position.
2. **Statement of Understanding and Services Proposed:** Provide a brief statement describing your understanding of the duties and responsibilities of the Appeal Authority.
3. **Proposed Fees for Services:** Provide proposed rates and explain how fees will be calculated, such as hourly or per application.
4. **Resume:** Provide a current resume outlining relevant experience, education, and qualifications.
5. **References:** Provide a list of professional references, including each reference's name, position, organization, and telephone number.

Instructions for Submitting RFQ

Submittals must be submitted electronically in PDF format through email to the following address:

dhuffman@wbcityut.gov

Duane Huffman, City Administrator

Other Terms

- A. 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 that may result in a submittal not being evaluated include an apparent lack of experience, expertise, or adequate resources to perform the required services, or failure to perform or meet financial obligations under previous contracts. The City reserves the right to reject any or all submittals.
- B. The City may waive informalities or irregularities in submittals when such matters are procedural rather than substantive and when the correction or waiver would not prejudice other applicants.
- C. The City may schedule interviews with selected applicants to assist in the selection process. Applicants selected for an interview will be notified by telephone or email.
- D. Following selection of the most qualified applicant or applicants, the City will proceed with contract negotiations.
- E. The Appeal Authority term shall be three years, with an option for the City to extend the term for one additional year.

Questions

Please address any questions to Duane Huffman at dhuffman@wbcityut.gov with a subject heading of "Appeal Authority RFQ".