

**REQUEST FOR PROPOSAL
CITY OF SAMMAMISH**

I. PURPOSE OF REQUEST

The City of Sammamish is requesting proposals from individuals with at least five (5) years of Hearing Examiner experience for the purpose of selecting a Hearing Examiner. The party selected must be experienced in the areas of land use law, real property law, city planning and development, and code enforcement. Proposers will be expected to be familiar with applicable Washington State law and to become familiar with the City of Sammamish development codes and all other applicable codes, ordinances, regulations and policies.

II. SCHEDULE

The City will follow the following timetable, which should result in a selection of a firm by October 17, 2016.

Issue RFP	August 24, 2016
<u>Deadline to Submit Proposals</u>	<u>September 23, 2016</u>
Interviews (if needed)	September 28, 2016
Notify Top Candidate	October 7, 2016
Council Approval	October 17, 2016

III. INSTRUCTION TO PROPOSERS

- A. All proposals should be submitted and addressed to:

Melonie Anderson, City Clerk
City of Sammamish
801 228th Avenue SE

For a complete package of the Request for Proposal, please visit the City's website at www.ci.sammamish.wa.us or contact Melonie Anderson, City Clerk at manderson@ci.sammamish.wa.us or (425) 295-0511.