



County of Whiteside

Request for Qualifications (RFQ)

Zoning Hearing Officer

RFQ Circulation Date: December 31, 2020

Responses Due No Later than **4:00 P.M., Wednesday, January 20, 2021**

Please return all responses to:

Whiteside County
Attn: Building and Zoning Administrator
200 East Knox Street
Morrison, Illinois 61270



WHITESIDE COUNTY

BUILDING & ZONING

Phone: (815) 772-5175

Whiteside County Courthouse
200 East Knox Street Morrison, Illinois 61270

website: www.whiteside.org

REQUEST FOR QUALIFICATIONS (RFQ) ZONING HEARING OFFICER

The Whiteside County Board recently created the position of Zoning Hearing Officer pursuant to 55ILCS 5/5-12015 and to delegate to the Zoning Hearing Officer the authority to conduct public hearings. This position will be appointed by the Whiteside County Board Chairman with the advice and consent of the County Board. The Whiteside County Board is seeking a primary Zoning Hearing Officer as well as alternates.

The Zoning Hearing Officer will conduct public hearings, hear testimony, accept evidence and make determinations on requested variances to the Zoning, Planning and Development Code as well as appeals of the decision or determination of an administrative official charged with the enforcement of adopted codes. The Zoning Hearing Officer will also conduct public hearings, hear testimony, accept evidence and provide a written Findings of Fact and recommendation to the Whiteside County Board on requests for zoning map amendments, text amendments, special use permits, major subdivision plats, etc.

Individuals that are interested in being considered for the appointment as the Zoning Hearing Officer or an alternate must submit a written response to this Request for Qualifications (RFQ) by the response deadline. The response must include all required and requested information listed in the RFQ. And must address the qualifications of the respondent to perform the duties and responsibilities of the Zoning Hearing Officer. The response must also include a proposed fee schedule and available days and times during the month to conduct public hearings.

RFQ Response Deadline:

Responses (4 copies) to this Request for Qualifications must be in writing and must be directed to the Whiteside County Building and Zoning Administrator at the following address:

Whiteside County
Attn: Building and Zoning Administrator
200 East Knox Street
Morrison, Illinois 61270

All responses (4 copies) must be received no later than **4:00 P.M., on Wednesday, January 20, 2021**. Any responses received after this time will be discarded unopened and without notice. There will not be a public opening for this request.

Copies of this RFQ may be obtained from the Whiteside County website at www.whiteside.org or from the Building and Zoning Office located in Room 202 of the Whiteside County Courthouse, 200 East Knox Street, Morrison, Illinois.

Any questions regarding this process must be in writing or e-mailed and directed to Tim Palen, Assistant State's Attorney for Whiteside County, at Whiteside County, 200 East Knox Street, Morrison, Illinois 61270, or email to StatesAttorney@whiteside.org.

Evaluation of Responses and Candidates:

All complete responses will be evaluated by the County Board Chairman, County Administrator, Assistant State's Attorney and the Building and Zoning Administrator and other County Staff as may be deemed necessary. The evaluations performed will help determine who will be selected for interviews. The County Board Chairman will appoint with the advice and consent of the County Board the candidate who is the best fit for the primary Zoning Hearing Officer position and alternates based on the recommendation of the interview team.

Anticipated Timeline:

RFQ Circulation Date	December 31, 2020
Response Deadline	January 20, 2021
Evaluation of Candidates	January 21&22, 2021
Candidates Interviews	January 27-29
Appointment(s)	February 16, 2021
First Public Hearing	March 2021

(Dates listed above, excluding the response deadline, are subject to change.)

Minimum Qualifications:

The primary Zoning Hearing Officer and alternates must meet or exceed the following qualifications:

1. The candidate must be an attorney currently in good standing who has been licensed to practice law in the State of Illinois for a minimum of three (3) consecutive years.
2. The candidate must be available for public hearings on a schedule to be agreeable to the needs of the County.
3. The candidate must not hold any elected or appointed office in any unit of government within any part of Whiteside County.
4. The candidate must not be an employee of Whiteside County.
5. The candidate must not have any personal, financial or business relationships that, in the judgement of the County Board Chairman may give rise to an actual or apparent conflict of interest.
6. Candidate must be of the highest moral character and not have been convicted of any misdemeanor or felony offense.
7. The candidate should be familiar with trial procedures and Illinois Building and Zoning laws.
8. Prior Hearing Officer experience is preferred, but not required.

Requirements for Response Submission:

The response for the Request for Qualifications must include a minimum of the following items:

1. A summary statement of relevant experience and qualifications.
2. A current resume or curriculum vitae.
3. Illinois Attorney Registration & Disciplinary Commission identification number.
4. A statement of any potential conflicts of interest.
5. A fee schedule of proposed hourly or daily rates.
6. A list of days/evenings of the week and times available to conduct the public hearings. Public hearings to be held at the Whiteside County Law Enforcement Center, 400 North Cherry Street, Morrison, Illinois.
7. Complete contact information including current mailing address, telephone number(s) and email address.
8. A list of at least three (3) professional references, to include name, business name, address, phone number and relationship to respondent.
9. Four (4) copies/duplicates of complete Request for Qualifications response.
10. Failure to submit all information as requested or to follow instructions as set forth may be sufficient grounds for disqualification.

RFQ Terms:

Any prospective candidate for this position that submits a response to this RFQ agrees to the following:

1. All submitted responses become the property of Whiteside County,
2. The County will make reasonable efforts to maintain confidential nature of the submissions within the bounds of applicable Illinois and federal laws.
3. The County reserves the right to reject any or all responses to this RFQ.
4. The County may request clarification to any part of any submitted responses to the RFQ and may request interviews with any candidate that submits a response.
5. The County will not be held responsible for any costs incurred in preparing, submitting or handling of any response.
6. The County may correct or alter this RFQ at any time. The County will make reasonable attempts to notify any party that has submitted a response to this RFQ or has notified the County in writing of their intent to submit a response of any changes made.