



**County of Will  
Request for Qualifications  
Adjudication Hearing Officer**

**Proposal #:** 2013-54

**Date Issued:** Thursday May 30, 2013

**Date Due:** Friday, June 28, 2013 at 4PM

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**Section 1. Request for Qualifications – Legal Notice**

**County of Will  
Request for Qualification Statements**

Adjudication Hearing Officer

**May 30, 2013**

Will County is seeking responses to this Request for Qualifications (RFQ) for an additional Adjudication Hearing Officer. The Adjudication Hearing Officer will be appointed by the County Executive with the advice and consent of the Will County Board, to conduct administrative adjudication hearings in matters of the prosecution of ordinance and code violations within the Will County.

Qualified individuals interested in performing such services should obtain the detailed Request for Qualifications package (of which this legal notice is a part). This package can be downloaded from the County's website at [www.willcountyillinois.com](http://www.willcountyillinois.com) or obtained in hard copy format at the Will County Office Building, 302 N. Chicago Street in Joliet Illinois, between the hours of 8:30 A.M. and 4 P.M., Monday through Friday. There is no charge for the RFQ package.

RFQ response statements should be addressed to:

Rita Weiss  
Purchasing Director  
Will County Office Building  
302 N. Chicago Street  
Joliet, IL 60432  
Phone: (815) 740-4605  
Fax: (815) 740-4604  
Email: [rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com)

The closing date and time for receipt of RFQ response statements is **June 28, 2013 at 4 P.M. prevailing time**, after which time, additional submittals will not be accepted.

## **Section 2. Background Information**

The County of Will is a non-home rule county with a population of 677,560. In 2010, the County approved ordinances enabling Administrative Adjudication for the Sheriff, Land Use, Health, and Animal Control Departments. The County has demonstrated the effectiveness of Administrative Adjudication by empowering county governmental agencies, working in cooperation, to resolve quality of life issues that ordinary citizens encounter.

Will County has used the process to reduce the amount of time from the submittal of a code or ordinance complaint to the actual correction of the violation. Illinois State Law was written to allow counties and municipalities the ability to create an adjudication process for the prosecution of code and ordinance violations. The law further outlines the basic operations of the adjudication hearing process. The position of Hearing Officer is a crucial part of that process.

## **Section 3. Scope of Services**

The specific responsibilities and tasks of an Adjudication Hearing Officer for Will County include:

- Preside at an Administrative Adjudication hearing to determine whether or not a code violation exists. The Hearing Officer is expected to utilize the County software system (for which training will be provided) to review evidence, issue findings, and perform other appurtenant work.
- Hear testimony and accept evidence from the Enforcement Officer, the respondent, and all interested parties relevant to the existence of an ordinance violation.
- Preserve and authenticate the record of the adjudication hearing and all exhibits and evidence introduced at the hearing.
- Issue a decision and order stating whether an ordinance violation exists.
- Impose penalties consistent with applicable code/ordinance provisions and to assess costs reasonably related to instituting the proceedings upon finding the respondent liable for the charged violation.

Adjudication Hearings are held in the Will County Office Building, 302 N. Chicago Street, Joliet, Illinois 60432.

Adjudication Hearings are conducted three times per month, on the second Monday of the month from approximately 2:00 PM to 4:30 PM, the second Tuesday of the month from approximately 3:30 PM to 7:30 PM, and the fourth Tuesday of the month from approximately 3:30 PM to 7:30 PM

#### **Section 4. Qualifications Statement**

The RFQ response statement is required to be submitted in a standard 8-1/2” x 11” format for ease of review and reproduction.

Five (5) copies of the RFQ response statement, each including a cover letter, must be submitted in a sealed envelope to:

Rita Weiss  
Purchasing Director  
Will County Office Building  
302 N. Chicago Street  
Joliet, IL 60432  
Phone: (815) 740-4605  
Fax: (815) 740-4604  
Email: [rweiss@willcountyillinois.com](mailto:rweiss@willcountyillinois.com)

Each package will be clearly marked on the outside of the envelope:

“Adjudication Hearing Officer RFQ Response – Attention: Rita Weiss, Purchasing Director,  
Will County Executive Office

This RFQ response statement response package will be time stamped on or before June 28, 2013 At 4PM. Any RFQ response statement received after this date and time will be refused.

#### **Submittal Requirements:**

The following items must be included in all responses to this Request for Qualifications:

1. A succinct, yet detailed statement of interest identifying why the applicant is interested in the position; why the applicant should be considered as qualified to perform the duties as outlined and a narrative describing the performance style which will be exhibited by the applicant if chosen.
2. A professional resume for the applicant who will act as the Adjudication Hearing Officer.
3. A summary describing the nature of the applicant's previous and current experience in litigating ordinance and code violations in Will County (or other government entity).
4. A summary describing the nature of the applicant's previous and current experience with municipal and county clients in Illinois.

5. A disclosure statement describing any existing or potential conflicts of interest that might affect the applicant's ability to adjudicate code and ordinance violations in Will County.
6. A list of professional references. A minimum of three is required.
7. Copy of license to practice law in the state of Illinois.
8. The applicant must provide a billing proposal and include a breakdown of all costs or charges.
9. Any and all exceptions taken to this Request for Qualifications shall be clearly identified.

### **Section 5. Minimum Qualifications**

1. The applicant must be an attorney that has been licensed to practice in Illinois for at least three years.
2. The applicant must be in good standing with the Illinois Supreme Court Attorney Registration and Disciplinary Commission.

### **Section 6. Review Process**

#### **A. Selection Process and Basis of Award**

The County of Will reserves the right to waive any informality or technical error and to accept the applicant deemed by the county to be in its best interests.

#### **B. Evaluation Criteria**

Critical factors which will be considered in evaluating the RFQ response are as follows:

1. Qualifications of any individual having direct involvement in the objectives, functions, and outcomes of this adjudication program. In addition to the assessment of the applicant's overall capabilities and experience, attention will be focused directly on the manner in which the applicant proposes to conduct, organize, and manage the adjudication program.
2. Experience, familiarity, and knowledge of comparable adjudication programs of this kind, with particular reference to the specialized technical competence of the applicant.
3. Past record of performance on contracts with other governmental agencies or public bodies, capacity of the applicant to perform the work, quality of work, and ability to meet schedules. This determination will include, but will not be limited to references from the applicant's past and present clients.

4. The applicant's approach to the adjudication program. Although Will County has identified the overall scope of services required, the chosen adjudication hearing officer will be given latitude as to approach and methodology for achieving the expected outcomes.

### **C. Terms and Conditions**

1. Any contract or formalized agreement resulting from negotiations with the selected most qualified individual applicant by Will County shall be contained in a document either supplied by or approved by the Will County State's Attorney, and shall contain, as a minimum, applicable provisions of this Request for Qualifications.
2. Will County reserves the right to reject any RFQ response that does not conform to requirements for Will County contracts/agreements and this Request for Qualifications.
3. If, through any cause, the individual applicant fails to fulfill any of the obligations agreed to in a timely and proper manner, Will County shall have the right to terminate the contract by notifying the appointed candidate in writing effective immediately or within a term agreed upon by Will County and the appointed candidate in writing.
4. Will County shall not be liable for any expenses incurred by the applicant including and not limited to; expenses associated with the preparation of the RFQ response, attendance at interviews, preparation of a cost statement, or final contract negotiations.
5. Applicants are advised to adhere to the requirements of this RFQ. Failure to submit all information requested herein or to follow the above instructions will be sufficient grounds for disqualification.
6. All responses to this RFQ will become the property of Will County. Each respondent shall denote and clearly indicate any proprietary information that is submitted as part of the RFQ response. Reasonable precautions will be taken by Will County to ensure the confidentiality of the material. The successful RFQ response will become public information after selection.
7. Will County reserves the right to reject any and all submitted statements of qualifications (RFQ response packages).
8. Will County reserves the right to request clarification of any submitted information and to request additional information as needed.
9. The term of the contract/agreement shall be reviewed yearly and will remain in effect from the date executed. A 30-day written notice by either party is required to terminate the agreement.

*Participation of all minority owned, women owned, and small business enterprises are strongly encouraged to submit a proposal.*