

**ADDENDUM NO. 1**

To the Request for Proposal Documents for the  
**CROOK COUNTY HEARINGS OFFICER SERVICES**

**TO ALL PLANHOLDERS AND/OR PROSPECTIVE PROPOSERS:**

The following changes, additions, clarifications, and/or deletions are hereby made a part of the Request for Proposal Documents for the **Crook County Hearings Officer Services** RFP dated October 25, 2022, as fully and completely as if the same were fully set forth herein.

**General Questions and Clarifications:**

- *What are the County's typical dates/times of hearings, and is there an estimate of how many there would be?*
  - Answer: Crook County schedules its code enforcement hearings for the afternoon of the 3<sup>rd</sup> Wednesday of each month. This is because of limited space with recording capability and will hopefully change by early 2024. The County has not utilized a hearings officer for quasi-judicial land use proceedings to date, as our planning commission serves in that capacity. Depending on workload and direction from the planning commission and county court that may change in the future. The County has not had a code compliance hearing since it retained a code compliance hearings officer a little over a year ago. The pre-hearing process, including pre-hearing conferences with the hearings officer, has resulted in resolution of cases before the scheduled hearings. However, there has been a recent uptick in complaints, so that may change.
- *Would the County prefer the Hearings Officer be in-person or remote when presiding over hearings?*
  - Answer: At the Hearings Officer's preference and depending on the specifics of each case, Crook County will facilitate either in-person or remote hearings.
- *The sample contract documents require the hearings officer indemnify the County, would the County consider modifying this contract term?*
  - Answer: Yes. That provision is part of the County's standard professional services contract. Due to the nature of a hearings officer's duties, liabilities, and insurance coverage, the County agrees to strike paragraph 11, Indemnification and Hold Harmless, from the contracts of those selected for this RFP.

All proposers shall acknowledge receipt and acceptance of this Addendum No. 1 in the Proposal or by submitting the Addendum with the bid package. Proposals submitted without acknowledgement or without this Addendum may be considered nonresponsive.



John Eisler  
Crook County Assistant County Counsel