



CITY of OAKLAND

CITY HALL • 1 Frank H. Ogawa Plaza • 11th FLOOR • OAKLAND, CALIFORNIA 94612

City Administrator's Office
Nuisance Abatement Division

Greg Minor, *Assistant to the City Administrator*

TTY/TDD (510) 238-2007
FAX (510) 238-7084
Voicemail ((510) 238-6370

April 17, 2020

RE: Informal Request for Qualifications for As-Needed Hearing Officers

The Office of the City Administrator seeks firms or individuals (contractor) to serve as a Hearing Officer to perform the services described in the attached scope of work (Attachment A) under a professional services agreement. The contractor(s) will hear appeals of enforcement actions pertaining to any and all building, housing, fire, property, zoning codes, special business permits and public nuisance cases. These contracts will be on an as needed basis for a period of two years or up to \$30,000, whichever occurs first.

QUALIFICATIONS


- A. Respondent shall have a degree in jurisprudence and be a member in good standing with the State Bar of California and have at least five (5) years experience as a judge (now retired) or arbitrator or, five (5) years experience as a licensed attorney preparing for or participating in formal hearings or trials involving litigation and/or administrative law at the federal, state or local level, or representing clients in trial or arbitration matters.
- B. Respondent shall have familiarity with the relevant authorities, including, but not limited to, the California Evidence Code, Code of Civil Procedure, Civil Code, Government Code, Health and Safety Code, Oakland Municipal Code, Oakland Planning Code, the California Fire Code, and the California Building Code.
- C. Respondent shall be experienced in making decisions of fact, evidence and proof.
- D. Respondent shall have the flexibility to hold day and night hearings.
- E. Respondent shall have excellent communication and writing skills.

F. Applicants who have served as a hearing officer for the City of Oakland within the last two (2) years are not eligible to submit a Letter of Qualification and any which do will be automatically rejected and disqualified.

Interested respondents shall submit a Letter of Qualifications to City Administrator's Office, Nuisance Abatement Division, 1 Frank H. Ogawa Plaza, 11th Floor, Oakland, CA 94612 or send email to gminor@oaklandca.gov **no later than 3:00 p.m., on Monday, June 1, 2020.**

Said Letter of Qualifications should include (1) a brief description of the Respondent's employment history, academic background, relevant experience within the last five years, and previous experience that could be used to demonstrate the ability to make objective and just decisions with a complex hearing process, and (2) a list of the names and contact information for at least *three* professional references that can vouch for the qualifications of the Respondent.

Sincerely,



Greg Minor
Assistant to the City Administrator

Attachment: Scope of Work

Scope of Work

The Office of the City Administrator for the City of Oakland seeks qualified firms, individuals or contractors with experience serving as a hearing officer. The selected firm, individual or contractor(s) shall perform the following duties, including but not limited to on an on-call basis:

- Conduct public hearings as necessary and mutually convenient to the City and the Hearing Officer.
- Adjudicate administratively, in a public form, enforcement hearings pertaining to any and all building, housing, fire, property, zoning codes, special business permits and public nuisance cases.
- Review City and Appellant pleadings and supporting documentation, conduct public hearings, administer oaths, issue subpoenas, and render written and oral findings, orders, findings, and determination.
- Perform services in accordance with policies, procedures, regulations, and ordinances of the City of Oakland and the laws of the State of California.
- Term of service is for two (2) years commencing from start date of the contract.
- The City will advise the Hearing Officer of pending hearings within a minimum of five (5) working days of the scheduled date, and advise the Hearing Officer of a cancellation of a pending hearing within three (3) working days of the scheduled date.
- Hearing Officer will be paid \$150 per hour with the general expectation that most hearings require approximately 1-3 hours of time, including pre-hearing and post-hearing preparation.
- Hearing Officer will provide City with detailed billing statements identifying what work the Hearing Officer performed on what date.
- The term for services will begin at the first scheduled hearing and end two (2) years or when allocated funds have been depleted.
- There is no guarantee of a minimum amount of work or compensation.
- Hearing Officer must be in good standing with the California Bar Association throughout the duration of the contract.