



CITY HALL • 1 FRANK H. OGAWA PLAZA • OAKLAND, CALIFORNIA 94612

Office of the City Administrator
Edward D. Reiskin
City Administrator

(510) 238-3301
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January 28, 2022

RE: 2022 Request for Qualifications for Hearing Officer

The City of Oakland is seeking individuals to serve as a Hearing Officer to perform the services described in the attached Scope of Work. The City of Oakland will hire at least two individuals to serve as a Hearing Officer under a Contractor Service Agreement. The contractors will hear appeals of enforcement actions, including but not limited to, special business permits, fire, property, and planning codes, as well as public nuisance actions. Each contract is for a part-time, on-call basis for a period of two years or \$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 of experience as a judge (now retired) or arbitrator or, five (5) years of 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 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 no later than 5pm on Friday March 4, 2022. Respondents shall submit their Letter of Qualification either by mail or email to following addresses:

City Administrator's Office

Attn: Tonya Gilmore, Assistant to the City Administrator

1 Frank H. Ogawa Plaza, 3rd Floor, Oakland, CA 94612

OR

Tonya Gilmore, Assistant to the City Administrator, tgilmore@oaklandca.gov

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,

Tonya Gilmore

Assistant to the City Administrator

Enclosure: Scope of Work

**SCOPE OF WORK
TO BE PERFORMED BY THE HEARING OFFICER**

1. Conduct public hearings as necessary and mutually convenient to the City and the Hearing Officer.
2. Adjudicate administratively, in a public forum appeal, enforcement hearings pertaining to any and all building, housing, fire, property, zoning codes, Special Business Permits, workplace and employment standards and public nuisance cases.
3. Review City and Appellant pleadings and supporting documentation, conduct public hearings, administer oaths, issue subpoenas, and render written and oral rulings, orders, findings, and determination.
4. Perform services in accordance with policies, procedures, regulations, and ordinances of the City of Oakland and the laws of the State of California.
5. Term of service is for two-years commencing from start date of the contract.
6. The City will advise the Hearing Officer of pending hearings within a minimum of five (5) working days of the scheduled date, and advises hearing officer of a cancellation of pending hearing within three (3) working days of the scheduled date.
7. Hearing Officer is paid at the rate of no more than \$250.00 per hour with the expectation that most hearings will require 1 to 3 hours of time, including pre-hearing and post-hearing preparation.
8. Hearing Officer will provide City with detailed billing statements identifying what work the Hearing Officer performed and on what date.



**CITY OF
OAKLAND**

ATTENTION ALL BIDDERS

ADDENDUM NO. 1 to the
Contract Documents for
**Informal Request for Qualifications for
Hearing Officers**

Date: March 1, 2022.

From: City Administrator's Office

To: Prospective Bidders

1. This Addendum No. 1 forms a part of the Contract Documents and modifies the original Request for Proposal Documents.
2. Acknowledge receipt of Addendum No. 1 in the space below and attach this signed document to the Proposal.
3. All Contractors working with or anticipate working with the City of Oakland must register through iSupplier at the following link: <https://www.oaklandca.gov/services/register-with-isupplier>. In order to receive future Invitation to Bids for Construction and Professional Service projects and invoice payments. If you have already registered via iSupplier, thank you in advance.
4. Once you have completed the process, please send an email to iSupplier@oaklandca.gov with "RFQ for hearing officers" as the subject and we will add you to the invitation list for future notifications of contracting opportunities with the City of Oakland.
5. Please see updated information below:

Under scope of work,

2. Adjudicate administratively, in a public forum appeal, enforcement hearings pertaining to any and all building, housing, fire, property, zoning codes, Special Business Permits, Department of Workplace and Employment Standards and public nuisance cases.
6. For questions regarding the following topics below:
 - a. iSupplier questions, please send an email to iSupplier@oaklandca.gov
 - b. Requesting to receive an invitation to participate in a project, please send an email to iSupplier@oaklandca.gov.
 - c. Project related questions, contact the Project Manager, Al Merid at 510.238.3588.
 - d. Contract compliance questions, contact Sophany Hang at 510-238-3723.
 - e. Contract administration questions (e.g., planholders list, attachments, etc.) please call 510-238-3621, fax your request to 510-238-6267 or log on to the following website

Tonya Gilmore, Assistant to the City Administrator
Project Manager

ADDENDUM NO. 1 ACKNOWLEDGED:

Tonya Gilmore
Signature of Bidder

March 1 2022
Date