

**CITY OF WEST HOLLYWOOD
REQUEST FOR PROPOSALS
ADMINISTRATIVE HEARING OFFICER SERVICES**

PUBLIC NOTICE IS HEREBY GIVEN THAT THE City of West Hollywood as AGENCY, invites Request for Proposals (RFP) for the above-stated services and will only receive such proposals no later than **Friday July 1, 2022, by 6:00PM P.S.T.**

The City of West Hollywood (“City”) invites proposals from attorneys and law firms to provide administrative hearing officer services to hear and adjudicate: (i) cases authorized under the City’s Rent Stabilization Ordinance; (ii) administrative citation appeals; and (iii) vehicle impound and 2nd level citation review cases. The initial term of the contract shall be through the remainder of the fiscal year with options to extend the contract on an annual basis upon mutual agreement of the City and contractor.

Contractor shall provide qualified hearing officer services as required by: Title 17 of the West Hollywood Municipal Code (Rent Stabilization Ordinance); the City’s Administrative Penalties Program pursuant to Chapter 1.08 of Title 1 of the Municipal Code; and California Vehicle Code Sections 22852 and 40125.

Copies of the Request for Proposal (RFP) and the Agreement for Services can be found by visiting: <https://www.weho.org/city-government/city-clerk/public-notice/rfp-rfq-bid-notice>

In order to be considered for the contract described in this RFP the individual(s) making the proposal shall meet the following requirements. Applicants not meeting these minimum requirements will be disqualified and their proposal will not be considered.

1. A Juris Doctor degree and a license to practice law in the State of California; and
2. Minimum five (5) years of experience as a hearing officer or as an attorney representing clients before administrative decision makers such as hearing officers, city councils, county boards of supervisors, and/or city commissions in the State of California, preferably including rent stabilization law related experience

SUBMITTAL OF PROPOSALS

Proposals must be submitted electronically to cbarrino@weho.org no later than 6:00 p.m. on July 1, 2022.

INQUIRIES

Questions about this RFP must be directed in writing via email to Celeste Barrino at cbarrino@weho.org.

AFFIDAVIT OF POSTING

State of California)
County of Los Angeles)
City of West Hollywood)

I declare under penalty of perjury that I am employed by the City of West Hollywood in the Office of the City Clerk, and that this document was posted on:

Date: June 1, 2022
Signature: \\Kimberle English\
Office of the City Clerk