



CITY OF LINCOLN, ILLINOIS

700 BROADWAY ST., P.O. BOX 509

LINCOLN, IL 62656

REQUEST FOR PROPOSALS

Administrative Hearing Officer

RFP Release Date: MARCH 19, 2014

Please mail or deliver all responses to:

Sue McLaughlin
Lincoln City Administrator
700 Broadway Street
Lincoln, IL. 62656

Proposal Deadline: APRIL 1, 2014

**Request for Proposals
Administrative Hearing Officer
City of Lincoln**

I. Objective

The City of Lincoln is seeking responses to this Request for Proposals (RFP) for the position of Administrative Hearing Officer. The Administrative Hearing Officer is appointed by the Mayor, with the consent of the Council, and provides adjudication in matters including, but not limited to towing/impounds, parking, and building regulations within the City of Lincoln.

II. Schedule

Date

A) RFP Available	MARCH 19, 2014
B) Proposal Deadline	APRIL 1, 2014
C) Staff Review of Proposals	APRIL 7, 2014
D) Possible Interviews	APRIL 14, 2014
E) Appointment	APRIL 21, 2014

(Items C, D, and E are approximate)

III. 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.
3. Completed(or able to complete) training in Administrative/Adjudication Code Hearing process.

IV. Scope of Work

The specific responsibilities and tasks of the Administrative Hearing Officer for the City of Lincoln include:

- A) Act as the presiding adjudicative officer at City of Lincoln Administrative Hearings
- B) Hear testimony and accept evidence at Hearings
- C) Preserve and authenticate the record of Hearings
- D) Issue determinations based on evidence presented at Administrative Hearings
- E) Impose penalties
- F) Available for hearings at least once a month depending upon demand

The City's Administrative Hearing dates and times will be determined but may commence by summer, 2014 in Council Chambers at City Hall, 700 Broadway, Lincoln, Illinois, 62656

All dockets and evidence are distributed to the Hearing Officer electronically several days in advance of the Hearing.

V. Length of Contract

The term of the Contract, once awarded, shall be one (1) year commencing **APRIL 21, 2014**. The contract commencement date may be adjusted somewhat to accommodate availability of hearing officer. The contract may be extended by agreement of the Parties.

VI. Proposal Submittal Format

The following items must be included in all responses to this RFP:

- A) A clear and detailed statement of interest identifying why the applicant is interested in the Position; why the applicant believes he/she is qualified to perform the duties as outlined, a Mission statement from the applicant if appointed
- B) The name and resume for the person who will act as the Administrative Hearing Officer
- C) A summary describing the nature of the applicant's previous and current experience in

Litigating municipal code violations with municipal clients

- D) A summary describing the nature the nature of the applicant's previous and current experience with municipal clients
- E) A statement describing any existing or potential conflicts of interest that might affect the applicant's ability to represent the City
- F) A list of professional references
- G) Any exceptions taken to this RFP shall be clearly identified
- H) The proposed hourly rate for the Administrative Hearing Officer

VII. Submission Deadline

The deadline for proposals is **APRIL 1, 2014**.

Submissions received via email or Facsimile transmission will not be accepted.

Please submit three paper copies of your proposal to:

Sue McLaughlin
City Administrator
City Hall
700 Broadway
Lincoln, IL. 62656

VIII. Contact Person

Sue McLaughlin
City Administrator
City Hall
700 Broadway
Lincoln, IL. 62656
217-732-2122

The City of Lincoln will evaluate proposals based on cost, qualifications, and additional factors deemed relevant. The City of Lincoln retains the right to refuse all proposals or any individual proposal. The contract will not necessarily be awarded to the person submitting the lowest cost.

QUESTIONS REGARDING THIS REQUEST FOR PROPOSAL SHOULD BE DIRECTED TO CONTACT PERSON

PROPOSAL REQUIRED Cover Page
(Must be attached to front of Proposal)

To: The City Administrator's Office-City of Lincoln

From:

Name _____

Mailing address _____

Home address _____

Phone number _____

Fax number _____

E-mail address _____

Proposal Submittal: Administrative Hearing Officer

I have read and understood Article of Chapter of the City of Lincoln Municipal Code and all of the information provided with this Request for Proposal and agree to abide by the conditions set forth therein. My signature below indicates my acceptance of all such conditions and my request to be approved as an Administrative Hearing Officer for the City of Lincoln.

Signature _____

(For City Office Use only) Date/Time Received: _____

Received by (initials) _____