

**ADMINISTRATIVE HEARING OFFICER
CITY OF ST. LOUIS – PARKING COMMISSION
REQUEST FOR PROPOSAL**

BACKGROUND

On behalf of the City of St. Louis (“City”), the Parking Commission of the City of St. Louis (“Commission”) has determined a need for attorneys to act as administrative hearing officers to review contested parking violations. Through this request, the Commission is seeking proposals from persons interested in serving as administrative hearing officers. Such hearing officers shall be selected by a five (5) member Selection Committee comprising representatives from various City offices, subject to the final approval of the Commission.

QUALIFICATIONS

All administrative hearing officers shall be licensed attorneys in good standing with the Missouri Bar and have proven expertise with municipal ordinance violations. They also shall possess sufficient experience, judgment and interpersonal skills to effectively and efficiently review ordinance violations, ascertain the validity of said violations (based on the factual record) and communicate suitable findings under the law to the complainant. Computer literacy and experience with administrative proceedings are desirable.

SCOPE OF DUTIES

The administrative hearing officers shall carry out their assigned duties at the Parking Violations Bureau (located at 229 S. Seventh Street in downtown St. Louis). They shall serve during scheduled hours on a part-time basis (e.g., 4-8 hours per week) and perform, at a minimum, the following tasks:

- Conduct hearings on contested parking violations issued within the City;
- Review documents submitted by individuals relative to the contested parking violations; and
- Issue written and verbal findings of fact and conclusions of law determining the merits of claims brought by those contesting parking violations.

The Commission shall provide each administrative hearing officer with a standard policies and procedures manual that shall govern their conduct.

COMPENSATION

The Commission will pay compensation not to exceed \$72.00 per hour of work depending on qualifications. Since it is anticipated that total required hours will not exceed 400 hours per hearing officer per calendar year, annual compensation for this position will not exceed \$30,000 per hearing officer. Since all hearing officer work shall be conducted during scheduled hours at the Parking Violations Bureau, no pay will be

authorized for any work done off-site or during non-scheduled hours, except upon the prior written authorization of the Commission. The Commission will provide for all usual and customary administrative support for the hearing officers (e.g., hearing scheduling, complainant notification and documentation management).

PROPOSAL PROCESS

Each proponent shall submit a proposal containing the following documents: 1) a one-page transmittal letter attesting to his/her interest in this position, 2) a copy of his/her current Missouri Bar card and 3) a proposal (not in excess of three pages) stating his/her projected availability for this position (express in maximum hours per week and note any availability to work weekday evening or Saturday hours), his/her qualifications for the position, the names of at least three professional references and his/her desired compensation (expressed as an hourly rate). The proposal also shall specify any relevant experience with parking violations, other municipal ordinance violations or administrative proceedings. Contact data must be provided for every reference and, if the named reference is a business or other organization, the contact person shall be identified.

The proposals must be submitted to:

Rich Kismer
City of St. Louis Law Department
Room 314 City Hall
1200 Market St.
St. Louis, MO 63103

Proposals must be received no later than Friday, June 3, 2011 or they will not be considered eligible for consideration. All inquiries must be directed to Vanessa Jones at 314-622-3361.

SELECTION PROCESS

Upon timely receipt, the Selection Committee will evaluate the proposals and determine if interviews are necessary or desirable. The Selection Committee reserves the right to reject any and all proposals. The Selection Committee will make its selection based on an assessment of several factors, including, but not necessarily limited to, qualifications, availability and costs. Preference may be given to proponents who have located their residence or primary business office in the City of St. Louis.

Any proponent selected will be required to sign a written agreement specifying certain terms governing the duration, manner and method of the work performed. The administrative hearing officers engaged by the Commission shall report to the City Counselor's Office, subject to guidelines approved by the Commission.