



City of Capitola
Request for Qualifications (RFQ)
Arbitrator Services for Mobile Home Rent Dispute Resolution

Release Date: April 8, 2025

Responses Due: April 24, 2025 at 5 pm

Submissions To:

City of Capitola – Community Development Department
Attn: Katie Herlihy, Community Development Director
420 Capitola Avenue
Capitola, CA 95010
Email: kherlihy@ci.capitola.ca.us

I. Introduction

The City of Capitola is seeking qualified individuals or firms to provide arbitration services to review mobile home rent increase petitions as described in Capitola Municipal Code Chapter 2.18, which governs Mobile Home Rent Stabilization. The selected arbitrator will serve as a neutral decision-maker to resolve disputes between mobile home park owners and residents regarding rent increases.

II. Scope of Services

The selected Arbitrator shall:

1. Review rent increase petitions submitted by mobile home residents pursuant to CMC §2.18.
 2. Conduct a fair and impartial arbitration hearing following the procedures outlined in CMC §2.18.
 3. Evaluate petitions and make findings in accordance with the standards of review under CMC §2.18 and applicable provisions of the California Code of Civil Procedure.
 4. Issue a written decision, including findings of fact and reasons for the decision consistent with CMC Chapter 2.18.
-

III. Minimum Qualifications

Applicants must:

- Have at least five years of experience in arbitration, mediation, administrative hearings, or legal adjudication.
 - Demonstrate familiarity with rent control laws, landlord-tenant law, or mobile home park regulations.
 - Be in good standing with any professional licensure or legal certification (if applicable).
 - Be available to conduct arbitrations within prescribed timeframes, including issuing written decisions in a timely manner.
-

IV. Submission Requirements

Respondents must submit:

1. Statement of Qualifications, including:
 - Resume or firm profile
 - Summary of experience in arbitration, rent control, or housing law
 2. Description of approach to preparation, conducting hearings, and making determinations
 3. Contact information for at least two clients for whom similar work has been performed
 4. Fee schedule, including hourly rates and any other anticipated costs
-

V. Selection Criteria

The City will evaluate submissions based on:

- Demonstrated experience and subject matter knowledge
 - Understanding of the City's Mobile Home Rent Stabilization Ordinance
 - Approach to impartial decision-making
 - References and past performance
 - Cost of services
-

VI. Contract and Term

The City intends to enter into a professional services agreement with the selected Arbitrator for a negotiated term, with optional extensions. The agreement will outline specific expectations, compensation, conflict of interest provisions, and required timelines.

VII. Submittal Instructions

All responses must be received by **5 pm** on **April 24, 2025**. Responses may be submitted by email, mail, or in person to:

City of Capitola – Community Development Department
Attn: Katie Herlihy, Community Development Director
420 Capitola Avenue
Capitola, CA 95010

Electronic submissions may also be sent to: kherlihy@ci.capitola.ca.us

VIII. Questions

Questions regarding this RFQ must be submitted in writing to:
Katie Herlihy, Community Development Director
Email: kherlihy@ci.capitola.ca.us

Responses to questions will be posted on the City's website.