

## **Request for Qualifications (RFQ)**

County of Sonoma

Sonoma County Community Development Commission

### **Mobilehome Rent Stabilization Ordinance Arbitration Hearing Officer**

Responses must be received no later than 2:00 p.m. on January 30, 2026.

#### **A. Introduction and Purpose**

##### **1. Project Background and Description**

In 1986, the Board of Supervisors of the County of Sonoma recognized the need for continued mobilehome space and, in some circumstances, recreational vehicle space rent control. The Board adopted the Mobilehome Rent Stabilization Ordinance (“Ordinance”) under the administration of the Sonoma County Community Development Commission (“Commission”).

The Executive Director of the Commission, or their designee, serves as Clerk of the Mobilehome Space Rent Stabilization Program to facilitate arbitration required under the Ordinance. The Commission also administers similar ordinances for several cities in Sonoma County.

The Commission is soliciting qualifications from individuals or firms to conduct administrative arbitration hearings related to the Ordinance and companion municipal ordinances.

##### **2. Desired Goals, Objectives, and Outcomes**

- **Ensure Fair and Impartial Decision-Making:**
  - Provide a neutral forum for resolving disputes between park owners and residents.
  - Evaluate evidence objectively and protect due process rights.
  - Maintain transparency in decision-making.
- **Uphold the Intent of the Ordinance:**
  - Apply County and City ordinances consistently and accurately.
  - Ensure rent increases comply with allowable standards.
  - Protect residents from unreasonable rent increases while ensuring fair return.
- **Promote Procedural Fairness:**
  - Conduct accessible, orderly, and respectful hearings.
  - Ensure equal opportunity to present evidence.
  - Provide clear explanations of procedures and decisions.

## B. Statement of Requirements

Respondents must meet the definition of “Arbitrator” under Section 2-191(b) of the Sonoma County Code.

An Arbitrator must not be a resident as defined by the Ordinance, nor have a disqualifying interest in a mobilehome park.

Respondents must meet at least one of the following qualifications:

- Juris Doctor or equivalent degree and formal arbitration training.
- Completion of at least three comparable arbitration proceedings.
- Service as a California Superior or Municipal Court pro tempore judge.

## C. Schedule

Date	Event
December 22, 2025	Publish Request for Qualifications
January 9, 2026	Respondent Questions Due by 5:00 p.m.
January 16, 2026	Commission Responses to Questions
January 30, 2026	Responses Due by 2:00 p.m.
February 9, 2026	Responses Evaluated
February 16, 2026	Selection Announcement
February 25, 2026	Orientation
March 1, 2026	Agreement Commencement

## D. Questions

All questions must be submitted in writing according to the schedule. Questions should be emailed to Ray Tovar at [Ray.Tovar@sonomacounty.gov](mailto:Ray.Tovar@sonomacounty.gov). Questions will not be accepted by phone or in person.

## E. Corrections and Addenda

Respondents must notify the Commission of any errors or ambiguities. Addenda will be issued in writing and incorporated into proposals.

## F. Response Submittal

- Form of Submission:  
Submit one electronic copy by email to Ray Tovar.
- Due Date:

Responses must be received by the deadline listed in the schedule.

#### **G. Selection Process**

The Commission will review responses based on qualifications and experience. The Commission reserves the right to waive irregularities, reject proposals, or reissue the RFQ.

#### **Attachments and Exhibits**

- Attachment A: Sample Agreement
- Attachment B: Insurance Requirements
- Attachment C: Applicable Ordinances

## **Attachmet A. Sample Agreement**

This Agreement is made this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between the Sonoma County Community Development Commission (“Commission”) and \_\_\_\_\_ (“Arbitrator”).

### **Recitals**

A. The Commission administers the County of Sonoma’s Mobilehome Rent Stabilization Ordinance (Sonoma County Code §§ 2-190 et seq. and 19-50 et seq.) and similar ordinances for several cities in Sonoma County.

B. The Commission desires to retain a qualified person to conduct an arbitration in accordance with the applicable Mobilehome Rent Stabilization Ordinance.

C. The Arbitrator represents that they meet the qualifications of an arbitrator, are familiar with the Ordinance, and will conduct the arbitration accordingly.

### **Agreement**

#### **1. Scope of Service**

The Arbitrator agrees to conduct arbitrations assigned under the Ordinance and to remain impartial, basing decisions solely on the facts presented and the Ordinance.

#### **2. Term of Agreement**

The term of this Agreement shall be from October 1, 2024, to September 30, 2025, with one (1) one-year extension unless terminated earlier.

#### **3. Compensation**

The Commission shall pay the Arbitrator \$2,000 for each day or partial day of hearing and \$2,000 for the written decision, subject to a maximum of \$25,000 per year for up to two (2) years.

#### **4. Indemnification**

The Commission shall defend and indemnify the Arbitrator for County ordinance matters, except in cases of negligence or willful misconduct.

#### **5. Notices**

All notices shall be in writing and delivered personally or by mail to the addresses designated by the parties.

#### **6. Independent Contractor**

The Arbitrator acts as an independent contractor and is not an employee of the Commission.

## **7. Insurance**

The Arbitrator shall maintain required Workers' Compensation, Employers Liability, and Automobile Liability insurance as applicable.

## **8. Termination**

This Agreement may be terminated by either party upon ten (10) days written notice.

## **9. Compliance with Laws**

The Arbitrator agrees to comply with all applicable federal, state, and local laws.

## **10. Taxes**

The Arbitrator is responsible for all applicable taxes and agrees to indemnify the Commission.

## **11. Conflict of Interest**

The Arbitrator represents that no conflict of interest exists.

## **Signatures**

Name of Arbitrator: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sonoma County Community Development Commission

By: \_\_\_\_\_

Title: Executive Director

## **Attachment B: Insurance Requirements**

With respect to the performance of work under this Agreement, the Contractor shall maintain, and shall require all subcontractors, contractors, and agents to maintain, the insurance described below, unless expressly waived by a Waiver of Insurance Requirements.

Any requirement for insurance to be maintained after completion of the work shall survive termination or completion of this Agreement.

The County of Sonoma reserves the right, but has no obligation, to review required insurance policies and endorsements. Failure to demand evidence of compliance shall not relieve the Contractor of the obligation to maintain required insurance.

### **1. Workers' Compensation and Employers Liability Insurance (If Applicable)**

- Required if the Contractor has employees as defined by the Labor Code of the State of California.
- Workers' Compensation insurance with statutory limits as required by California law.
- Employers Liability insurance with minimum limits of:

\$1,000,000 per accident; \$1,000,000 disease per employee; \$1,000,000 disease per policy.

- Required Evidence of Insurance:

Certificate of Insurance evidencing coverage meeting the above requirements.

If the Contractor has no employees, the Contractor agrees to obtain the above coverage should employees be engaged during the term of this Agreement.

### **2. Automobile Liability Insurance**

- Minimum limit of \$300,000 combined single limit per accident. Limits may be provided by a combination of Automobile Liability and Commercial Excess or Umbrella Liability insurance.
- Coverage for all owned autos. If none are owned, coverage must be obtained if autos are acquired.
- Coverage for hired and non-owned autos.
- Required Evidence of Insurance:

Certificate of Insurance or copy of Automobile Policy Declarations Page.

### **3. Professional Liability / Errors and Omissions Insurance**

- Minimum limit of \$1,000,000 per claim or per occurrence for professional acts, errors, or omissions.

- Deductibles or self-insured retentions must be shown. Amounts over \$100,000 require County approval.
- For claims-made policies, the retroactive date must be no later than commencement of work.
- Coverage must be continued for two (2) years after completion of work.

Continuation may be provided by policy renewal, extended reporting period endorsement, or replacement insurance with an appropriate retroactive date.

- Required Evidence of Insurance:

Certificate of Insurance specifying limits and claims-made retroactive date.

## **Attachment C: Applicable Ordinances**

Available upon request:

- Sonoma County Mobilehome Rent Stabilization Ordinance
- Petaluma Mobilehome Rent Stabilization Ordinance
- Cotati Mobilehome Rent Stabilization Ordinance
- Sebastopol Mobilehome Rent Stabilization Ordinance
- Town of Windsor Mobilehome Rent Stabilization Ordinance