

CITY OF WEST HOLLYWOOD
DEPARTMENT OF HUMAN SERVICES AND RENT STABILIZATION

REQUEST FOR PROPOSALS (RFP)
AFFORDABLE HOUSING IMPACT FEE NEXUS STUDY

The City of West Hollywood is soliciting proposals from qualified consultants to prepare a nexus study to establish an affordable housing impact fee.

Scope of services would include the following:

- Assess the direct and indirect effects of new market-rate multi-family housing and commercial development (including office space, retail, restaurants, and hotels) on the loss of and continued need for affordable housing in the City of West Hollywood.
- Analyze the relationship between job growth, population growth, and the demand for affordable housing.
- Demonstrate the reasonable relationship between a housing impact fee and the type of development project on which the fee is imposed.
- Provide a basis and methodology for establishment of a housing impact fee which is consistent with the requirements of state and federal law.
- Submit recommendations in a report regarding the appropriate structure and size of an affordable housing impact fee based on the nexus analysis.

Instructions

Interested firms must submit five hard copies and one electronic copy of their proposal by **6:00 p.m. on Wednesday, January 15, 2014.**

Proposal must be submitted to:

City of West Hollywood
Attn: Corey Schaffer, City Clerk
8300 Santa Monica Blvd.
West Hollywood, CA 90069

All proposals must contain the following:

- Summary of experience detailing the capability to effectively perform the requested service, including a list of the Proposer's previous nexus study experience for other jurisdictions.
- Clear explanation of how the Scope of Services will be achieved.

- Outline of the approach and methodology that will be used to complete the nexus study, including what factors and data will be considered.
- Timeline and deliverables.
- Total costs of the project, and costs for each deliverable.
- Hourly rates for all professionals, technical and support personnel, and all other charges related to the completion of the work.
- Three (3) client references from California cities or other public sector entities.

For a full copy of the Request for Proposals (RFP) please contact the City Clerk's office at 323-848-6409.

Award will be made to the proposer offering the most advantageous proposal after consideration of all evaluation criteria. The City shall not be obligated to accept the lowest priced proposals, but will make an award in the best interested of the City, based on all factors.