

City of West Hollywood
Community Development Department

REVISED 3-20-14

Request for Proposal (RFP)
Consultant Services Development of Neighborhood Conservation
Overlay zone and design Guidelines for the West Hollywood West
Neighborhood

Please note:

The deadline for submitting proposals has been extended to April 1, 2014.

The City of West Hollywood invites qualified planning and urban design firms to respond to a Request for Proposal (RFP) to develop a Neighborhood Conservation Overlay Zone and design Guidelines for the West Hollywood West neighborhood.

The ideal consultant will include expertise in planning, urban design, architecture, design and construction. Expertise in outreach and public presentations is also required.

Instructions

The deadline for submitting proposals has been extended from March 31 to April 1, 2014.

Proposals shall be submitted in writing in a sealed envelope plainly marked on the outside: "Sealed Proposals for Consultant Services to develop a Neighborhood Conservation Overlay Zone and Design Guidelines for the West Hollywood West Neighborhood" Five (5) copies [two (2) originals and three (3) photocopies] of the proposals shall be submitted no later than 4:00 PM, April 1, 2014. No oral, telephonic, or telegraphic proposal or modification of Proposal will be considered.

Proposals must be addressed as follows:

City Clerk

City of West Hollywood

8300 Santa Monica Blvd.

West Hollywood, CA 90069

Proposal: Consultant Services to develop a Neighborhood Conservation Overlay Zone and Design Guidelines for the West Hollywood West Neighborhood

Proposals shall be typewritten and signed by a duly authorized officer of the proposer. Proposals shall be complete in all material respects in order to be considered.

All proposals shall include the following:

- A. A Cover Letter
- B. Firm Qualifications
- C. Firm Experience
- D. Project Leadership
- E. Project Team
- F. Approach and Work Plan

- G. Fees
- H. References
- I. Exceptions

For a full copy of the Request for Proposal (RFP) please contact the City Clerk's office at 323-848-6365 or the Community Development Department by email at sreich@weho.org.

The City reserves the right to reject any and all proposals and award the contract to the Contractor who best meets the requirements set forth in the Specifications.

Yvonne Quarker
City Clerk