

City of West Hollywood
Community Development Department

Request for Proposal (RFP)
Consultant Services Development of
Norma Triangle Overlay District and Design Guidelines

Please note:

The deadline for submitting proposals is 4PM January 14, 2016

The City of West Hollywood invites qualified planning and urban design firms to respond to a Request for Proposal (RFP) for Development of Norma Triangle Overlay District and Design Guidelines. The ideal consultant will include expertise in planning, urban design, architecture, design and construction. Expertise in outreach and public presentations is also required.

Instructions

A copy of the RFP can be downloaded from the City's website at:

<http://www.weho.org/city-hall/city-clerk/public-notice/rfp-rfq-bid-notice>. The RFP can also be downloaded by registering with the city's bid portal at: <http://www.weho.org/city-hall/city-departments/public-works/bids>. The deadline for submitting proposals is 4PM, January 14, 2016.

Proposals shall be submitted in writing in a sealed envelope plainly marked on the outside: "Sealed Proposals for Consultant Services for Development of Norma Triangle Overlay District and Design Guidelines". Five (5) copies [two (2) originals and three (3) photocopies] of the proposals shall be submitted no later than 4:00 PM, January 14, 2016. 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 for Development of Norma Triangle Overlay District and Design Guidelines

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, Scope 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. Questions must be received by email by December 17, 2017 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.

AFFIDAVIT OF POSTING

State of California)

County of Los Angeles)

City of West Hollywood)

I declare under penalty of perjury that I am employed by the City of West Hollywood in the Office of the City Clerk and that I posted this agenda on:

Date: 12/8/15

Signature: Beth Troniac