



**REQUEST FOR PROPOSALS  
HISTORIC PRESERVATION CONSULTANT SERVICES  
IN THE CITY OF WEST HOLLYWOOD**

Dear Bidder,

The City of West Hollywood is seeking proposals from qualified firms for Historic Preservation Consultant Services. Qualified bidders who meet the minimum criteria are invited to respond to the Request for Proposals (RFP). The firm must demonstrate:

- Firm or individual experience in Historic Preservation Planning and demonstrated ability to deliver high quality work for relevant projects of similar complexity;
- Staff experience and ability to work well with community groups, various municipal departments, and City staff;
- Ability to provide clear and compelling written and oral presentations to community members, commission members, and elected officials; and
- Ability to deliver planning reports that exhibit excellent writing quality and use of high quality graphic design that communicate clearly and are engaging and accessible to the general public.

If your firm meets the minimum qualification and wishes to respond to the RFP, please submit a proposal including the required elements outlined in the RFP document to the City Clerk's office at **8300 Santa Monica Boulevard, West Hollywood, CA 90069** no later than **4:00 p.m. on Friday, August 19, 2016**.

A complete set of proposal documents may be obtained from the City of West Hollywood, by downloading the RFP from our website ([www.weho.org](http://www.weho.org)), by sending an email to Jennifer Alkire at [jalkire@weho.org](mailto:jalkire@weho.org) or David DeGrazia at [ddegrazia@weho.org](mailto:ddegrazia@weho.org), or by contacting the Community Development Department at 8300 Santa Monica Boulevard, West Hollywood, 90069 and by telephone at (323) 848-6475. **For any questions regarding this RFP, please email both contacts listed above no later than Friday, August 5, 2016.** Proposers may not contact any other City of West Hollywood official, employee, vendor or customer to gather information about this RFP.

**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: July 18, 2016  
Signature: [Handwritten Signature]