

**CITY OF WEST HOLLYWOOD
RESPONSES TO QUESTIONS
RFP FOR HISTORIC PRESERVATION CONSULTANT**

1. Can the City estimate the approximate percentage of time allocated to each task within the prospective consultant's scope of work (outlined on page 1 of the RFP)? Alternatively, what do you foresee as being the most common tasks within the scope of work?

The consultant's scope and percentage of overall work is listed below:

- Provide education and training opportunities for City staff members and Historic Preservation Commissioners; 10%
 - Provide expertise to other City staff regarding Historic Preservation matters as needed. 5%
 - Work with City staff to review project cases pertaining to Historic Preservation, and provide expertise and analysis on Certificate of Appropriateness application review, Rehabilitation Incentive requests, Mills Act Contracts, and related projects; 35%
 - Review materials and provide expertise, analysis, and make recommendations on Cultural Resource Designation Nominations; 20%
 - Conduct site visits when necessary relative to assigned projects; 5%
 - Work with City staff to prepare documentation, staff reports and resolutions for Historic Preservation Commission, Planning Commission and City Council as required; 15%
 - Attend Community Development Department meetings for purposes of training or project specific discussion, neighborhood meetings and public hearings, including Historic Preservation Commission, Planning Commission, and City Council pertaining to assigned projects as necessary; 10%
2. How would you prefer the fee proposal be structured? Because time requirements will vary depending on complexity of the project and difficulty of each corresponding task, would the contract be negotiable on a time and materials basis with a not-to-exceed cap?
 - The proposal should be based on a consultant working an average of 20 hours/week for one year. It does not need to be task based, as tasks may vary.
 3. How many days/hours per week do you envision the consultant will be stationed at City Hall?
 - 20 hours/week
 4. Will the consultant be expected to staff the public counter or directly answer the public's questions/concerns?

- No. The consultant will not work at the counter nor will they directly answer any questions from the public.
5. What role is the consultant expected to have with Mills Act Contracts? Will the prospective consultant be asked to provide technical assistance to the public in applying for the Mills Act, as well as review and make recommendations about Mills Act applications? Are Mills Act enforcement inspections expected as well?
- The consultant will work with staff on new Mills Act Contract applications, review, analysis, recommendations, and presentation to the Historic Preservation Commission. The consultant will also advise staff on updates to existing Mills Act regulations and process for enforcement. However, the consultant will not be involved with monitoring or enforcement of existing contracts.
6. On average, how many of the following does the City receive each year?
- Cultural Resource Designation Nominations: This year, we will process approximately 20, with the potential for more based on future council direction on designation of properties currently being surveyed.
 - New Mills Act Contract applications: 2
 - Certificates of Appropriateness and project reviews: 20
 - Rehabilitation Incentives requests: 3
 - Education/training opportunities for City staff, Historic Preservation Commission: 4