



City of West Hollywood
California 1984

**REQUEST FOR PROPOSALS
FOR
SHORT TERM RENTAL DATA AND ANALYTICAL SERVICES
WEST HOLLYWOOD
IN THE CITY OF WEST HOLLYWOOD**

The City of West Hollywood as AGENCY, invites proposals for Short Term Rental Data and Analytics for the City of West Hollywood Short Term Rental Enforcement Program to be received only by submitting electronically at:

<http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals> for the above stated proposal and will only receive such proposals no later than the hour of **12:00 PM ON WEDNESDAY, OCTOBER 26, 2016** through the City's electronic proposal process. It is the sole responsibility of the proposer to submit its proposal electronically in a timely manner.

The Procurement Schedule is as Follows:

- October 4, 2016 Request for Proposal released
- October 17, 2016 Deadline for Requests for Clarification – 10:00 a.m.
- October 26, 2016 Deadline for Proposal Submission – 12:00 p.m.
- November 1-3, 2016 Review of Proposals
- November 8, 2016 Interviews with Vendors
- December 5, 2016 City Council Approval - City Council Meeting 6:30 p.m.

Deadline for Requests for Information (RFI's)/Clarification is • October 17, 2016 at 10:00 a.m. – all RFI's and general questions shall be submitted through the electronic proposal process.

The City of West Hollywood (CITY) is seeking a qualified firm to provide Short Term Rental Data and Analytical Services for The City of West Hollywood Short Term Rental Enforcement Program. Copies of the specifications and proposal documents are available at no cost from the City of West Hollywood website <http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>.

Minimum Qualifications

Proposer must be a responsible Firm that has been in continuous existence and has provided continuous services for the relevant requirements contained herein for at least one (1) year. Less than the minimum required experience will eliminate that proposer from further consideration.

The Proposer must be able to demonstrate relevant experience as part of this proposal with municipalities of similar size or larger than West Hollywood.

Extra consideration shall be given to Firms headquartered or with a substantial presence in Southern California.

Failure to provide the relevant information to document that the firm meets the minimum experience levels, in the proposal documents may deem the Proposer unsuccessful.

Evaluation Criteria

- Compliance with RFP Scope 35%
- Supplemental Question Responses 30%
- Experience/Customer Service 20%
- Cost of Services 15%

Please Refer to Other Proposal Documents: The scope of work and proposal submission process is described in more detail in the Proposal Documents. In particular, Proposers are strongly encouraged to review the Instructions to Proposers for more complete information regarding the submission of proposals.

Owner's Rights: The City of West Hollywood reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposals should it deem this necessary for the public good, and also the proposal of any Proposer who has been delinquent or unfaithful in any former contract with the City of West Hollywood and to take all proposals under advisement for a period of ninety (90) days. No proposer may withdraw its proposal for a period of ninety (90) days after the date from the opening thereof. The award of contract, if made, will be in accordance with the evaluation criteria provided in the specifications.

Point of contact for this project is Daniel Mick at 323-848-6882 or via email at dmick@weho.org.

BY ORDER OF the City of West Hollywood.

Yvonne Quarker, City Clerk.

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: OCTOBER 4, 2016

Signature: Alyssa T. Pohlman