



REQUEST FOR PROPOSALS FOR: TEMPORARY PLANNING STAFF SERVICES

The City of West Hollywood is seeking a consultant firm to provide Temporary Planning Staff Services for the Community Development Department. The RFP is available at <http://www.weho.org/rfp>

The procurement schedule is as follows:

RFP Released: Thursday, October 27, 2016

Questions related to RFP Due: Wednesday, November 2, 2016 by 5pm

Response to questions posted to web: Thursday, November 3, 2016

Proposals Due: Thursday, November 10, 2016 by 5pm

Interviews/ Selection: Week of November 14, 2016

City Council Approval of Contract: Monday, December 5, 2016

Project

The City of West Hollywood invites qualified Firms to respond to a Request for Proposals (RFP) to provide **Temporary Planning Staff Support**. The City seeks a professional planning firm to provide temporary contract staff on an as-needed basis to meet the on-going business needs of the Community Development Department. The City's primary objective for this RFP is to obtain qualified and competent temporary planning personnel on a timely basis.

The Community Development Department includes two planning divisions: Current and Historic Preservation Planning (CHPP), and Long Range and Mobility Planning (LRMP). Both divisions have a heavy work load consisting of project development review, historic preservation programs, community/land use planning, transportation planning, and sustainability planning. From time to time, additional staff support is needed in order to accomplish division work plan items and special projects. Temporary staffing services

may be needed to provide additional support for any of the following existing job classifications: Assistant Planner, Associate Planner, Senior Planner, Principal Planner, and/or Transportation Planner.

Evaluation Criteria

Submitted proposals shall be evaluated using the following key criteria:

- Qualification of Firm
- Qualification of Personnel
- Approach and Understanding of Scope of Services
- References

Please Refer to Other Proposal Documents: The scope of work and proposal submission process is described in more detail in the Proposal Documents, available at www.weho.org/rfp. Proposers are strongly encouraged to review the Instructions for 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 informaticites 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 days. No proposer may withdraw its proposal for a period of ninety 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 Bianca Siegl, at 323-848-6853, or via email at bsiegl@weho.org. All questions should be submitted by email only and all replies will be posted on the City's website in the RFP section.

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 27, 2016

Signature: Alyssa T. Altman