



**REQUEST FOR PROPOSALS  
FOR  
STUDY OF APARTMENT TRANSFERS UNDER STATE AND FEDERAL FAIR  
HOUSING LAW, AND RECOMMENDATIONS TO SUPPORT TENANTS TO  
EXERCISE THEIR RIGHTS**

The City of West Hollywood is seeking an expert to compile, research and analyze disabled tenants' apartment transfer requests under the Federal Fair Housing Amendments Act (42 U.S.C. § 3601 et seq.), the State Fair Employment and Housing Act (Cal. Gov't Code § 12900 et seq.) the State Unruh Civil Rights Act (Cal. Civ. Code § 51) and the State Disabled Persons Act (Cal. Civ. Code § 54 et seq.). The City seeks to better understand the unit transfer process and relevant case law in order to support disabled tenants exercising their rights. **Proposals will be accepted February 27, 2017 – April 10, 2017, 5:00pm, and must be submitted to:**

City of West Hollywood  
City Clerk's Office  
8300 Santa Monica Blvd.  
West Hollywood, CA 90069

**Schedule:**

February 27, 2017	Released
<b>April 10, 2017</b>	<b>Submission Deadline – 5:00 p.m.</b>
April 11 - 18	Screening Process
April 20, 2017	Finalist Selected
April 21 - 28	Award Contract and Contract Signing
May 1, 2017	Contract Begins

The City reserves the right to adjust this schedule as it deems necessary. Please contact Chris Uszler at [Cuszler@weho.org](mailto:Cuszler@weho.org) with questions.

### **West Hollywood**

The City of West Hollywood is 1.9 square miles and is located in the central area of Los Angeles. The population of West Hollywood is approximately 36,000 people, and there are approximately 25,000 residential units. Concern over rising rents and arbitrary evictions were two of the reasons driving city incorporation in 1984. Shortly after cityhood, West Hollywood enacted a rent stabilization ordinance, limiting rent increases.

Some long-term rent stabilized tenants now find accessing their upper floor apartments difficult due to impaired mobility, a condition that was not present when they first took tenancy. Under Federal and State Fair Housing Law, a disabled tenant may ask the property owner for a reasonable accommodation to move to a more accessible unit when one is available.

However, the Rent Stabilization Ordinance controls the rent for a tenancy based on occupancy of a specific unit. There is no provision whereby a tenant takes the rent with them if they transfer to another unit. Additionally, California law gives landlords the right to charge a market rate rent for a new occupant after a vacancy, even if the new occupant is a tenant who currently lives in the building. Long-term tenants typically pay rent that is below the market rate, and many have limited incomes. A unit transfer that includes a substantial rent increase is not an affordable option for many of them.

### **Scope of Services:**

As a minimum, the project scope should include:

- A description of how reasonable accommodation requests are handled under Federal and State law, including tenant eligibility, property owner obligations, and bases for denying the request.
- An explanation of how apartment unit transfers fit as a reasonable accommodation under Federal and State law, including valid reasons to request a transfer.
- An analysis of the frequency and effectiveness of unit transfer requests nationally and in California, including the frequency and effectiveness of enforcement actions.
- An analysis of the frequency and effectiveness of unit transfer requests in rent controlled jurisdictions, including the frequency and effectiveness of enforcement actions, nationally and in California.
- A discussion of litigation and case law, both nationally and in California, around unit transfer requests.
- An analysis of the impact of California Vacancy Decontrol law on unit transfers.
- A discussion of litigation and case law, both nationally and in California, around unit transfers in rent controlled jurisdictions.

**Requested Submittal**

**Please submit by April 10, 2017, 5:00 pm**

Please submit the following:

- Project cost, with method of calculation
- Timeline

The Project Proposal must include:

1. Cover Letter
2. Executive Summary
3. Company Background
4. Understanding of Scope
5. Firm's Professional Service and Fee Schedule
6. Project Team
7. Provide an example of previous or current work product

Please note:

- a. All costs of proposal preparation shall be borne by the Proposer.
- b. The proposal should always include the Proposer's best terms and conditions, though the City reserves the right to negotiate.
- c. All proposals become the property of the City, which reserves the right to use any or all of the ideas in these proposals, without limitation. Selection or rejection of a proposal does not affect these rights.
- d. The City reserves the right to extend the RFP submission deadline if, in the City's sole judgment, such action is in its interests. If the deadline is extended, all applicants will have the right to revise their proposals.
- e. The City reserves the right to reject all, or any, of the proposals it receives.
- f. The City reserves the right to withdraw or modify this RFP, and to refrain from awarding contracts altogether.
- g. The City reserves the right to request additional information, including agency support documents, during the RFP evaluation process.
- h. Prior to award of the contract, the City reserves the right to request additional information about the history of operations of the Proposer and its principals.
- i. Proposals deemed non-responsive will be returned.
- j. Unacceptable conditions, limitations, provisos, or failure to respond to specific instructions or information requested may result in rejection of the proposal.
- k. No proposal shall be withdrawn after the date and time set for opening thereof, and all proposals shall remain in effect for one hundred eighty (180) days after the final proposal submission date.

- l. Upon request, all proposals will be available for public review (except financial statements, submitted under a separate cover with a request for confidentiality, which shall be disclosed only upon order of a court with competent jurisdiction) once negotiations are complete and contract award is ready to be made to the successful Proposer.
- m. Any changes to the RFP requirements will be made by addendum. Addenda will be mailed to Proposers at the address provided by Proposers. All addenda shall be signed and attached to the proposal form. Failure to attach any addenda may cause the proposal to be considered non-responsive. Such proposals may be rejected.
- n. No prior, current or post award verbal conversations or agreements with any officer, agent, or employee of the City shall affect or modify any terms or obligations of this RFP, or any contract resulting from this procurement.
- o. Non-acceptance of any proposal will not imply any criticism of the proposal or convey any indication that the proposal or proposed system or equipment was deficient.
- p. Non-acceptance of any proposal will mean that another proposal was deemed to be more advantageous to the City or that no proposal was deemed acceptable.

**Sample Basic Contract**

It is important for Consultants to review Exhibit A (Sample Basic Contract) in this RFP. The contract is the City's standards contract for these goods and services and will be used as a result of this selection process. Any deviations from this contract should be clearly identified in the Proposal. Please note the City's mandatory Living Wage and Equal Benefits clauses.

**Evaluation Criteria**

Each Proposal shall be evaluation on the following evaluation criteria, weighting, and maximum points, as follows:

<b>Criteria</b>	<b>Maximum Score</b>
Cover Letter	10
Consultant's Capabilities	70
Project Team	10
Project Approach and Understanding	10
<b>Total</b>	<b>100</b>

**Submittal Review**

The City will evaluate the Proposals received. For the purpose of scoring Proposals each of the Project Team members will evaluation each Proposal based upon the criteria listed above. The Project Team may seek outside expertise, including but not limited to technical advisors.

**Questions**

All communications must be submitted in email to the Project Manager identified below. The project manager is the sole point of contact.

Chris Uszler  
Rent Stabilization and Housing Information Coordinator  
City of West Hollywood  
8300 Santa Monica Boulevard  
West Hollywood, CA 90069  
[Cuszler@weho.org](mailto:Cuszler@weho.org)

Please reference in all communications: "RFP: Study of Apartment Transfers"

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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: February 27, 2017  
Signature: Alycia T. Peralta