

REQUEST FOR PROPOSALS

FOR CONSULTANT SERVICE FOR PREPARATION OF HISTORIC CONTEXT STATEMENT AND CITYWIDE SURVEY OF RESIDENTIAL STRUCTURES IN THE SINGLE-FAMILY AND TWO-UNIT LOW DENSITY RESIDENTIAL ZONING DISTRICTS

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood's Community Development Department is inviting qualified consulting firms, meeting the *Secretary of the Interior's Standards*, to respond to a Request for Proposals (RFP) to prepare a historic context statement and conduct a citywide survey of residential structures in the Single-Family and Two-Unit Low Density Residential (R1A, R1B, R1C) districts. Expertise in public outreach and public presentations is required.

A copy of the full RFP is available at no cost from the City of West Hollywood's website at either of the following links:

<http://www.weho.org/city-hall/city-departments/public-works/bids>

or

<http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

Proposals must only be submitted electronically using the electronic proposal system link above no later than **4:00pm, Friday March 31, 2017**. Proposals received after this time and date may not be accepted. No oral, telephonic, faxed, or emailed, or modifications of proposals will be considered.

There will be no pre-bid meeting for this proposal. Any questions regarding this RFP must be sent by **4:00 pm on Monday, March 20, 2017** using the Q&A tab on the City's website link above. Requests for clarification/questions received after this deadline will not be answered. All submitted questions and responses will be released on the electronic proposal system referenced above after the close of the question period. No questions regarding this RFP will be answered over the phone or by email. Proposers that contact City personnel or City Council members after the City releases the RFP and throughout the evaluation period may have their proposals disqualified from consideration.

Proposals shall be submitted and signed by a duly authorized officer of the proposer. Proposals shall be complete in all material respects in order to be considered.

The City reserves the right to reject any and all proposals and award the contract to the consultant who best meets the requirements set forth in the specifications.

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: March 8, 2017

Signature: [Handwritten Signature]