

CITY OF WEST HOLLYWOOD
ENVIRONMENTAL IMPACT REPORT
REQUEST FOR PROPOSAL
May 5, 2017

Project Description

The City of West Hollywood is seeking a qualified individual or firm to prepare an Environmental Impact Report (EIR) for a development proposal submitted to the City.

The project site is located on the south side of Sunset Boulevard, and the north side of Harratt Street, between Doheny Drive to the west and Hammond Street to the east. The site consists of four contiguous parcels: 4340-026-009, 4340-026-010, 4340-026-022, and 4340-026-023 with the addresses: 9022, 9030 and 9034 Sunset Boulevard and 9021 and 9027 Harratt Street. The existing development on the site includes retail and office space on Sunset Boulevard, and residential structures on Harratt Street. Two of the existing structures on the site have been identified as potentially eligible for listing as Cultural Resources at the local, state and/or national levels.

The proposed development includes the construction of a new 161,272 square-foot hotel complex with 185 guest rooms and including approximately 17,000 square feet of hotel banquet and event space, 5,700 square feet of hotel-affiliated retail, 7,500 square feet of hotel-affiliated restaurant space; 915 square feet of art gallery; and 14 residential units on the southern portion of the site. The hotel uses include ancillary fitness, spa, gardens, pool decks, and private terraces.

The project proposal includes approximately 550 parking spaces all located within four subterranean parking levels. Parking will be provided by use of standard, tandem and compact spaces. Up to 14 on-site loading spaces are proposed within the first building level.

The project involves amending the Sunset Specific Plan to permit greater height and density, alternate parking requirements.

Scope of Work

The selected consultant is anticipated to follow the following scope of work:

- Recommend the type of EIR(s) most suitable for the project;
- Prepare Initial Study;
- Attend public scoping meeting(s), take minutes of public comment, provide Scoping Report of all comment provided during the scoping period;
- Administer all required noticing (including Notice of Preparation) and circulate and document all notices;
- Review the project proposal and development and design review processes;
- Conduct a preliminary visual survey of the project site and district;
- Compile and review previous survey material, and existing data and documentation;
- Study project proposal and plans;
- Assess the project impacts;
- Include a complete Circulation Impact Analysis, which will, at a minimum, respond as separately described in the following pages;
- Formulate alternatives (i.e., no project alternative and alternative uses, etc.);

- Assess the impact and feasibility of alternatives;
- Recommend mitigation measures when significant adverse impacts are identified;
- Write Draft EIR (including Administrative draft for City staff review) based on existing project proposal;
- Write Response to Comments/Final EIR on existing project proposal;
- Write draft follow-up EIR after completion of final design;
- Write Response to Comments/Final EIR on final project design;
- Attend a minimum of four (4) public hearings (Historic Preservation Commission, Planning Commission and City Council), additional hearings may be required depending on scope of significant impacts; and
- Complete any necessary follow up CEQA procedure after permit processing and adoption of the project.

Areas of Study

It is anticipated that the EIR will cover the following topic areas:

- Aesthetics, including impacts to views, and light and glare
- Air Quality, including construction and operational impacts
- Cultural Resources
- Geology and Soil
- Hazardous Materials
- Hydrology and Water Quality
- Noise
- Public Services
- Transportation/Circulation/Parking
- Utilities
- Land Use Impacts
- Population and Housing

The EIR will discuss impacts on Agricultural Resources or Biological Resources, although no significant impact is expected in these areas, since the project is to be located on an already disturbed site in a highly urbanized environment.

An attachment describes the scope of work for Transportation/Circulation in greater detail.

Work Products (Type of EIRs to Be Determined Based on Consultant Proposals)

- Kick-off Meeting
- Initial Study
- Public scoping meeting(s)
- Scoping Report
- Notice of Preparation and documentation
- Administrative Draft EIR on existing proposal
- Draft EIR on existing proposal
- Notice of Availability
- Response to Comments/Final EIR on existing proposal
- Appropriate Administrative Draft follow-up EIR on final project
- Response to Comments/Final follow-up EIR on final project

- All necessary follow up documentation after the adoption of the project
- Meeting attendance (regular meetings with staff, periodic all-hands meeting including kick-off meeting, and anticipated meetings before the Historic Preservation Commission, Planning Commission, and the City Council)
- Other documentation as required by CEQA

Budget

The proposal must include the consultant's estimate of the costs of completing the project. The proposal must include a complete description of how costs will be charged, and any charges beyond the set fee. If any portion of the work is to be done on a time and materials basis, the proposal submitted should specify hourly fees to be charged and a fee cap. Also, the cost estimate must include a breakdown of how much work for each step in the CEQA process is anticipated (e.g. how much of the budget is dedicated to writing the Draft EIR, responses to comments, etc.).

Project Schedule

The proposal must include a schedule for completing the project. This should include a detailed timeline for completing the work tasks identified in the Scope of Work above.

Proposal Package

The proposal submitted should include:

- Name, address and phone number of primary consultant and all subcontractors, with a contact person for each.
- Consultant qualifications and resumes of all persons to be assigned to the project if a contract is entered into, and individual project responsibilities.
- Description of experience in complex redevelopment projects.
- Examples of related work.
- Tentative schedule of tasks.
- Budget.
- List of three (3) references for both primary Contractor and all subcontractors.

Please submit three (3) copies of your proposal to:

Jennifer Alkire, AICP
Community Development Department
8300 Santa Monica Boulevard
West Hollywood, CA 90069
Phone (323) 848-6487
FAX (323) 848-6575
jalkire@weho.org

Questions regarding this Request for Proposals should be directed to Jennifer Alkire.

Proposal must be received by 5:00 p.m. on Friday, June 2, 2017.

Attachments

1. Circulation Impact Analysis Requirements
2. Project Description
3. Project Plans