

**City of West Hollywood  
Planning & Development Services Department  
Current and Historic Preservation Planning Division**

**REQUEST FOR PROPOSAL (RFP)**

**Consultant Services for Development of Design Guidelines, and Neighborhood Evaluations for Development of Overlay Districts and Specific Design Guidelines**

**PUBLIC NOTICE IS HEREBY GIVEN** that the City of West Hollywood's Community Development Department is seeking a consultant or consultant team to evaluate five R1 residential neighborhoods for possible creation of Overlay Districts and Design Guidelines addressing community needs. The Scope of Work for the study is detailed further in the RFP. The City will receive such proposals online only through PlanetBids website up to the hour of **4:00 p.m. on Friday, May 11, 2018.**

**Instructions:**

The Request for Proposals (RFP) will be posted and proposals will be submitted through the PlanetBids website:

<http://home.planetbids.com/vendors/>

The RFP will also be listed on the West Hollywood City Clerk's RFP/RFQ/Bid Notices webpage:

<http://www.weho.org/city-hall/city-clerk/public-notice/rfp-rfq-bid-notice>

Any questions regarding this RFP should be posted to the PlanetBids website by 5:00 p.m. on Wednesday, May 2, 2018. All submitted questions and responses to those questions will be posted on the City website and PlanetBids no later than Friday, May 4, 2018.

No questions regarding this RFP will be answered over the phone or in person. 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.

Interested firms must submit electronic proposals on the PlanetBids website as specified in the RFP no later than **5:00 p.m. on Friday, May 11, 2018.** Proposals received after this time and date may be returned. No oral, telephonic, faxed, or emailed proposals or modifications of proposals will be considered. The City reserves the right to reject any and all proposals and award the contract to the firm or team of firms who best meets the qualifications and requirements set forth in the RFP specifications.

**ALL INTERESTED PERSONS** are invited to submit a proposal.

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: 4-27-18  
Signature: C. Ram