

**NOTICE INVITING PROPOSALS
FOR
HOUSING MARKET CONSULTING SERVICES
IN THE CITY OF WEST HOLLYWOOD**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood, invites proposals for housing market consulting services for evaluating and developing pilot programs for additional affordability in the local housing market. Eight approaches were studied in 2017. Based on the study outcomes the City would like to explore feasibility and potential benefits of establishing pilot programs. Proposals shall be submitted electronically. Copies of the full Request for Proposals (RFP) are available at no cost from the City of West Hollywood's website at the following website address links:

<http://www.weho.org/rsh>

RFP Schedule and Deadlines	Date
Announcement	May 18, 2018
Submittals due	May 25, 2018 (5pm)
Screening process	May 28-29, 2018
Finalist selected	May 29, 2018
Contract signing	May 29, 2018
	Start date June 19, 2018

Scope of Work:

1. Assess the feasibility and public benefit of pilot programs focused on providing additional affordability in the local housing market:
2. Explore feasibility, criteria, approach and provide framework for an affordable housing Accessory Dwelling Unit program.
3. Explore feasibility, criteria, approach and provide framework for a first right to purchase program for rent stabilized apartment buildings.

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. References: Please provide three references for projects with similar process and work product
8. Examples: Please provide between one and three examples of previous or current work product
9. Costs, with method of calculation
10. Timeline

CITY OF WEST HOLLYWOOD REQUEST FOR PROPOSALS

Evaluation Criteria:

- Qualifications of the project team and approach to providing the scope of work. (60%)
- References on previous project experience (20%)
- Schedule of Fees (20%)

Award of Contract:

The award of contract, if made, will be in accordance with the evaluation criteria provided in the Request for Proposal document. The City of West Hollywood reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposals should it deem this necessary for the public good, and also the proposal of any Vendor 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 (90) days. No proposer may withdraw its proposal for a period of ninety (90) days after the deadline for submission of proposals. The City may at its discretion select more than one contractor to provide services, if it is in the best interest of the City.

Point of Contact:

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Rent Stabilization and Housing
City of West Hollywood
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West Hollywood, CA 90069
pnoonan@weho.org

Communication or solicitation with other City of West Hollywood Officials or Employees regarding any aspect of this RFP is expressly prohibited and may result in disqualification.

BY ORDER OF the City of West Hollywood

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: May 10, 2018
Signature: Alyssa T. Pohlman