

**CITY OF WEST HOLLYWOOD**  
**NOTICE – REQUEST FOR QUALIFICATIONS (RFQ)**  
**LICENSED REAL ESTATE BROKER SERVICES**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites Statements of Qualifications through this this Request for Qualifications (RFQ) process, to be received only by submitting proposals for the above stated work and will only receive such statements no later than the hour of **4:00 PM, MONDAY, JULY 16, 2018.**

The work to be done consists of conducting market research, identifying potential businesses and/or services in demand in the area of the premises, marketing the premises, located at 8383 Santa Monica Boulevard, conducting negotiations, and acting as an intermediary between the City and the proposed tenant(s). The RESPONDENT is expected to assist the City in obtaining the highest possible price under the best possible terms and drafting a new lease agreement, lease details regarding tenant improvement credit and requirements, Common Area Maintenance charges, etc.

Statements of Qualifications must be submitted as follows:

The City requests that all responses be provided in a sealed envelope clearly marked in the lower left-hand corner: "RFI – Real Estate Broker Services." Please provide three (3) printed copies of your response of the proposal, addressing all questions and items as described in Section 8 – Statement of Qualifications, **NOT TO EXCEED 15 PAGES,** with an electronic copy of the response document in pdf format saved on a USB drive **NO LATER THAN** 4:00 pm on Monday, July 16, 2018. Responses must be addressed and delivered as follows:

Ms. Yvonne Quarker, City Clerk  
City of West Hollywood  
8300 Santa Monica Blvd.  
West Hollywood, CA 90069

**Questions About RFQ:** You may submit questions to the CITY about the RFQ by email no later than noon on Thursday, July 5, 2018 to the attention of Ms. Jackie Rocco, Business Development Manager at [jrocco@weho.org](mailto:jrocco@weho.org). All questions received will be responded to by e-mail by Tuesday, July 10, 2018. Answers to all questions will be emailed to all those who have registered via email with Ms. Rocco per page 1 above.

**License Requirements:** Respondents must be licensed real estate brokers in the State of California.

**Please note:** No oral, telephonic or telegraphic response or modification of response will be considered. Other than the possible emails to Ms. Rocco as discussed above, under no circumstances is City staff, its elected officials, boards or commissioners to be contacted during this RFQ process.

**Property Rights:** Responses received within the prescribed deadline become the property of the City and all rights to the content therein become those of the City.

**Non-Commitment of City:** This Request for Qualifications does not commit the City to award a Contract, to pay any costs incurred in the preparation of a response for this request, or to procure or contract services. The City reserves the right to accept or reject any or all responses received as a result of this request if it is in the best interest of the City to do so.

Point of contact for this project is Jackie Rocco at 323-848-6547 or via email at jrocco@weho.org.

BY ORDER OF the City of West Hollywood.

**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: JULY 2, 2018

Signature: Agust P. Pineda