

City of West Hollywood

Long Range Planning Division

Request for Proposals (RFP) for Willoughby Avenue and Vista/Gardner Street Neighborhood Greenways Concept Design

The City of West Hollywood invites qualified planning and urban design firms to respond to a Request for Proposal to develop a concept design for the Willoughby Avenue and Vista/Gardner Street Neighborhood Greenways.

The Willoughby Avenue and Vista/Gardner Neighborhood Greenways were identified as two Priority Projects in the Pedestrian & Bicycle Mobility Plan. The Plan envisions a complete network of pedestrian and bicycle infrastructure that makes the City's streets more comfortable, safe, and inviting to pedestrians and bicyclists of all ages and abilities. Willoughby Avenue and Vista/Gardner Street Neighborhood Greenways are essential to creating east-west and north-south bike connections, and filling existing gaps in local and regional bike routes. The City encourages respondents to submit innovative approaches to developing concept plans, including dynamic community visioning efforts, tactical urbanism events, and public realm interventions. The City places strong value on urban design, resident engagement, and pedestrian safety.

The City plans to enter into an agreement with the selected firm(s) based on negotiated scope of work and fee not to exceed \$200,000. Fees include all travel costs, materials, and printing costs associated with the project.

A copy of the full Request for Proposal (RFP) is available at no cost from the City of West Hollywood at the following website address links:

City of West Hollywood: <http://www.weho.org/rfp> -or- PlanetBids: <https://bit.ly/2ErCzgy>.

Proposal Package

All proposals shall include the following:

- Cover Letter
- Firm Qualifications & Experience
- Project Leadership & Team
- Approach & Work Plan
- Fee schedule

The Consultant should submit email one (1) digital copy of the submission on PlanetBids <https://bit.ly/2ErCzgy> no later than **Friday, November 16, 2018 at 4:00pm**. Proposals received after this time and date shall be disqualified and unopened. Postmarks will not be accepted as proof of receipt. No oral, telephonic, faxed, emailed, or telegraphic proposals or modifications of proposals will be considered.

Questions regarding this Request for Proposal should be sent in PlanetBids by 4:00pm on November 2, 2018.

Evaluation Criteria

- Qualifications of firm
- Qualifications of personnel
- Completeness & clarity of proposal
- References

Procurement Schedule

- RFP releases: October 16, 2018
- Final date for submitting questions: November 2, 2018
- City to respond to questions by: November 7, 2018
- Final date for submitting the RFP: November 16, 2018
- Consultant interviews and selection: December 2018
- Awarding and signing of contract: January 2019
- Contract begins: February 2019

Yvonne Quarker
City Clerk

AFFIDAVIT OF POSTING

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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
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Date: 10-16-18

Signature: C. Ren