

CITY OF WEST HOLLYWOOD

NOTICE – REQUEST FOR QUALIFICATIONS (RFQ)

ZONING PORTAL AND BUSINESS PORTAL SOFTWARE APPLICATION

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites Statements of Qualifications through 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, TUESDAY, NOVEMBER 13, 2018.**

The work to be done consists of developing, implementing and maintaining a hosted software application that offers the following features: (1) A Zoning Portal that provides the public with location-specific, address based zoning information and intelligent land-use search functions. This portal should be designed to answer the question of “Can I open my business here?” or conversely, “Where can I open my business?” The zoning portal should be designed for the non-professional, public user, allowing the user to choose their business type, answer a series of conditional questions, and select a specific location or view a customized overview of where the business would be allowed to locate in West Hollywood based on current zoning code requirements. (2) A Business Portal that helps prospective business owners understand the costs, complexity and timing of opening a business in West Hollywood. The feature should be designed to ask the right questions, in the right order to generate an interactive, dynamic list of the necessary permits, licenses, fees and schedules specific to the user’s project and location. The business portal should be designed to answer the following questions for prospective business owners: Which permits and licenses are required to start my business? How much will they cost? How long will the process take? Both features should include unlimited use by City staff and the public.

PlanetBids Submission

This RFQ will be fully administered through the PlanetBids Bid Management System (PlanetBids). The Respondent shall submit one (1) digital copy of their Statement of Qualifications (Proposal) on PlanetBids: <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761&BidID=55626>
NO LATER THAN 4:00 pm on Tuesday, November 13, 2018.

Proposals must be clear, succinct and **NOT EXCEED 15 PAGES.**

Questions About RFQ: You may submit questions to the CITY about the RFQ by email no later than noon on Tuesday, November 6, 2018 to the attention of Ms. Jackie Rocco, Business Development Manager at jrocco@weho.org. All questions received will be posted to PlanetBids.

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.

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: November 1, 2018

Signature: Hyppat Pineda