

**City of West Hollywood
Request for Proposals (RFP)
Inclusionary Housing Consulting and Auditing Services**

Introduction:

The City of West Hollywood is seeking to retain the services of a qualified agency that can complete the West Hollywood's Inclusionary Housing Policy Manual, conduct tenant recertification of the existing waiting list for the Affordable Housing Program and potentially reopen the waiting list to the public. The term of the contract shall be for two (2) years.

The City of West Hollywood ("City") invites qualified consultants to respond to a Request for Proposals (RFP) to complete the West Hollywood's Inclusionary Housing Policy Manual, conduct tenant recertification of the existing waiting list for the Affordable Housing Program and potentially reopen the waiting list to the public.

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

City of West Hollywood: <http://www.weho.org/rfp>

or

PlanetBids: <https://www.planetbids.com/portal/portal.cfm?companyid=22761>

Procurement Schedule:

- RFP Release:
May 6, 2019
- Final date for submitting questions:
May 10, 2019 (5:00 P.M. PDT)
- Answers Posted
May 13, 2019
- Final date for submitting the RFP:
May 20, 2019 (5:00 P.M. PDT)
- Awarding of Contract:
June 3, 2019

Proposal Package:

All proposals shall include the following:

- Cover letter
- Executive summary
- Company background
- Understanding of scope of project
- Proposed professional services
- Proposed fee
- References
- Optional communication material

Questions regarding this RFP should be submitted on PlanetBids <https://www.planetbids.com/portal/portal.cfm?companyid=22761> by 5:00 P.M. Pacific Daylight Time on May 10, 2019.

Submittal Instructions:

The deadline for submitting Proposals is **May 20, 2019 by 5:00 P.M.** Pacific Daylight Time.

The Proposer shall submit one (1) digital copy of the submission on PlanetBids <https://www.planetbids.com/portal/portal.cfm?companyid=22761>. Proposals received after the deadline will 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.

PlanetBids Submission:

The Proposer is solely responsible for "on time" submission of their electronic proposal via PlanetBids through the following link:

<https://www.planetbids.com/portal/portal.cfm?companyid=22761>.

The City will only consider proposals that have been transmitted successfully. Proposer shall be solely responsible for informing itself with respect to the proper utilization of the bid management system, for ensuring the capability of their computer system to upload the required documents, and for the stability of their internet service. Failure of the proposer to successfully submit an electronic proposal shall be at the Proposer's sole risk and no relief will be given for late and/or improperly submitted proposals. Proposers experiencing any technical difficulties with the proposal submission process may contact PlanetBids at (818) 992-1771. Neither the City, nor PlanetBids, makes any guarantee as to the timely availability of assistance, or assurance that any given problem will be resolved by the submission deadline.

The City reserves the right to reject any and all proposals and award contracts to the Team(s) that best meets the requirements set forth in the RFP.

City Clerk
Yvonne Quarker

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 6, 2019

Signature: Alyssa P. Adams