



**CITY OF WEST HOLLYWOOD
REQUEST FOR PROPOSALS
INCLUSIONARY HOUSING CONSULTING AND
AUDITING SERVICES**

ADDENDUM #1

May 28, 2019

All changes, additions and/or clarifications detailed in this Addendum, and previously issued Addenda, are hereby incorporated into the Request for Proposals ("RFP") issued by the City of West Hollywood on May 6, 2019 for the RFP on Inclusionary Housing Consulting and Auditing Services, and modify the original document.

Except as noted in this Addendum, all other provisions of the RFP shall remain.

1. **SECTION:** 2.1.2 Schedule of Events was amended in order to extend the due date and events subsequent to the due date of the RFP (page 3) as follows:

2.1.2. Schedule of Events

Action	Previous Due Date	Amended Due Date
Deadline for Written Questions and Comments	May 10, 2019	June 6, 2019
City Issues Responses to Written Questions and Comments	May 13, 2019	June 12, 2019
Proposals due by 5:00 p.m. PDT	May 20, 2019	June 17, 2019
Committee Reviews Proposals	May 21, 2019	June 20, 2019
Interview of Finalists, if required	May 22, 2019	June 24, 2019
City Determines Finalists/Contract Development	May 23, 2019	June 27, 2019
City Council Approval of Contract(s)	June 3, 2019	July 15, 2019

END OF ITEMS

City of West Hollywood
Request for Proposals (RFP)
Inclusionary Housing Consulting and Auditing Services
ADDENDUM 1

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
 - RFP Addendum 1:
May 28, 2019
- Final date for submitting questions:
May 10, 2019 (5:00 P.M. PDT)
 - RFP Addendum 1:
June 6, 2019 (5:00 P.M. PDT)
- Answers Posted
May 13, 2019
 - RFP Addendum 1:
June 12, 2019
- Final date for submitting the RFP:
May 20, 2019 (5:00 P.M. PDT)
 - RFP Addendum 1:
June 17, 2019
- Awarding of Contract:
June 3, 2019
 - RFP Addendum 1:
July 15, 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.

- RFP Addendum 1: June 17, 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

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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: 5-24-19

Signature: C. Ross