



**CITY OF WEST HOLLYWOOD  
REQUEST FOR QUALIFICATIONS (RFQ)**

**INCLUSIONARY AND AFFORDABLE HOUSING ON CALL CONSULTANT**

**RENT STABILIZATION AND HOUSING DIVISION**

**Date Issued: June 3, 2019**

**Submission Due: June 24, 2019**

## **PROJECT DESCRIPTION**

From time to time, the City of West Hollywood (“City”) seeks assistance from highly qualified consulting firms that can work on an “as needed” basis for a variety of economic analysis and consulting services for the Rent Stabilization and Housing Division (“RSH”). The City is currently gathering qualifications from interested professionals to establish a pool of individuals and firms who can provide services including but not limited to:

- Financial analysis of affordable housing
- Funding research
- Economic and market studies
- Analysis and recommendations regarding various financial models and housing programs
- Working knowledge of current local, state and federal legislative bills and information
- Available grants applicable to the West Hollywood community
- Public presentations to the City Council, commissions or other public bodies

## **ELIGIBILITY**

This Request for Qualifications is open to experienced and professional consultants with demonstrated understanding in providing technical and financial analysis of possible affordable housing sites among other affordable housing research and analytical consulting, preferably in a municipal setting.

## **SELECTION PROCESS**

The Rent Stabilization and Housing Division staff will convene to review submissions in late June. The Rent Stabilization and Housing Division serves as the office of primary responsibility for day-to-day hiring and management of RSH contractors.

## **SCHEDULE AND BUDGET**

Should prospective professionals be considered for projects, the City will issue an agreement for services (contract). The issuance of a contract is not a guarantee of work. Following the establishment of a contract, projects may be assigned on an as-needed basis and each project will require an approved scope of work with estimated hours, rate/fee, not-to-exceed amount, and a purchase order issued by the City’s Finance Department before work may begin. The consultant will be required to have and maintain general liability and auto insurance for the contract period to meet the minimum requirements established by the City.

The following dates represent the City's best estimate of the RFQ schedule that will be followed. The City reserves the right, at its sole discretion, to adjust this schedule as it deems necessary.

<u>RFQ Schedule and Deadlines</u>	<u>Date</u>
RFQ issued by the City	June 3, 2019
Deadline for Questions (4:00 PM PDT)	June 10, 2019
Answers posted	June 11, 2019
RFQ Due Date (4:00 PM PDT)	June 24, 2019
City completes screening process, proposal, pricing evaluations & selects consultant	June 26, 2019

### **CITY OF WEST HOLLYWOOD OVERVIEW**

The City of West Hollywood is 1.9 square miles and is located in the central area of Los Angeles. The population of West Hollywood is approximately 36,000 people, and there are approximately 25,000 residential units. Concern over rising rents and arbitrary evictions were two of the reasons driving city incorporation in 1984. Shortly after cityhood, West Hollywood enacted a rent stabilization ordinance, limiting rent increases.

Check out more at [www.weho.org](http://www.weho.org) and follow @wehocity on social media.

### **SUBMISSION INSTRUCTIONS**

The deadline for submitting Qualification is June 24, 2019 by 4:00 P.M. Pacific Daylight Time.

The Submitter shall submit one (1) digital copy of the submission on PlanetBids <https://www.planetbids.com/portal/portal.cfm?companyid=22761>. Submissions 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 Submitter 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 submissions that have been transmitted successfully. Submitter 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 submitter to successfully submit an electronic proposal shall be at the Submitter's sole risk and no relief will be given for late and/or improperly submitted qualifications. Submitters experiencing any technical difficulties with the qualification 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 submissions to the Team(s) that best meets the requirements set forth in the RFQ.

The RFQ must include the following information. This is a request for qualifications and NOT a solicitation for proposals. Incomplete submissions will be disqualified from consideration.

1. Name of firm or individual.
2. Address of principal place of business and all offices and corresponding telephone numbers.
3. The number of years your organization has been in business under the present name.
4. The number of years the business organization has been under the current management.
5. The names of all professionals at the firm and their relationship to the firm.
6. A resume of all the professionals in the firm anticipated to provide services to the City.
7. At least three (3) references of which must have knowledge of the firm's expertise with written copy editing and drafting, research supporting documentation, finalize document assembly, and provide concept feedback and critique in support of the Rent Stabilization and Housing's program objectives. Include name, title, company/agency, telephone number and project description.
8. List and describe projects similar to what is being requested in the RFQ that consultant has worked on and include the contract entity and contact name, address and telephone number and the general description and timeframe of the project.
9. Hourly rate and/or fee schedule of all the professionals in the firm by title anticipated to provide services to the City.

## **QUESTIONS**

Questions about this RFQ must be directed in writing and submitted to PlanetBids <https://www.planetbids.com/portal/portal.cfm?companyid=22761> on or before June 10, 2019 to submit written questions. The intent behind this requirement is to ensure that the same information is available to prospective Respondents, and no inconsistent, incomplete or misinformation is communicated to any prospective Respondent. Questions received after the deadline will not be answered. The City is not responsible for delayed or lost e-mail, regardless of the cause.

Written summaries of all questions and answers will be posted to PlanetBids <https://www.planetbids.com/portal/portal.cfm?companyid=22761> by June 11, 2019.

Contact with anyone else in the City related to this RFQ after the City releases the RFQ and throughout the evaluation period is expressly forbidden and may result in the disqualification of the prospective Respondent's proposal.

The City of West Hollywood reserves the right to cancel or postpone this RFQ at any time.