

**City of West Hollywood  
Request for Qualification (RFQ)  
Inclusionary and Affordable Housing On-Call Consultant**

PUBLIC NOTICE IS HEREBY GIVEN that City of West Hollywood as AGENCY, invites Statements of Qualification through this Request for Qualification (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 PDT on MONDAY, JUNE 24, 2019.**

The City of West Hollywood 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

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

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

or

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

Timeline –

Issuance of Request for Qualifications	June 3, 2019
Deadline for Written Questions and Comments (4:00 PM PDT)	June 10, 2019
City Issues Responses to Written Questions and Comments	June 11, 2019
RFQ Due Date (4:00 PM PDT)	June 24, 2019
Completion of Evaluation of Qualification Statements	June 26, 2019

Qualification Package

All packages shall include the following:

- Name of firm or individual.
- Address of principal place of business and all offices and corresponding telephone numbers.
- Number of years your organization has been in business under present name.
- Number of years The business organization has been under the current management.
- Names of all professionals at the firm and their relationship to the firm.
- A resume of all the professionals in the firm anticipated to provide services to the City.

- Minimum of three (3) references
- 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.
- Hourly rate and/or fee schedule of all the professionals in the firm by title anticipated to provide services to the City.

Questions regarding this RFQ should be submitted on PlanetBids <https://www.planetbids.com/portal/portal.cfm?companyid=22761> by 4:00 P.M. Pacific Daylight Time on June 10, 2019.

#### Submittal 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 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.

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: May 31 2019  
Signature: [Handwritten Signature]