

**City of West Hollywood
Long Range Planning Division**

**Request for Proposals (RFP) for
Implementing Senate Bill 743**

The City of West Hollywood invites qualified firms to respond to this RFP for Senate Bill (SB) 743 implementation services. The City has recently updated its travel demand model and it is available for use in the development of vehicle miles traveled (VMT) based methodology to evaluate development projects consistent with CEQA requirements. The City has also conducted a Trip Generation Study of hotels, restaurants and senior/assisted living facilities within the City to aid in this effort as well.

To further these initial steps, the City seeks a qualified firm to assist in the development of a VMT methodology, a VMT calculator, VMT thresholds evaluation and recommendations, VMT mitigation options, the development of traffic impact study guidelines, and the development of a transportation development review fee. The scope of work also includes leading study sessions and outreach to stakeholders as part of the adoption process.

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

City of West Hollywood: <http://www.weho.org/rfp> -or- PlanetBids: <https://bit.ly/2mefdSO>

Proposal Package

All proposals shall include the following:

- Cover Letter
- Executive Summary
- Company Background
- Scope of Work
- Professional Services
- Fee schedule
- References

The Consultant should submit email one (1) digital copy of the submission on PlanetBids <https://bit.ly/2mefdSO> no later than **Wednesday, October 9, 2019 at 4:00pm PST**. Proposals received after this time and date shall 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.

Questions regarding this Request for Proposal should be sent in PlanetBids by 5:00pm on September 25, 2019.

Evaluation Criteria

- Project Approach
- Experience
- Project Team
- Project Cost

Procurement Schedule

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| • RFP releases: | September 17, 2019 |
| • Final date for submitting questions: | September 25, 2019 |
| • City to respond to questions by: | September 30, 2019 |
| • Final date for submitting the RFP: | October 9, 2019 |
| • Consultant selection: | October 23, 2019 |
| • Awarding and signing of contract: | November 2019 |
| • Contract begins: | November 2019 |

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: September 19, 2019
Signature: [Handwritten Signature]