**City of West Hollywood**

**Request for Proposals (RFP)**

**Housing Element Update Service**

The City of West Hollywood invites qualified respondents to submit proposals to provide consulting services for the update of the Housing Element of the City’s General Plan. The City must update its Housing Element as mandated by state law for the 2021-2029 planning cycle, with the completed certification by the State Department of Housing and Community Development (“HCD”) by no later than October 15, 2021.

**Instructions**: Interested respondents must submit their complete proposals electronically through West Hollywood’s Online Bidding Portal on June 5, 2020 by 5pm.

[https://www.planetbids.com/portal/portal.cfm?CompanyID=22761&BidID=72432](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.planetbids.com%2Fportal%2Fportal.cfm%3FCompanyID%3D22761%26BidID%3D72432&data=02%7C01%7CABartle%40weho.org%7C4dc106444cda43efb4c408d7f2ecde02%7C0432d4aa7c0a41beaa40f696e053e546%7C0%7C0%7C637244971452584893&sdata=%2BN%2FtPM8hlJezlGwrdwtuyPi9sZceMDdbJFr1V%2BuYeVw%3D&reserved=0)

**Schedule**: The timing of the proposal’s review and selection process is subject to change, depending on the needs of the City, but is anticipated as follows. Please be prepared to interview on the dates shown below.

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| --- | --- |
| **Action** | **Date** |
| RFP Issued | May 8, 2020 |
| Deadline for Written Questions and Comments | May 18, 2020 |
| City Issues Responses to Written Questions and Comments | May 25, 2020 |
| Proposals due by 5:00 p.m. PST | June 5, 2020 |
| Committee Reviews Proposals | June, 2020 |
| Virtual Interview of Finalists | June 2020 |
| City Determines Finalists/Contract Development | July 2020 |
| City Council Approval of Contract(s) | July 2020 |

**Contact**: The City’s principal contact for this proposal is Alicen Bartle, Project Development Administrator, [abartle@weho.org](mailto:abartle@weho.org). Communication or solicitation with other City of West Hollywood Officials or Employees regarding any aspect of this RFP is expressly prohibited and may result in disqualification.

**Documents**: A complete copy of the RFP can be found on the City’s online bidding portal:

[https://www.planetbids.com/portal/portal.cfm?CompanyID=22761&BidID=72432](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.planetbids.com%2Fportal%2Fportal.cfm%3FCompanyID%3D22761%26BidID%3D72432&data=02%7C01%7CABartle%40weho.org%7C4dc106444cda43efb4c408d7f2ecde02%7C0432d4aa7c0a41beaa40f696e053e546%7C0%7C0%7C637244971452584893&sdata=%2BN%2FtPM8hlJezlGwrdwtuyPi9sZceMDdbJFr1V%2BuYeVw%3D&reserved=0)

RFP Notices and related documents may be obtained online at:

<http://www.weho.org/bid>

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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 this document was posted on:

Date: May 11, 2020

Signature:\\Alyssa T. Poblador\\

Office of the City Clerk