

**REQUEST FOR PROPOSALS
FOR
PLAN REVIEW AND SUPPLEMENTAL
SERVICES**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood's Planning and Development Services Department is inviting Requests for Qualifications (RFQ) for the above stated services and will only be accepting proposals until **5:00 p.m. on Thursday, October 1, 2020.**

Description: The City of West Hollywood invites qualified persons and/or consulting firms to submit a Statement of Qualifications (SOQ) for plan review and supplemental services related to building construction and the permitting process. These services may include plan check services, on-site and virtual/remote plan check assistance, CASp (Certified Access Specialist) services, inspection assistance, permit technician assistance, professional development training and other related professional and technical services for the Planning and Development Services Department. Through this Request of Qualifications (RFQ), the City will select one or more qualified consultants ("Consultant Bench") with which the City may contract to provide the above noted services to the Building and Safety Division.

Instructions: The RFQ can be downloaded by registering with the City's bid portal on PlanetBids via the following link:

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

A copy of the RFQ can also be downloaded from the City's website at:

<https://www.weho.org/city-government/city-clerk/public-notices/rfp-rfq-bid-notices>

Submissions: All submissions must be uploaded electronically through the PlanetBids portal only. The deadline for proposal submissions is:

Thursday, October 1, 2020 at 5:00 pm PST.

Questions: All questions concerning this RFQ must be submitted online via the Q&A section on PlanetBids only. The official responses to questions or requests for interpretation of this RFP will be posted on the Q&A section of the bid portal. The cut off for the submission of questions shall be on **September 18, 2020 at 12 pm.** No other questions will be accepted after that time.

Point of Contact for this submission is Ben Galan - 323.848.6512 or via email bgalan@weho.org

All interested firms are invited to submit a proposal.

BY ORDER OF the City of West Hollywood.

Yvonne Quarker, City Clerk

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 this document was posted on:

Date: September 10, 2020
Signature: \\Alyssa T. Poblador\
Office of the City Clerk