

CITY OF WEST HOLLYWOOD

REQUEST FOR QUALIFICATIONS (RFQ)

HOMELESS SERVICES/HOUSING FACILITY FEASIBILITY STUDY

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites Statements of Qualifications (SOQ) through this Request for Qualifications (RFQ) process, to be received only by submitting electronically at <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761> for the above stated work and will only receive such statements no later than the hour of **5:00 PM ON MONDAY, MARCH 15, 2021**.

The City of West Hollywood, California invites a professional consultant or a team of consultants to submit a Statement of Qualifications to prepare an analysis of local properties suitable for housing development to address the needs of homeless West Hollywood community members. This analysis will include developing a list of public and private properties within the city where a homeless services access center, bridge housing and supportive housing could be sited. The consultant will conduct assessments of identified sites to determine the cost of preparing the sites for occupancy and prepare funding proposals, as needed, to secure funding for construction, operation and services offered at the facility.

Bids must be submitted electronically for the exact item(s) requested in the bid solicitation documents. Copies of the bid and associated documents are available for free from the City's website at: <http://www.weho.org/bid>, and on the City's electronic bidding portal: <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>. To schedule a virtual or in-person review of the hard copy Bid Documents, reach out to the point of contact listed at the bottom of this Notice.

The agency hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit bids in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex, or religion in any consideration leading to the award of contract.

Duration: The City anticipates entering into an agreement based on a negotiated fee and scope of work. The project timeline is 18-24 months.

Requests for Information (RFI's) and Questions/Clarifications: All requests for information and questions/clarifications shall be submitted electronically at <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761> under the above stated project. Any questions must be submitted no later than **MONDAY, MARCH 1, 2021 by 6:00 p.m. through the City's electronic submission process**. Following this deadline no questions regarding the bid solicitation documents will be accepted.

Deadline for Submission: All responses must be submitted electronically and received at <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761> no later than **MONDAY, MARCH 15, 2021 at 5:00 p.m. through the City's electronic submission**

process. The system will not allow responses to be received after the deadline and it is the sole responsibility of the bidders to allow adequate time to upload all required bidding documents.

Living Wage Ordinance: The City of West Hollywood's [Living Wage Ordinance](#) shall be followed when applicable. West Hollywood Municipal Code: Chapter 3.20 Living Wage Requirements for Service Contracts. Link: <https://www.weho.org/business/doing-business-with-the-city>

Interest in More Than One Submission: No bidder shall be allowed to make, submit or be interested in more than one SOQ. However, a person, firm, corporation or other entity that has submitted a sub proposal to a bidder, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a sub proposal or quoting prices to other bidders submitting a bid response to the Agency.

Owner's Rights: The City of West Hollywood reserves the right to reject any and all submissions should it deem this necessary for the public good, and also the submission of any bidder who has been delinquent or unfaithful in any former contract with the City of West Hollywood. The City will take all submissions under advisement for a period of ninety (90) days. No bidder may withdraw its submission for a period of ninety (90) days after the date from the opening thereof.

Point of contact: Elizabeth Anderson at eanderson@weho.org.

BY ORDER OF THE CITY OF WEST HOLLYWOOD
Melissa Crowder, Acting 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: February 11, 2021
Signature: \\Alyssa T. Poblador\
Office of the City Clerk