

City of West Hollywood

Request for Proposals (RFP)

Housing Administrator for Affordable Accessory Dwelling Unit Pilot Program

The City of West Hollywood is seeking to retain the services of a qualified and experienced firm to administer an Affordable Accessory Dwelling Unit Pilot Program as outlined in this RFP.

Instructions: Interested respondents must submit their complete proposals electronically through West Hollywood's Online Bidding Portal on **September 14, 2021 by 5:00 pm.**

<https://pbsystem.planetbids.com/portal/22761/bo/bo-detail/85635>

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.

Action	Date
RFP Issued	August 9, 2021
Deadline for Written Questions and Comments	August 24, 2021
City Issues Responses to Written Questions and Comments	August 31, 2021
Proposals due by 5:00 p.m. PDT	September 14, 2021
Committee Reviews Proposals	September 2021
Virtual Interview of Finalists	September 2021
City Determines Finalists/Contract Development	October 2021
City Council Approval of Contract	October 2021

Contact: The City's principal contact for this proposal is Alicen Bartle, Project Development Administrator, 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://pbsystem.planetbids.com/portal/22761/bo/bo-detail/85635>

RFP Notices and related documents may be obtained online at:

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

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: August 9, 2021
Signature: \\Alyssa T. Poblador\
Office of the City Clerk