

## REQUEST FOR PROPOSALS

### CONSULTING SERVICES FOR GRANT PROGRAM DEVELOPMENT AND MANAGEMENT FOR THE SEISMIC RETROFIT GRANT PROGRAM

**PUBLIC NOTICE IS HEREBY GIVEN** that the City of West Hollywood's Planning and Development Services Department is inviting Requests for Proposals (RFP) for the above stated services and will only be accepting proposals until **4:00 p.m. PST on Friday, September 3, 2021.**

**Description:** The City of West Hollywood Building and Safety Division is soliciting proposals from qualified firms with experience and expertise in working with FEMA grants to provide grant program development, management and compliance monitoring services specifically for the HMGP grant funding awarded to the City of West Hollywood for the Seismic Retrofit Grant Program. The program will consist of two phases, Phase I and Phase II. Phase I consists of Grant Program Development/Management, Community Outreach, and submittal of seismic retrofit design documents which include Screening Reports, Engineering/Design Plans, Plan Check, and Design Grant Applications for project selection and submittal to FEMA for reimbursement. Phase II consists of continued Program Management/ Coordination, Permitting, Construction/Inspection, project close out, and Construction Grant application/approval/reimbursement for retrofits previously approved in Phase I.

**Instructions:** The RFP 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-notice/rfp-rfq-bid-notice>

**Submissions:** All submissions must be uploaded electronically through the PlanetBids portal only. The deadline for proposal submissions is: **Friday, September 3, 2021 at 4:00 pm PST.**

**Questions:** All questions concerning this RFP 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 **Friday, August 20, 2021 at 4 pm PST.** 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](mailto:bgalan@weho.org)

All interested firms are invited to submit a proposal.

BY ORDER OF the City of West Hollywood.  
Melissa Crowder, 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: August 11, 2021  
Signature: \\Alyssa T. Poblador\  
Office of the City Clerk