

City of West Hollywood

Long Range Planning Division

Call For Applications for Personal Delivery Devices Pilot Program

The City of West Hollywood invites all Personal Delivery Devices (PDD) operators to apply to this program. The City has an evolving policy perspective regarding the use of PDDs, and continues to iterate on the approach to solving last mile delivery challenges. The City of West Hollywood has established rules and regulations governing the PDD operators to ensure that such systems are consistent with the safety and well-being of bicyclists, pedestrians, and other users of the public rights-of-way. These guidelines may be updated by the City during the course of the 12-month pilot program should the need arise. The goal of the program is to encourage the use of alternate modes for food/goods delivery instead of motor vehicles to reduce traffic congestion, parking congestion, and reduce tailpipe emissions.

A copy of the full Request for Proposal (RFP) is available at no cost from the City of West Hollywood at the following website address links:

City of West Hollywood: <http://www.weho.org/rfp> -or- PlanetBids: <https://pbsystem.planetbids.com/hub/bm/bm-detail/91846>.

Proposal Package

All proposals shall include the following:

1. Experience and Expertise Synopsis
2. Equipment and Safety Synopsis
3. Operations Plan Synopsis including:
 - Organizational chart of operations team, including title and responsibilities
 - Point of Contact Email Address
 - Point of Contact Phone Number
 - Customer Service Phone Number

The Consultant should submit email one (1) digital copy of the submission on PlanetBids <https://pbsystem.planetbids.com/hub/bm/bm-detail/91846> no later than **Friday April 15th at 4:00pm PST**. Proposals received after this time and date shall be disqualified and unopened. Postmarks will not be accepted as proof of receipt. No oral, telephonic, faxed, emailed, or telegraphic proposals or modifications of proposals will be considered.

Questions regarding this Request for Proposal should be sent in PlanetBids by 4:00pm on March 30, 2022.

Procurement Schedule

- CFA releases: March 14, 2022
- Final date for submitting questions: March 30, 2022
- City to respond to questions by: April 4, 2022
- Final date for submitting the RFP: April 15, 2022
- Complete Screening: April 29, 2022
- Awarding and signing of contract(s): May 2, 2022
- Contract begins: May 15, 2022

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 March 15, 2022
Signature: \\Kimberle English\\
Office of the City Clerk