

**Request for Proposals
Assisting Displaced Households in Securing New Housing**



Human Services & Rent Stabilization Department

Rent Stabilization Division

August 9, 2022

**Assisting Displaced Households in Securing New Housing
City of West Hollywood, California
Submittal Deadline: September 30, 2022**

The City of West Hollywood, California invites proposals from a professional consultant experienced in providing assistance to households seeking new housing as a result of being displaced through no fault of their own.

The City anticipates entering into an agreement based on a negotiated fee and scope of work.

RFP SCHEDULE:

Date	Action
September 30, 2022 (final day to submit)	Proposals due by 6:00 p.m. PST
October 3-7, 2022	Committee Reviews Proposals
October 10-14, 2022	Qualified Candidate Interviews
October 17-21, 2022	Contract Development

BACKGROUND:

The City of West Hollywood is 1.9 square miles and is located in the central area of Los Angeles. The population of West Hollywood is approximately 36,000 people, and there are approximately 25,000 residential units. Concern over rising rents and arbitrary evictions were two of the reasons driving city incorporation in 1984. Shortly after cityhood, West Hollywood enacted a Rent Stabilization Ordinance, limiting rent increases.

When a landlord removes a residential rental property from the housing market following the requirements of the state Ellis Act, or displaces a tenant for another no-fault reason, the City of West Hollywood charges the property owner a fee per household to cover costs of assisting displaced households find new housing. The City uses these fees to cover the costs of providing relocation assistance through a consultant. The city is currently seeking proposals for providing this assistance.

SCOPE OF WORK

The ideal consultant will provide relocation assistance to households facing eviction through no fault of their own. Specifically, the consultant will provide on average five (5) hours of dedicated time per displaced household, which includes but is not limited to:

- An initial interview to assess the displaced household’s replacement housing needs;
- Assistance developing a personal action plan for locating new housing;

- Assistance with housing searches and applications, including support filling out and filing housing waitlist and rental applications;
- Provide referrals to, and coordination with, community service resources, public housing agencies and other public services as appropriate based on the consultant's assessment of information received during the initial interview; and
- Assessment of qualifications for additional services based on senior, disabled, and/or low income status.

If authorized in advance in writing by the City, the consultant may provide an additional five (5) hours of assistance to elderly, disabled, or low income households or families with dependent children. The additional relocation assistance counseling should include, but not be limited to:

- Assistance locating supportive/special needs housing if a need has been identified by the consultant in the initial interview or at any time during assistance;
- Referral listings targeted to the household's affordability needs; and
- Counseling on housing affordability and ways to find available affordable housing.

The consultant must notify the City when a household is not actively seeking new housing or is having difficulty accepting relocation. With advanced authorization the consultant may allocate additional assistance to the household.

The consultant will provide a quarterly report of services provided households including results of the housing search and forwarding address for each referred tenant.

STATEMENT OF QUALIFICATIONS SUBMITTAL INFORMATION

The consultant should have experience assisting households find housing. The ideal candidate will have a demonstrated understanding of the housing needs of seniors, disabled, and lower-income households. The ideal consultant will also have a demonstrated understanding of the support such households would require to successfully locate new housing that meets their needs.

Project Proposal must include:

1. Cover Letter;
2. Company Background;

3. Understanding of Scope;
4. Firm's Professional Service and Fee Schedule;
5. Project Team;
6. Three references for projects with similar process and work product; and
7. Between one and three examples of previous or current work product.

LIVING WAGE ORDINANCE

On July 1, 2022, the established living wage rate in West Hollywood increased to \$19.35 per hour due to updates in the West Hollywood Municipal Code via Ordinance No. 22-1179. All vendors with service contracts with the City of West Hollywood of \$25,000 or more for terms of three months or longer are required to comply with the Ordinance.

The next adjustment to the living wage will occur on July 1, 2023, to reflect changes during the preceding year in the Consumer Price Index (CPI-W). Please visit the City's website at weho.org and enter "living wage" into the search bar to find the Living Wage webpage link or enter the full URL www.weho.org/business/doing-business-with-the-city/living-wage for a list of frequently asked questions about the Living Wage Ordinance, and for more information about compensated and uncompensated leave, exemptions, and waiver requirements under the Ordinance.

SUBMITTAL OF PROPOSALS

Interested firms must submit their proposals by 6:00 p.m. on September 30, 2022. Late submittals will not be accepted. Proposals should be submitted to Anwar Zraikat at azraikat@weho.org.

The City will review the submittals and conduct an interview process. Following the interview process, the City will negotiate a final scope and fee for the consultant work. Project commencement would begin immediately following contract execution. Please note that all documents submitted will be public documents in accordance with State law. Once submitted, documents become the property of the City of West Hollywood.

If you have any questions, you may contact Anwar Zraikat at azraikat@weho.org.