

City of West Hollywood

Request for Proposals (RFP)

Professional Design Services for the Rehabilitation of the Laurel House, Accessory Structures, and Grounds

The City of West Hollywood is seeking to retain the services of a qualified and experienced firm to provide programming and design services for the Rehabilitation of the Laurel House (1343 N. Laurel Avenue) as outlined in this RFP.

**Instructions:** Interested respondents must submit their complete proposals electronically through West Hollywood's Online Bidding Portal on **January 18, 2023 by 2:00 pm.**

<https://pbsystem.planetbids.com/portal/22761/bo/bo-detail/100161>

**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	November 29, 2022
Optional Site Visit	December 15, 2022
Deadline for Written Questions and Comments	January 10, 2023
Proposals due by 2:00 p.m. PDT	January 18, 2023
Award Date	February 16, 2023
City Council Approval of Contract	Feb/March 2023

**Contact:** The City's principal contact for this proposal is Alicen Bartle, Project Development Administrator, [abartle@weho.org](mailto: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/100161>

RFP Notices and related documents may be obtained online at:

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

AFFIDAVIT OF POSTING

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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: November 29, 2022  
Signature: \\Alyssa T. Poblador\  
Office of the City Clerk