

**City of West Hollywood
City Manager's Department
Urban Design and Architecture Studio**

REQUEST FOR QUALIFICATION (RFQ)

On-Call Consultant Services: Architecture, Urban Design, and Landscape Architecture

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood's Urban Design and Architecture Studio is seeking to establish a bench of consultants to provide on-call design thinking and technical expertise in one or more of the following sub-areas:

1. Architectural Services
2. Urban Design Services
3. Landscape Architecture Services

Please refer to complete RFQ for additional details. The City will receive such qualifications in the Office of the City Clerk, 8300 Santa Monica Blvd, West Hollywood, CA 90069, up to the hour of **5:00 p.m. on Friday, June 23, 2023.**

Instructions:

The Request for Qualifications (RFQ) will be posted and qualifications will be submitted through the PlanetBids website:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

The RFQ will also be listed on the West Hollywood City Clerk's RFP/RFQ/Bid Notices webpage:

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

Any questions regarding this RFQ should be posted to the PlanetBids website by **5:00 p.m. on Friday, June 2, 2023.** All submitted questions and responses to those questions will be posted on the City website and PlanetBids no later than Wednesday, June 7, 2023.

No questions regarding this RFQ will be answered over the phone or in person. Proposers that contact City personnel or City Council members after the City releases the RFQ and throughout the evaluation period may have their proposals disqualified from consideration.

Interested firms must submit electronic proposals on the PlanetBids website as specified in the RFQ no later than **5:00 p.m. on Friday, June 23, 2023.** Proposals received after this time and date may be returned. Postmarks will not be accepted as proof of receipt. No oral, telephonic, faxed, or emailed proposals or modifications of proposals will be considered. The City reserves the right to reject any and all proposals and award the contract to the firm or team of firms who best meets the qualifications and requirements set forth in the RFQ specifications.

ALL INTERESTED PERSONS 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: May 12, 2023
Signature:\\Lourdes Morales\\
Office of the City Clerk