

**CITY OF WEST HOLLYWOOD
NOTICE OF REQUEST FOR PROPOSALS**

**WEST HOLLYWOOD TRANSPORTATION
DEMAND MANAGEMENT PROGRAM**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites proposal submissions through this Request For Proposals (RFP) process, to be received only by submitting electronically at <https://pbsystem.planetbids.com/portal/22761/> for the above stated work and will only receive such submissions no later than the hour of **5:00 P.M. PACIFIC TIME ON FRIDAY, OCTOBER 6, 2023.**

The City of West Hollywood ratified its Transportation Demand Management (TDM) Ordinance in 2018, but due to staff time required to manage, monitor and enforce the TDM Ordinance, the implementation was delayed upon its adoption. The City now has capacity and funding to enact the Ordinance and is seeking a consultant to guide the Ordinance's implementation plan.

The TDM Ordinance requires certain properties to implement a TDM Marketing Plan and conduct an annual Average Vehicle Ridership (AVR) survey to determine the number of vehicles arriving on a site compared to the number of people. Commercial, mixed use, and residential properties that are subject to the Ordinance must also submit a TDM Plan complete with a set number of TDM strategies and must submit an Annual Report to the City. The ideal consultant will have previous experience working in collaboration with project stakeholders and in the City of West Hollywood. Additionally, the consultant will demonstrate exemplary project management, outreach and program monitoring and administering expertise.

Proposals must be submitted electronically. Copies of the RFP and associated documents are available for free from the City's website at: <http://www.weho.org/bid>, and on the City's electronic bidding portal: <https://pbsystem.planetbids.com/portal/22761/>. To schedule an in-person review of the hard copy Bid Documents, reach out to the point of contact listed at the bottom of this Notice.

The agency hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit proposals in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex, or religion in any consideration leading to the award of contract.

Duration: Project is anticipated to start in January 2024 and conclude in approximately 18 months.

Requests for Information (RFI) and Questions/Clarifications: All requests for information (RFI) and questions/clarifications shall be submitted electronically at <https://pbsystem.planetbids.com/portal/22761/> under the above stated project. Any questions addressing the interpretation or clarification of the Agency's bid forms or the bid documents must be submitted no later than **Thursday, September 21, 2023 at 5:00 p.m. through the City's electronic submission process.** Following this deadline no questions regarding the RFP will be accepted.

Deadline for Submission: All proposals must be submitted electronically and received at <https://pbsystem.planetbids.com/portal/22761/> no later than **Friday, October 6, 2023 at 5:00 p.m. through the City's electronic submission process.** The system will not allow submissions to be received after the deadline and it is the sole responsibility of the proposers to allow adequate time to upload all required bidding documents.

Living Wage Ordinance: The City of West Hollywood's [Living Wage Ordinance](#) shall be followed when applicable. West Hollywood Municipal Code: Chapter 3.20 Living Wage Requirements for Service Contracts.

Interest in More Than One Submission: No proposer shall be allowed to make, submit or be interested in more than one proposal submission. However, a person, firm, corporation or other entity that has submitted a sub proposal to a proposer, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a sub proposal or quoting prices to other proposers submitting a proposal to the Owner.

Owner's Rights: The City of West Hollywood reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposals should it deem this necessary for the public good, and also the submission of any Proposer who has been delinquent or unfaithful in any former contract with the City of West Hollywood and to take all proposal submissions under advisement for a period of ninety (90) days. No proposer may withdraw its submission for a period of ninety (90) days after the date from the opening thereof.

Point of contact is Paige Portwood (323) 848-6401 or via email at PPortwood@weho.org. Please do not solicit bid contact with questions/clarifications; use the online bidding portal stated above.

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: September 8, 2023
Signature: \\Alyssa T. Poblador\
Office of the City Clerk