

**CITY OF WEST HOLLYWOOD
REQUEST FOR PROPOSALS**

**PLUMMER PARK MASTER PLAN: COMMUNITY ENGAGEMENT AND PARK
PROGRAMMING**

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/portal-home> for the above stated work and will only receive such submissions no later than the hour of **5:00 P.M. Pacific Time on Monday, April 8, 2024.**

The City of West Hollywood is currently seeking responses from qualified Consultant Teams for a Request for Proposals (RFP) to lead a community engagement and park programming effort for Plummer Park. This work is intended to set the stage for a full revisiting of the Park's Master Plan and a phased implementation strategy resulting in a final Plummer Park Master Plan. The City is looking for a Consultant Team that possesses expertise in specific key topic areas and has a proven track record of successful collaboration with municipalities and community groups on innovative community park planning and visioning projects.

The primary objective of the public outreach and programming framework is to examine the cultural core, identify needs, and articulate a new vision for potential future programmatic elements within Plummer Park. An essential aspect of this endeavor will be implementation of an innovative, inclusive, and meaningful community engagement process.

The Consultant Team should possess expertise in specific key topic areas identified within this RFP and has a proven track record of successful collaboration with municipalities and community groups on innovative community park planning and visioning projects.

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/portal-home>. 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.

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/portal-home> 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 **Monday, March 18, 2024 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/portal-home> no later than **Monday, April 8, 2024 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.

Acceptance or Rejection of Proposal. The City may reject any or all responses. The City reserves the right to reject any and all proposals when such rejection is in the City's best interest, or they present direct or perceived conflicts of interest or contain substantial irregularities. Minor irregularities of the proposal may be waived by the City. The City also reserves the right to cancel this RFP at any time and/ or to solicit and re-advertise for other proposals. The cost of preparing any responses to the RFP shall be borne by the respondents and shall not be reimbursed by the City

Point of contact is Garen Yolles at (323) 848-6827 or via email at gyolles@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: March 4, 2024
Signature: \\Alyssa T. Poblador\
Office of the City Clerk