

**CITY OF WEST HOLLYWOOD
REQUEST FOR QUALIFICATIONS (RFQ)
DESIGN, SUPPLY, INSTALLATION, COMMISSIONING, AND SERVICE
OF A FULLY AUTOMATED VEHICLE STORAGE AND RETRIEVAL SYSTEM
(AVSRS) REPLACEMENT OR EXPANSION IMPROVEMENT**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, is requesting Qualifications for the above stated services and will only receive such Qualifications no later than the hour of **3:00 P.M., Friday, December 19, 2025.**

The City of West Hollywood is inviting Qualifications from qualified individuals or firms interested in providing DESIGN, SUPPLY, INSTALLATION, COMMISSIONING, AND SERVICE OF A FULLY AUTOMATED VEHICLE STORAGE AND RETRIEVAL SYSTEM (AVSRS) REPLACEMENT for an initial term of ten years.

SUBMITTAL INSTRUCTIONS

Qualifications must be submitted electronically by 3 P.M., Friday, December 19, 2025, on the City’s online bid portal:

<https://www.weho.org/city-government/city-departments/public-works/bids>

You may submit questions to the CITY about the RFQ no later than 3 P.M. on Friday, November 21, 2025, via the City’s online bid portal at:

<https://www.weho.org/city-government/city-departments/public-works/bids>

All questions received will be responded to via the online bid portal by December 5, 2025.

RFQ SCHEDULE

Distribution of bid document (RFQ)	November 17, 2025
Deadline to submit questions on City’s Bid Portal	November 21, 2025
Responses to questions	December 5, 2025; 3:00 p.m.
Qualification Submittal Due Date	December 19, 2025; 3:00 p.m.
Qualifications Evaluation	January 9, 2026
Vendor Selection and Notification	January 16-23, 2026

TENTATIVE RFP DATES (for selected vendors)

RFP Invitation to Selected Vendors	Tentative: January 2026
RFP Initial Site Walk-through (TBD one day)	Tentative: January 28-30, 2026

MINIMUM QUALIFICATIONS

Contractor must be a responsible firm or individual that has provided services for the relevant requirements contained herein for at least five (5) consecutive years. Less than the minimum required experience will eliminate that proposer from further consideration. Contractor must have licensed staffing or resources to provide the engineering design services required for the scope of work outlined in the specifications.

