

**CITY OF WEST HOLLYWOOD  
REQUEST FOR PROPOSAL (RFP)**

**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, invites Proposals for the above stated services and will only receive such Proposal no later than the hour of **1:00 P.M., Thursday, May 28, 2026.**

The City of West Hollywood is inviting proposals 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**

The purpose of this Request for Proposals (RFP) is to solicit comprehensive and comparable proposals from qualified firms capable of delivering a fully integrated Automated Vehicle Storage and Retrieval System (AVSRS). **Only firms that successfully completed the City’s prior Request for Qualifications (RFQ) and were formally identified as prequalified are eligible to submit proposals in response to this RFP.** The City intends to evaluate and select a Proposer that can provide a technically sound, operationally reliable, and financially responsible solution supported by disciplined design, coordinated construction, and long-term performance.

Proposers must sign into the portal below to obtain the RFP and to receive updates. Proposal must be submitted electronically by 1:00 P.M. PST, Thursday, May 28, 2026, on the City’s online bid portal: <https://www.weho.org/city-government/city-departments/public-works/bids>

**\*\*IMPORTANT:** Proposal documents must be uploaded as one zipped file as the bid portal does not allow multiple uploads. **\*\***

You may submit questions to the CITY about the RFP no later than 2:00 P.M. PST on Friday, March 27, 2026, via the City’s online bid portal at:

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

**RFP SCHEDULE & TIMELINE (2026) – Dates may be subject to change**

	<b>Item</b>	<b>Due Date</b>	<b>Time (PST)</b>
1	Distribution of bid document.	March 11	
2A	<b>MANDATORY MEETING &amp; WALKTHROUGH</b> 1085 N. Sweetzer Ave., West Hollywood, CA AVSRS walkthrough for invited vendors only.	<b>March 25</b> Waiver on-site	2:00 pm – 4:00 pm
2B	<i>Optional: On your own time, if preferred</i> External AM Peak traffic arrival observation External PM Peak traffic retrieval observation	On any day	7:30 am - 8:30 am 4:30 pm - 5:30 pm
4	Deadline to submit Questions #1	March 27	2:00 pm
5	City Responses to Questions #1	April 3	
6	<b>PROPOSAL SUBMITTAL DUE DATE</b>	<b>May 28</b>	1:00 pm
7	City rep project visit of vendor relevant project. <i>City will determine which sites will be visited and notify vendor to coordinate.</i>	June-July	This date may change as needed.

8	Qualification & Relevant Project Evaluations	TBD	
9	Vendor Notification for Interview	TBD	
10	Virtual Interview Dates	TBD	

All costs to prepare and provide proposals are the sole expense of each Vendor. City does not reimburse any expenses related to the response of this proposal.

**OWNER’S RIGHTS**

The City of West Hollywood reserves the right to reject any and all Proposal or to waive any irregularities or informalities in any Qualifications should it deem this necessary for the public good, and also the proposal of any Proposer who has been delinquent or unfaithful in any former contract with the City of West Hollywood and to take all Proposals under advisement for a period of **one hundred and twenty (120) days**. No proposer may withdraw its proposal for a period of **one hundred and twenty (120) days** after the date from the opening thereof. The award of contract, if made, will be in accordance with the evaluation criteria provided in the specifications.

Point of contact for this project is Lia Reyes at 888-471-4777 ext. 700 or via email at [LVR@LVRinternational.com](mailto:LVR@LVRinternational.com). Email subject line: “RFP-WEHO AVSRS”. NOTE: City and their representatives cannot provide answers related to specific bid items or sections via email or phone. All formal questions must submitted using the City’s online bid portal.

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 11, 2026  
Signature: \\Alyssa T. Poblador\  
Office of the City Clerk