

City of West Hollywood
Department of Finance and Technology Services

Request for Proposal (RFP)
Economic Impact Analysis – City Special Events

The City of West Hollywood is seeking a consultant to prepare an analysis and report, examining and quantifying the economic impact of the City's major special events, including the overall economic impact the events have on local stores, restaurants, bars/nightclubs, and hotels, as well as the direct revenues produced for the City. The City anticipates the final work product would be a report with accompanying quantitative analyses and tables. The Scope of Work for the project is detailed further in the Request for Proposals ("RFP"). The City anticipates entering into an agreement based on a not-to-exceed contract amount.

Instructions

Interested firms should submit a statement of interest, with a direct contact person listed, via email to John Leonard at, jleonard@weho.org, by 6:00 p.m. on Monday, December 2, 2013.

Interested firms must submit five hard copies and one electronic copy, of their proposal by 4:00 p.m. on Thursday, January 9, 2014.

Proposals received after 4:00 p.m. on the date indicated, regardless of the date of their postmark, will be rejected. If hand delivered, address as below and deliver to the City Clerk's office.

Proposals must be placed in an envelope and submitted to:

City of West Hollywood
Attn: Corey Schaffer, City Clerk
8300 Santa Monica Blvd
West Hollywood, CA 90069

All proposals shall include the following:

1. A letter of transmittal
2. A completed copy of the Proposer Summary Sheet attached to the RFP
3. Information regarding the proposer
4. Information regarding any sub-consultants
5. The proposer's recent project experience
6. The proposer's approach to the scope of work
7. A description of any pending litigation involving the proposer
8. A cost proposal for the engagement
9. A completed copy of the Certification of Proposal attached to the RFP

For a full copy of the Request for Proposals (RFP) please contact the City Clerk's office at 323-848-6365 or the Finance and Technology Services Department by email at jleonard@weho.org.

Award will be made to the proposer offering the most advantageous proposal after consideration of all evaluation criteria. The City shall not be obligated to accept the lowest priced proposal, but will make an award in the best interest of the City, based on all factors.

Corey Schaffer
City Clerk