



City of West Hollywood

**City of West Hollywood**  
**Long Range & Mobility Planning**  
**Request for Proposal (RFP)**  
**Employee Bicycle Share Pilot Program**

The City of West Hollywood is requesting proposals for **an employee bicycle share pilot program** according to specifications set forth in this Request for Proposals (RFP). The request for proposal will be reviewed to evaluate firms qualified to provide consultant services for the City of West Hollywood.

**Instructions**

The deadline for submitting Proposals is **March 21, 2014 no later than 4:00 p.m.**

The proposer should mail, courier, or hand deliver **seven (7) sealed proposals** to the City of West Hollywood no later than Friday, March 21, 2014 at 4pm and **email one (1) digital copy** of the submission to [mantol@weho.org](mailto:mantol@weho.org) with the subject line "Employee Bicycle Share Pilot Program." No oral, telephonic, or telegraphic proposal or modification of Proposal will be considered.

**Proposals must be addressed as follows:**

Attn: City Clerk  
City of West Hollywood  
8300 Santa Monica Blvd.  
West Hollywood, CA 90069  
Proposal: Employee Bicycle Share Pilot Program (2014)

Proposals shall be typewritten and signed by a duly authorized officer of the proposer. Proposals shall be complete in all material respects in order to be considered.

**All proposals shall include the following:**

- A. Cover Letter
- B. Brief overview of firm(s) qualifications
- C. Description of related experience and list of references
- D. Description of the project leader
- E. Description of project team, roles and responsibilities
- F. Summary of proposed approach and work plan
- G. Fee proposal

For a full copy of the Request for Proposals (RFP) please contact the City Clerk's office at 323-848-6409 or the Long Range & Mobility Planning Division by email at [mantol@weho.org](mailto:mantol@weho.org).

The City reserves the right to reject any and all proposals and award the contract to the Contractor who best meets the requirements set forth in the Specifications.

Yvonne Quarker  
City Clerk