

City of West Hollywood
Revenue Management Division

Request for Proposals
Comprehensive Fee Study RFP

The City of West Hollywood is soliciting proposals from qualified proposers to undertake a comprehensive citywide review of all City fees and charges. The scope of work will include conducting a comprehensive review of the City's existing fees, conducting a comparative analysis of fees to those of surrounding cities, helping the city develop or modify the existing model for adjusting fees and providing a comprehensive report with conclusions and recommendations.

Instructions

A copy of the RFP can be downloaded from the City's website at: www.weho.org/rfp.

The RFP can also be downloaded by registering with the City's bid portal at this URL: <http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

DEADLINE FOR PROPOSAL SUBMISSION: APRIL 30, 2015 by 4:00 PM

Proposals must:

1. Must be submitted electronically on the City's bid portal (<http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>)
2. All submissions must have a cover sheet that states "Comprehensive Fee Study RFP" and identifies the firm.
3. All submissions must include a signed and scanned copy of Appendix A.
4. All submissions must include a completely filled out copy of Appendix B

All proposals shall include the following:

- A. Summary Section
- B. Table of Contents
- C. Letter of Transmittal
- D. General Information
- E. Project Approach
- F. Pricing of Services
- G. References
- H. Certification of Proposals
- I. Firm's Insurance

For a full copy of the Request for Proposal, please visit the City's website at www.weho.org/rfp If you have any questions, please contact Claudia Duncan by email at cduncan@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