

City of West Hollywood
Community Development Department

REQUEST FOR PROPOSAL (RFP)
OUTREACH SERVICES FOR METRO & RAIL TRANSIT AFFAIRS

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood is seeking a consultant or consultant team to provide outreach and supporting services related to building constituent coalitions, both locally and within the region, to advocate for rail transit service to West Hollywood. The Scope of Work for the project is detailed further in the RFP.

Instructions:

Interested firms must submit Five bound copies and one unbound copy of each proposal to the Office of the City Clerk no later than **Wednesday, November 4, 2015 at 4 P.M. PST**. Proposals received after this time and date may be returned. Postmarks will not be accepted as proof of receipt. No oral, telephonic, faxed, emailed, or telegraphic proposals or modifications of proposals will be considered. The City reserves the right to reject any and all proposals and award the contract to the consultant who best meets the requirements set forth in the specifications.

Proposals shall be enclosed in envelopes plainly marked with the following information:

Proposal: Outreach Services for Metro & Rail Transit Affairs
Name of Firm
Name of Contact Person
Address
Telephone Number
Email Address

Proposals shall be addressed and delivered as follows:

Office the City Clerk
City of West Hollywood
8300 Santa Monica Boulevard
West Hollywood, CA 90069

Attn: Outreach Services for Metro & Rail Transit Affairs RFP

Inquiries related to this RFP can be made by attending an optional prospective bidder's conference on Tuesday, October 20, 2015 at 10:00am at the West Hollywood Library, Community Meeting Room; and/or by submitting questions in writing regarding the RFP via email to Joanna Hankamer at jhankamer@weho.org. The last day for inquiries to be submitted to the City is Tuesday, October 27, 2015 at 4 P.M. PST. Responses will be provided by Thursday, October 29, 2015 before 5 P.M. PST via email and shall be available on the City Clerk's page of under "Public Notices / RFP/RFQ/BID Notices" www.weho.org/rfp

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

BY ORDER OF the City of West Hollywood
Yvonne Quarker, City Clerk

State of California)
County of Los Angeles)
AFFIDAVIT OF POSTING
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 I posted this agenda on:

Date: Oct. 16, 2015

Signature *D. Ross*