

REQUEST FOR QUALIFICATIONS

COMMUNITY ENGAGEMENT & CONTENT DEVELOPMENT SUPPORT SERVICES FOR AN AIDS MONUMENT

ISSUED BY:

City of West Hollywood
8300 Santa Monica Boulevard
West Hollywood, CA 90069

CITY REPRESENTATIVE:

Joanna Hankamer
Special Projects Senior Planner
City of West Hollywood
jhankamer@weho.org

RESPONSES DUE:

February 22, 2016 AT 4:00 P.M.

COMMUNITY ENGAGEMENT & CONTENT DEVELOPMENT SUPPORT SERVICES FOR AN AIDS MONUMENT

The City is soliciting qualifications from consultant(s), individuals and/or firms, to provide professional services for community engagement services in support of a significant AIDS monument. The Foundation for a National AIDS Monument (FAM) has hired artist Dan Tobin to design the Monument's physical art piece to be located on City property in West Hollywood Park, in a prominent location significant to the histories of LGBT civil liberties and the fight against AIDS. The City, in coordination with FAM, is looking to hire an outreach consultant and other consultants to help in the development of content for integration into the Monument and an accompanying website.

The City is looking to engage consultants, individuals or firms, who have knowledge of the AIDS crisis and the local community of people, organizations and institutions who have been and are affected by the AIDS crisis, prevention, support services and education campaigns, for example. Although not an exhaustive list, below are examples of consultants who may possess the qualifications to support FAM and the artist, in coordination with the City, with community engagement and content development:

REQUEST FOR QUALIFICATIONS

- Outreach Consultant
- AIDS Historian
- AIDS Services Provider
- Journalist
- Fact-Checker
- Creative Producer
- Art Director
- Curator
- Writer
- Poet

Various concepts for content for the AIDS Monument shall be derived from the stories and input received from the community, stakeholders and others wishing to openly share ideas. The consultant(s) should give strong consideration to maximizing participation, and shall design an outreach program flexible enough to address any major concerns or issues that may arise from the community.

The diverse stories and input collected through the outreach program will be developed into content by FAM and Artist Dan Tobin for integration into the physical art piece as narratives, texts, timelines, personalized soundscapes, light and other technology, and into a website, delivered digitally to the AIDS Monument site or other digital/virtual environments. The collection of stories and information may also provide content for inclusion in the West Hollywood Library's AIDS archive or that content may be made accessible within the AIDS Monument site itself.

Participation by the community is of particular importance in developing a personal and meaningful Monument. The City Council of the City of West Hollywood and FAM have expressed the need for a comprehensive outreach plan for building an engaged community around the Monument and for collecting AIDS stories from diverse voices.

Qualifications must be addressed as follows:

Office the City Clerk
City of West Hollywood
8300 Santa Monica Boulevard
West Hollywood, CA 90069
Attn: Community Engagement and Content Development Support Services for an AIDS Memorial RFQ


Tentative Schedule

Release of RFQ document	January 11, 2016
Informational Conference (optional)	January 25, 2016 at 10 A.M. PST
Last day for all inquiries	February 8, 2016
City responses to all inquiries	February 15, 2016
Deadline to Submit Qualifications	February 22, 2016 at 4 P.M. PST
City review of qualifications	Week of February 29, 2016
Interviews with qualified candidates	Week of March 7, 2016
City Council Approval of Contract(s)	April 2016
Potential Contract Start Date	April 2016

Please Refer to Full RFQ Document: The scope of work and proposal submission process is described in more detail in the RFQ document. In particular, Proposers are strongly encouraged to review "Section 3 – Instructions" of the RFQ for more complete information regarding the submission of qualifications.

Owner's Rights: The City of West Hollywood reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposals 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 and to take all proposals under advisement for a period of ninety (90) days. No Proposer may withdraw its proposal for a period of ninety (90) 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.

BY ORDER OF the City of West Hollywood,

By: 
Yvonne Quarker, 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 I posted this agenda on:

Date: 11/11/14

Signature: Beth Thériac