

**CITY OF WEST HOLLYWOOD  
REQUEST FOR QUALIFICATIONS**

**Archivist - Consultant**

**8300 Santa Monica Boulevard  
West Hollywood, CA 90069**

**[Submission Deadline: March 9, 2016 at 5 pm]**

## **Section 1. PURPOSE AND INVITATION TO PROVIDE QUALIFICATIONS**

The City of West Hollywood is seeking a qualified consultant to assist with management, conservation, and designing policies surrounding the City of West Hollywood's Archives.

The purpose of this Request for Qualifications (RFQ) is to provide the City with a qualified consultant who has the experience and capability to perform the tasks described in the Scope of Work. The successful candidate will possess a proven record and have demonstrated abilities in archive management.

The term of the proposed contract is expected to begin in April 2016 and shall conclude in October 2016.

The selected Consultant will work in conjunction with City staff to process and rehouse as needed materials in the City's Archives; draft recommended policies and procedures for the Archives; and identify and provide recommendations on storage options and possibilities.

## **Section 2. BACKGROUND**

### City of West Hollywood

The City of West Hollywood, known as the "Creative City," was incorporated in 1984. It is 1.9 square miles in area and is bounded by Beverly Hills to the west, Hollywood to the east, and Los Angeles to the north and south. West Hollywood is home to approximately 35,000 residents and over 3,500 businesses. Approximately 40% of the City's residents are gay or lesbian, 10% are Russian-speaking immigrants, and close to 20% are senior citizens.

### West Hollywood Library

The West Hollywood Library is a 32,000 square foot LEED certified building that opened on October 1, 2011 and was built by the City of West Hollywood as part of the City's 25<sup>th</sup> Anniversary Capital Project.

The West Hollywood Library was designed to showcase the City's rich intellectual, literary and cultural diversity and provide a landmark facility for the community's passionate commitment to lifelong learning. The Library includes materials that spotlight West Hollywood's vibrant diversity and features an LGBT area; International Languages Collection; Decorative Arts and Design area; and a collection of large-print materials for Seniors and people who are visually-impaired.

The West Hollywood Library building also contains the West Hollywood Room which was designed to feature archival materials showcasing the City's history

including the original documents related to the creation of the City of West Hollywood.

The West Hollywood Room and its contents have never been properly catalogued, and the room itself was not designed in a way to best preserve archival materials, having environmental issues of wooden cupboards off-gassing potentially damaging chemicals and issues with lighting.

In 2015, the City of West Hollywood's Arts and Economic Development Division took it upon itself to create a plan for the West Hollywood Room Archives, and to identify the best way to manage and preserve the items in the room. As part of this effort, the City's Arts and Economic Development Coordinator reached out to LA as Subject who offered to do a 3 day survey of the City's Archives at the West Hollywood Library and City Hall. A final report was issued on November 15, 2015 and is included in Attachment A.

### **Section 3. QUALIFICATIONS**

This is an ideal opportunity for someone with experience in archive management, maintenance and conservation. Hours are flexible although many meetings will take place during regular business hours, and all on-site archive work must take place during regular West Hollywood Library operating hours (Monday through Thursday 11am to 7pm, Fridays and Saturdays 10am – 6pm) or City Hall hours (Monday – Thursday, 8am – 6pm, Friday, 8am- 5pm) depending on the needs of the project.

The successful candidate will have a wide knowledge of best practices regarding archives and preservation; proven top-notch organization skills; excellent oral and written communication skills; and advanced knowledge of MS Word, PowerPoint and Excel.

A Bachelor's or Graduate Degree from an accredited college or university in archival studies, library and information science, records and archive management, or a related field is desirable, or any combination of experience.

A valid driver's license and ability to travel around the City of West Hollywood is required. The City will not provide a vehicle.

### **Section 4. REQUIREMENTS**

The following insurances are required in order to provide services in the City of West Hollywood include:

1. **General Liability Coverage:** The Consultant shall maintain commercial general liability insurance in an amount of not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury, and property damage.

2. Automobile Liability Coverage: The Consultant shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than three hundred thousand dollars (\$300,000) combined single limit for each occurrence.
3. Workers Compensation: The Consultant shall maintain Workers' Compensation Insurance and Employer's Liability Insurance for its employees in accordance with the laws of the State of California. This provision shall not apply if the Consultant has no employees performing work under this Agreement.

Please see Attachment B for the full list of insurance and other requirements required to provide services in the City of West Hollywood. The selected Consultant will be required to sign a contract prior to beginning work.

### **Section 5. SCOPE OF WORK**

The selected individual will work directly with the Economic Development and Cultural Affairs Coordinator to assist with the management, maintenance, research and development of policies around the City Archives. Activities will include:

- Process and potentially re-house approximately 27.5 linear feet of archival material.
- Address immediate preservation concerns listed in Attachment A, Page 6.
- Create detailed inventories and finding aids for better tracking of and accessibility to collections.
- Identify storage needs, current space, and alternative storage options for physical collection, including identifying other institutions that can become custodians or partners to assist in caring for the physical material, and provide summary with analysis/recommendations for each.
- Draft policies for the collection and retention of materials, including:
  - Collection Development Policy to decide specific topics that should be collected and retained in the archives.
  - Donor agreement/Deed of gift to have documentation of where materials are coming from, and a proof of chain of custody.

- Draft guidelines or policies regarding what type of access can be provided to researchers and how the materials will be made accessible.
- Provide the City with clear suggestions on where and how to best store the physical and digital materials in the City's archives, as well as make suggestions or implement an access portal for materials.

Some possible additional activities:

- Identify and provide a list of items that could be included in potential exhibits from the materials in the archive and/or curate an exhibition for display at the West Hollywood Library.

## **Section 6. COMPENSATION**

The Consultant will be contracted for an amount not to exceed \$25,000 inclusive of expenses and materials needed to address immediate preservation concerns. Contract is based on the following scale: \$35 an hour for approximately 25 hours a week for 25 weeks. \$3,125 of the contract amount will be reserved for expenses for materials and other expenses needed to address preservation concerns. If the rate of pay is desired to be different than listed above, please include that information in the submittals outlined in Section 7.

Some weeks may require more hours, while others will be fewer hours. Consultant will be required to have and maintain general liability and auto insurance during the contract period.

## **Section 7. SUBMITTAL REQUIREMENTS**

To apply submit the following information using the City's online portal found at:

<http://www.weho.org/city-hall/city-departments/public-works/bids>

or

<http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

It is anticipated the consultant will begin work as soon as possible. Deadline to apply: Wednesday, March 9, 2016, at 5:00pm.

All submittals shall include the following information, organized in one pdf document. The information should be concise and to the point.

1. Consultant Identification and Rate of Pay:  
Provide the name of the individual, address, phone number, email, and website (if applicable). Also provide the desired per hour rate of pay requested by the applicant.
2. Letter of Interest:

Submit a letter of interest outlining relevant experience completed within the past five years and that best represents the anticipated services listed in this RFQ.

3. References:

Submit two references to include client name and contact person together with title, organization, address and telephone number(s), email and website, and include specific project information associated with the listed reference. References will only be contacted if the candidate meets qualifications to continue on to the next round.

**Section 8. SELECTION PROCESS**

Criteria used in evaluating submittals will be:

- Previous experience in working with municipalities or non-profit organizations to manage an archive.
- Proven project management skills.
- Evidence of ability to work collaboratively with others.
- Ability or commitment to obtain the insurances to meet minimum City requirements for the duration of the contract.
- Proven organization skills; excellent oral and written communication skills; advance knowledge of MS Word, PowerPoint and Excel; and ability to utilize computer-based research tools.

Each of the evaluation criteria listed above is considered to be critical. They are not of equal weight for evaluation and are not listed in order of priority.

It is the City's intention that within two to five weeks following receipt of the submittals, notification will be given to each respondent as to the status of their application. Following review of the submittals, the City may elect to interview some or all of the respondents.

**Section 9. SUBMISSION DEADLINE**

All submissions must be received by the City of West Hollywood online at <http://www.planetbids.com/portal/portal.cfm?CompanyID=22761> no later than **Wednesday, March 9, 2016 at 5:00 pm** in order to be considered.

**Please forward any questions about the Request for Qualifications by email to [mche@weho.org](mailto:mche@weho.org) Mike Che, Economic Development and Cultural Affairs Coordinator by February 24, 2016 at 5 p.m.** Responses to questions will be posted at the end of the question period on the City's online portal at <http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>