

City of West Hollywood
City Manager's Department

**Request for Proposals (RFP) for
Consultant Services for the development of the City of West Hollywood
Vision 2050 Strategic Plan**

The City of West Hollywood ("City") invites qualified consultants to respond to a Request for Proposals (RFP) for the development of the City's Vision 2050 Strategic plan.

The City seeks to retain the services of a highly qualified consulting firm experienced in successfully managing and completing strategic planning projects, to create a long-range plan that engages our community, elected officials, stakeholders and staff to develop a decision-making framework to assist with policy decisions regarding core services, facilities, and infrastructure. The Strategic Plan will help guide the City in setting priorities, focusing energy and resources, strengthening operations, establishing agreement around intended outcomes, measuring results, and assessing and adjusting the City's direction in response to a changing environment.

The West Hollywood Vision 2050 Strategic Plan will be a key driver for the City's further development, and will draw upon the City's history, contemporary context, community values, and guiding principles. The Strategic Plan should be informed by an extensive community planning process that engages a cross-section of the City's various communities and stakeholder groups.

A copy of the full Request for Proposal (RFP) is available at no cost from the City and the following website links:

City of West Hollywood: <http://www.weho.org/rfp>

or

PlanetBids: <https://www.planetbids.com/portal/portal.cfm?companyid=22761>

Proposal Package

All proposals shall include the following:

- Cover letter
- Executive summary
- Company background
- Understanding of scope of project

- Proposed professional services
- Proposed fee
- References
- Optional communication material

The consultants shall submit one (1) digital copy of the submission on PlanetBids no later than Friday, March 29 2018 at 5:00pm. Proposals received after this time and date shall be disqualified and unopened. Postmarks will not be accepted as proof of receipt. No oral, telephonic, faxed, emailed or telegraphic proposals or modifications of proposals will be considered.

Questions regarding this RFP should be submitted on PlanetBids by 5:00pm on Friday, March 9, 2018.

Evaluation Criteria

- Project approach and understanding
- Consultant's capabilities
- Experience with similar types of projects
- Project cost

Procurement Schedule

- RFP Release:
 - February 23, 2018
- Final date for submitting questions :
 - March 9, 2018
- City to respond to questions by:
 - March 15, 2018
- Final date for submitting the RFP:
 - March 29, 2018
- Awarding of Contract:
 - May 2018

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: February 23, 2019

Signature: [Handwritten Signature]