

**City of West Hollywood
Social Services Division**

**REQUEST FOR QUALIFICATIONS (RFQ)
Community Study Consultant Services**

The City of West Hollywood, California invites a professional consultant or a team of consultants, to submit Statements of Qualifications to prepare a Community Study. This study will include the administration of a survey in three languages; stakeholder interviews; focus groups; pop-up workshops or other means of community engagement and at least one community meeting. Other study components may also be featured based on suggestions from applicant consultant. The study will inform the City's priority-setting process for the next social services grants and present important updates to demographic data, comparing previous survey results and census information.

The City anticipates entering into an agreement based on a negotiated fee and scope of work. The study and final report must be completed by March 1, 2019.

STATEMENT OF QUALIFICATIONS SUBMITTAL INFORMATION

The submission requirements for the Request of Qualifications are as follows:

1. A cover letter stating interest in the project which includes, at a minimum, the following:
 - a. Statement describing why your firm considers itself best qualified to achieve the project goals and perform the work required in a responsive manner;
 - b. Description of the anticipated interaction with the Client;
 - c. Description of the firm's approach and experience in effectively and creatively soliciting public input from a wide range of stakeholders.
2. Provide a clear description of your firm's proposed team including identifying Principal-in-charge, Project Manager, and task leader of any tasks as applicable. Provide similar information for any sub consultant. Also include the names, websites, addresses, and telephone numbers of additional firms you intend to use, if applicable.
3. Provide a description of the firm's expertise in the preparation of community studies for municipalities. Please include information on up to three similar projects, specifying the following information:
 - Name, location, date of completion
 - Name of Project Manager and key staff
 - Brief description of important features
 - Project timeline and budget; final project duration and cost
 - Name, address, phone number of client with name of contact person

4. Your estimate of project budget.

Interested firms must submit their Statement of Qualifications by **4:00 p.m. on Friday, April 6th, 2018**. Late submittals will not be accepted. Submit one copy to:

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

The City will review the submittals and conduct an interview process. Following the interview process, the City will negotiate a final scope and fee for the consultant work. Project commencement would begin immediately following contract execution. Please note that all documents submitted will be public documents in accordance with State law.

Additional information about the City of West Hollywood can be found on the City's website: www.weho.org, along with the 2013 Community Study prepared for the City.

If you have any questions, you may e-mail David Giugni, Social Services Manager, at dgiugni@weho.org or call (323) 848-6410. Deadline to submit questions is **6:00 p.m. on Tuesday, March 20, 2018**.

For a full copy of the Request for Qualifications (RFQ) please contact the City Clerk's office at 323-848-6365.

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.

Yvonne Quarker
City Clerk

AFFIDAVIT OF POSTING

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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: MARCH 29, 2018

Signature: Alyssa T. Pohlman