

**City of West Hollywood
Arts Division**

**Request for Proposals
Arts Festival Feasibility Study**

The City of West Hollywood is seeking a qualified consultant (individual, team, or firm) to provide analysis regarding the feasibility of an arts festival.

The purpose of this Request for Proposals (RFP) is to provide the City with a qualified individual, team, or firm who has the experience and capability to perform the tasks described in the Scope of Work. The successful candidate will have at least 5 years of professional experience and expertise with similar projects. Prior experience working and coordinating with a municipality is preferred but not required.

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

DEADLINE FOR SUBMISSIONS: April 25, 2019 BY 12:00 PM PST

Applicant must submit proposals online: <https://form.jotform.com/90906329913159>

All submissions shall include the following:

- A. Cover Letter
- B. Project Understanding and Methodology
- C. Qualifications
- D. Cost Proposal

For a full copy of the Request for Proposals, please visit the City's website at www.weho.org/rfp. If you have any questions, please contact Rebecca Ehemann by email at rehemann@weho.org.

The City reserves the right to reject any and all submissions and award the contract to the Contractor who best meets the requirements set forth in the specifications.

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: APRIL 1, 2019
Signature: Alyssa P. Pouladin