

City of West Hollywood  
Department of Finance & Technology Services

## Request for Proposals (RFP) Hotel Capacity Market Study

The City of West Hollywood is seeking a consultant to estimate the total number of hotel rooms the West Hollywood market could support (capacity), and provide projections of transient occupancy tax revenue through fiscal year 2025-26 for major hotels in the market as well as projects in the pipeline. The scope of work for this project is further described in the RFP document available on the City's online bidding portal. The City anticipates entering into an agreement for this work based on a not-to-exceed contract amount.

**Instructions** Interested firms must submit their complete proposals electronically through West Hollywood's Online Bidding Portal by 11:59 pm on Friday, November 22, 2019.

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

**Schedule** The timing of the proposal's review and selection process is subject to change, depending on the needs of the City, but is anticipated as follows. Please be prepared to interview on the dates shown below.

Request for Proposals Issued	October 25, 2019
Deadline for Questions	November 7, 2019 by 11:59 pm
Proposals Due	November 22, 2019 by 11:59 pm
Interviews	December 17 & 18, 2019
Notice to Proceed	January 2020

**Contact** The City's principal contact for this proposal is Christine Safriet, Finance Department, (323) 848-6467, [csafriet@weho.org](mailto:csafriet@weho.org). Communication or solicitation with other City of West Hollywood Officials or Employees regarding any aspect of this RFP is expressly prohibited and may result in disqualification.

**Documents** A complete copy of the RFP can be found on the City's online bidding portal:  
<https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

RFP Notices and related documents may be obtained online at:

<http://www.weho.org/bid>

BY ORDER OF THE CITY OF WEST HOLLYWOOD  
Yvonne Quarker, City Clerk

v. 10/25/2019

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: October 25, 2019

Signature: Christine Safriet