



**City of West Hollywood  
Economic Development Department  
Request for Proposals (RFP)  
Management of the West Hollywood Design District Business  
Improvement District  
Date Issued: January 28, 2020**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood (City), invites Requests for Proposals (RFP) for the above stated services and will only receive such proposals no later than the hour of **4:00PM on Friday, February 28, 2020.**

**Description:** The City of West Hollywood is searching for a professional organization, firm, or consultant to manage the West Hollywood Design District Business Improvement District (BID) as its BID manager.

**Instructions:** A copy of the RFP can be downloaded from the City's website at [www.weho.org/rfp](http://www.weho.org/rfp)

The RFP can also be downloaded by registering with the City's bid portal at the following URL: [www.planetbids.com/portal/portal.cfm?Company1D=22761](http://www.planetbids.com/portal/portal.cfm?Company1D=22761)

All submissions shall be uploaded through the PlanetBids portal.

**Deadline for Proposal Submissions:** Proposals must be submitted through the online portal by **4:00PM on February 28, 2020** in order to be eligible for this RFP.

**Questions:** All questions concerning this solicitation must be submitted online via the Q&A section of the bid management software. The official responses to questions or requests for interpretation to this solicitation will be posted on the Q&A section of the bid management software. The cut-off for the submission of questions or deviations shall be on **February 7, 2020**. Any information resulting from questions that causes a material change in the solicitation will be posted on the Addenda & Emails section of the bid management system as an addendum. All questions received will be responded to via the online bid portal by February 11, 2020.

Point of contact for this project is Tara Worden, (323)848-6429 or via email at [tworden@weho.org](mailto:tworden@weho.org).

BY ORDER OF THE CITY OF WEST HOLLYWOOD

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: January 28, 2020  
Signature: [Handwritten Signature]