

**EAST VILLAGE ASSOCIATION, INC.**  
**REQUEST FOR ESTIMATE AND PROPOSAL**  
**EXTENDED DEADLINE: DUE TUESDAY, DECEMBER 13, 2016, 6:00 P.M.**

**Background: East Village Association, Inc.**

The East Village Association, Inc. is a nonprofit corporation, public benefit corporation (501c3) that manages the East Village Business Improvement District. EVA's mission is to *support and promote East Village businesses by establishing the community as San Diego's livable urban village*. It's vision statement: *East Village will be recognized as San Diego's vibrant, diverse, urban community where residents and the entrepreneurial spirit thrive—a distinct mix of arts, culture, education, and entertainment*.

**Scope of Work**

The East Village Association (EVA), is seeking written proposals from qualified consultants, vendors, or district management companies to:

- Identify ideal locations for public space development and design and improvements;
- Propose sustainable strategies to fund and manage those public spaces;
- Seek contributions for new developments to create a dynamic sense of place in East Village;
- Review current systems of public right of way maintenance;
- Identify and implement new ways to fund capital Improvements;
- Provide a preliminary annual report by April 2017 that gives a realistic timeline for the growth of new public spaces in East Village and provides ideas on how to fund and manage those public spaces.

**Qualifications:**

- Experience in public space development and activation
- District Planning and Visioning experience, with set goals and timetables for achieving those goals;
- Understanding of nonprofit management and fiscal stewardship
- Demonstrated experience in fundraising to achieve goals

**Deadline:**

**Please submit your proposal electronically to [Board@EastVillageSanDiego.com](mailto:Board@EastVillageSanDiego.com), by Tuesday, December 13, 2016 by 6:00 p.m. or mail to EVA, 1041 Market St. #200, San Diego, CA 92101. No phone calls please.** Proposals will be reviewed by an EVA ad hoc committee. Selected proposals will be invited to provide a presentation and will be interviewed by the EVA ad hoc committee. **Please provide at least 3 references and contact information for related work.**

***Equal Opportunity Program Requirements:*** The East Village Association, Inc. is committed to equal opportunity in the solicitation of professional service consultants.

**Nondiscrimination Policy:**

The respondent shall not discriminate on the basis of race, gender, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring or treatment of employees, subcontractors, vendors, or suppliers.

**Addenda**

If necessary, the EVA will modify the RFP prior to the date set for submission of the final proposals by issuance of an addendum to all parties who have furnished notice of the RFP for bidding purposes.

**Right to Reject Any and All Proposals**

It is the policy of the EVA not to solicit proposals unless there is a bona fide intention to award a contract. However, the EVA reserves the right to reject any or all proposals or to cancel the RFP at any time during the process.

**Protests**

Any protest must be filed in writing with the EVA, 1041 Market Street, San Diego, CA 92101, within five (5) working days of the notification. Within five (5) working days after filing the protest, the protesting bidder shall file with the EVA a full and complete written statement specifying the grounds for the protest. Such grounds for protest shall be limited to assertions of procedural discrepancy. EVA officials will evaluate the protest and shall furnish a decision in writing within thirty (30) calendar days.

**Confidentiality of Proposals**

The EVA will be holding the contents of all proposals until issuance of the award. If a protest is filed, the materials may be used by the EVA to justify an award or decision not to award. All proposers must identify at the time of the submittal all of the specific information or materials that are proprietary or otherwise legally protected to retain the claim of confidentiality. The EVA will employ its best efforts to prevent the release of said materials; however, the EVA will not be held negligent for the inadvertent release of any proprietary or confidential information or materials.

**Modification or Withdrawal of Proposals**

Any proposal that is received by the EVA before the time and date set for receipt of proposals may be withdrawn or modified by written request by the proposer. However, in order to be considered, the modified proposal must be received by the original time and date as previously set forth in this RFP.