



January 22, 2018

Dear Consulting Company,

Tremont West Development is requesting that your business submit a RFP for **Content Development for our Digital Hub**. During 2017, Tremont West Development Corporation went through a process of creating the Tremont Towpath Integration Plan. Having the Towpath Trail complete and open in the Tremont community by 2020, Tremont West believes this is the perfect time to re-brand and position the neighborhood for the next 20 years.

Tremont West is asking that you reply to [michelledavis@tremontwest.org](mailto:michelledavis@tremontwest.org) with Intent to Apply by February 15<sup>th</sup> with final proposals due to the Tremont West offices by February 22, 2018.

The proposals will be reviewed by Tremont West staff and a Tremont West Board committee.

Thank you for your consideration and please feel free to contact me with any questions or concerns.

Sincerely,

A handwritten signature in blue ink that reads "Michelle Davis".

Michelle Davis, Assistant Director

[michelledavis@tremontwest.org](mailto:michelledavis@tremontwest.org)



Attached you will find the Tremont Towpath Integration Plan. This plan was created to assist Tremont West in preparing for the regional asset of the Towpath Trail's arrival in the neighborhood. As you will read in the plan, Tremont is the only city neighborhood that the Towpath Trail will touch. Please note that the content development will include what is described in the plan, but additionally all the information that is included on the current Tremont West website to prepare for the Digital Hub.

Tremont West's website is [www.tremontwest.org](http://www.tremontwest.org). Although we are currently satisfied with the content on the site, the staff and board would like the look and feel of the site to be updated and easier to navigate by its visitors.

**Purpose**

To create information and experiential content to tell the story of Tremont. To disseminate information regarding the Tremont neighborhood in general (history, location, amenities, events/activities, Towpath Trail – see page 5 of plan) as well as information regarding the business of Tremont West meeting schedules, meeting minutes, board and staff rosters, programs, archives of newsletter, and links to community partners.

**Audience**

Tremont residents/business owners, potential new residents/business owners, visitors of Tremont, and the membership of Tremont West.

**Content**

Create and prioritize content for a new Tremont Digital Hub (see page 10 of plan).

**Budget**

As outlined on page 14 of the plan, Tremont West has budgeted \$5,000-\$7,000.

**Deadline – February 22, 2018**

Questions can be made to Michelle Davis at 216-575-0920, ext. 103 or [michelledavis@tremontwest.org](mailto:michelledavis@tremontwest.org).



Selection of vendor will be based on quality of work, cost of the project and preference of committee and staff, but ultimately methodology of selection is confidential and proprietary. Tremont West will not incur any costs that you may have in preparing the RFP. No proposals will be accepted after the deadline unless extension is granted in writing. Please submit the RFP electronically to [michelledavis@tremontwest.org](mailto:michelledavis@tremontwest.org) and one paper copy to Michelle Davis at the address listed on Tremont West's letterhead. Tremont West will not be required to return these materials. Your proposal will be valid to Tremont West for three months following the submission. Tremont West reserves the right to negotiate with one or more vendors for terms more favorable than in proposals. Your proposal should clearly state any restrictions your company may have on the contents of your proposal. Tremont West will not be bound to accept the lowest priced proposal. Once Tremont West has chosen a company, TWDC expects to enter into a written agreement which will incorporate most of the proposal. Subject to mutual agreement on timing and pricing, the scope of services may have additions and changes as the project moves forward.

**Please include in your RFP:**

- Background on your organization
- Summary of scope of services required
- Executive summary required
- Qualifications, structure of submitting organization, and any relationships with co-providers
- Several references for similar work that Tremont West may contact
- Detail about how, by whom and when services will be performed
- Budget Breakdown
- Fee, billing terms
- Special qualifications
- Samples of work that may be similar