



City of West Hollywood
California 1984

**REQUEST FOR PROPOSALS
FOR
ARCHITECTURAL/DESIGN SERVICES – WERLE BUILDING
IN THE CITY OF WEST HOLLYWOOD**

NOTICE IS HEREBY GIVEN that Proposals will be received by the **City of West Hollywood**, as AGENCY, for furnishing all materials, equipment, tools, labor and incidentals as required for the above stated services in strict accordance with the specifications/contract documents on file at the office of the City Clerk of the **City of West Hollywood**.

A mandatory site walk will be held on Tuesday October 22, 2013 at 10:00 a.m. at 626 N. Robertson Boulevard (Entrance on El Tovar Place). This meeting will allow proposers to review the scope of work and receive answers to any questions. Each prospective proposer is responsible for fully acquainting themselves with the conditions of the Project Site. Each and every Proposer **MUST** attend the Site Walk. Individuals who do not arrive on time for the start of the meeting at 10:00 a.m. may be denied entry and therefore, shall be deemed unable to submit a proposal. Prospective proposers **MAY NOT** visit the Site other than during the above mentioned site walk.

Deadline for Requests for Information (RFI's)/Clarification is Tuesday, October 29, 2013, at 10:00 a.m.

Proposals will be received until **Tuesday, November 5, 2013 at 10:00 A.M.** in the office of:

**City Clerk
City of West Hollywood
8300 Santa Monica Boulevard
West Hollywood, CA 90069**

Late Proposals will not be accepted. Proposals shall be submitted in sealed envelopes marked on the outside as follows:

**" ARCHITECTURAL/DESIGN SERVICES – WERLE BUILDING”
DO NOT OPEN WITH REGULAR MAIL."**

The intent of the CITY is to hire a firm that has the ability to provide complete building and site design services, plans, specifications, preliminary and final cost estimates and construction monitoring for the ADA Accessibility, Installation of Elevator with Machine Room and Tennant Improvements to include but not limited to electrical, mechanical, plumbing upgrades and general building improvements and fire and safety system upgrades.

The City reserves the right to reject any and all Proposals and to award the contract to the Contractor who best meets the requirements set forth in the Specifications/Contract Documents and to take all proposals under advisement for a period of ninety (90) days.

Consultant shall be a California State Licensed Architect with sub-consultants as relevant to the work product at the time of award and throughout the full term of the agreement, if awarded.

In accordance with provisions of Section 1773.2 (amended 1977) of the California Labor Code, copies of the prevailing wage rate of per diem wages as determined by the State Director of Industrial Relations available **on online at www.dir.ca.gov**. It shall be mandatory upon the Contractor to whom the contract is awarded and upon any subcontractor under them to pay not less than said specified rates to all workers employed by them in the execution of the contract as applicable. Compliance with the City of West Hollywood Living Wage Ordinance is also required.

The **City of West Hollywood** hereby notifies all proposers that it will affirmatively insure that in any contract entered into pursuant to this advertisement, Disadvantaged Business and Women's Business Enterprises will be afforded full opportunity to submit PROPOSALS in response to this invitation and will not be discriminated against on the grounds of race, creed, color, or national origin in consideration for an award.

Complete sets of said specifications/contract documents shall be obtained from the **City of West Hollywood**, Department of Public Works, Facilities and Field Services Division, 8300 Santa Monica Boulevard, West Hollywood, California 90069 by appointment, please call 323-848-6895. The specifications/contract documents may be viewed by appointment, please call 323-848-6895 if you wish to do so.

BY ORDER OF the City of West Hollywood.
Corey Schaffer, City Clerk