



**ADDENDUM #1 – AUGUST 1, 2013**

# **REQUEST FOR PROPOSALS**

## **DESIGN SERVICES**

### **PHASE II – WEST HOLLYWOOD PARK MASTER PLAN IMPLEMENTATION**

The following Requests for Information/Clarification have been received to date by the City of West Hollywood in response to the Request for Proposal for Design Services (RFP). The corresponding responses to the Requests for Information do not alter the RFP.

#### Pre-Proposal RFI #1

*Can you inform me as to the typical delivery process for general contractors on past projects for the City of West Hollywood?*

**Answer:** The City will utilize Design. Bid. Build.

#### Pre-Proposal RFI #2

*Is the 7-story, 560-car freestanding parking garage with tennis courts on the roof shown on Page 60 of Exhibit E-Feasibility Study part of the scope of this RFP?*

**Answer:** No. The document you refer to is from the West Hollywood Park Master Plan and is only for reference to information included as part of the Feasibility Study. The parking requirement is to maximize parking within the available space of the new Recreation Buildings including consideration of an automated parking system to accomplish that goal.

#### Pre-Proposal RFI #3

*The same section drawing [as referenced in Pre-Proposal RFI #2] shows 2-levels of parking below the Gymnasium. The RFP describes parking as follows: “vehicle parking maximized at ground level including consideration of an automated vehicle storage and retrieval system”. Would you please clarify what is required for parking?*

**Answer:** The document you refer to is from the West Hollywood Park Master Plan and is only for reference to information included as part of the Feasibility Study. The drawing does not and is not intended to depict anything related to the scope of the parking for the Project. The

parking requirement is to maximize parking within the available space of the new Recreation Buildings including consideration of an automated parking system to achieve that goal.

Pre-Proposal RFI #4

*Page 7 of the RFP notes “traffic” consulting. Would you please clarify if a traffic consultant is really needed on the team, and if so what the scope will be? Is there an EIR Report completed for this project? If so, could it be made available?*

**Answer:** The inclusion of the traffic consultant is not cited in the RFP as a mandatory requirement. The choice to include a traffic consultant is up to the proposer as is the scope of services a traffic consultant would provide. The Environmental Review document is available to review in hard copy at City Hall. Please contact Jeffrey Huffer via e-mail ([JHuffer@weho.org](mailto:JHuffer@weho.org)) to schedule an appointment to review the document on site at City Hall.

Pre-Proposal RFI #5

*Would you please define “Park Programming Consultant” as noted on page 7 of the RFP? And/or describe that person’s scope of work?*

**Answer:** A Park Programming Consultant is one who has the proven experience to provide technical and expert advice to the design team as it relates to the various parks and recreation elements (including but limited to new Recreation Center, Pools, applicable portions of the Parks & Recreation Office/Bridge Building and the Park) that are required as part of the defined scope of work. The Park Programming Consultant will also provide preliminary recommendations to guide the City with advice and recommendations for staffing and use of the new facilities and expanded Park site so that the City can refine their operations budget requirements and maintenance programs in relation to the completed Project.

Pre-Proposal RFI #6

*We are wondering if it would be suitable to NOT submit Compensation (including Reimbursable Expense List) as part of the initial RFP submittal (prior to the selection of three firms).*

**Answer:** No. The City will adhere to the RFP as written on the subject of Compensation. The Proposal Fee, Schedule of Hourly Billing Rates, and Reimbursable Expense List are to be transmitted (in a separate envelope) as part of the initial RFP submittal from all proposers as defined in the RFP.

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