



City of West Hollywood
Facilities and Field Services Division

NOTICE REVISED AS OF 7/17/14

**REQUEST FOR PROPOSALS
FOR
ON-CALL TENANT IMPROVEMENT SERVICES
FOR CITY FACILITIES**

IN THE CITY OF WEST HOLLYWOOD

Note: Lined out dates, times and instructions no longer apply. New dates, times and instructions have been inserted in italics capitalized.

Public Notice is Hereby Given by The City of West Hollywood (referred to herein as "Agency") invites sealed proposal with the separately sealed cost section, for the above-stated work and will receive such proposals in the office of the City Clerk until ~~1:30 p.m. on Tuesday, July 29, 2014~~ ***1:30 P.M. ON TUESDAY, AUGUST 5, 2014***, at 8300 Santa Monica Blvd., West Hollywood, California, 90069. Note the words, proposal, proposer, bid and Proposer and any variation of these words are interchangeable as it relates to this Request for Proposals.

The work to be done consists of furnishing all labor, material, tools, equipment, overhead and profit as required to accomplish the work as outlined in Specifications and other relevant contract documents. The general scope of work will include but is not limited to On-Call Tenant Improvement Services for City Buildings, Parks and City owned property.

~~A Mandatory Pre-Proposal Conference will be held on Wednesday, July 16, 2014 at 8:00 a.m. City Hall, 8300 Santa Monica Boulevard. 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 scope of work as it relates to doing work in the City and to fully understand the difficulties and restrictions which may impact doing work in the City of West Hollywood. Each and every Proposer is required to attend the Pre Proposal Conference.~~

ADDITIONAL/2ND MANDATORY PRE-PROPOSAL CONFERENCE: THE CITY HAS ELECTED TO HOLD AN ADDITIONAL MANDATORY PRE-PROPOSAL CONFERENCE MEETING. CONTRACTORS, WHO DID NOT ATTEND THE INITIAL MEETING HELD ON JULY 16, 2014, BUT ARE INTERESTED IN SUBMITTING A PROPOSAL, SHALL BE REQUIRED TO ATTEND A MANDATORY MEETING TO BE HELD ON THURSDAY, JULY 24, 2014 AT 8:00 A.M. CITY HALL, 8300 SANTA MONICA BOULEVARD TO BE ELIGIBLE TO SUBMIT A PROPOSAL. 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 SCOPE OF WORK AS IT RELATES TO DOING WORK IN THE CITY AND TO FULLY UNDERSTAND THE DIFFICULTIES AND RESTRICTIONS WHICH MAY IMPACT DOING WORK IN THE CITY OF WEST HOLLYWOOD. EACH AND EVERY PROPOSER **IS REQUIRED** TO ATTEND THE PRE-PROPOSAL CONFERENCE.

FOR THOSE CONTRACTORS WHO ATTENDED THE INITIAL MEETING HELD ON WEDNESDAY, JULY 16, 2014 AT 8:00 A.M. CITY HALL, 8300 SANTA MONICA BOULEVARD THEY ARE NOT REQUIRED TO ATTEND THE ADDITIONAL/2ND MEETING.

Availability of RFP Documents: Proposals must be submitted to the Owner on the Proposal Forms which are a part of the Proposal Documents for the Services. **Electronic copies of the documents are available at no cost and can be emailed directly to prospective Proposers upon request by sending an email to hcollins@weho.org.** One (1) bound complete set of the Bid Documents may be picked up at the office of the City Facilities and Field Services Division by appointment. Bound copies of the documents may be obtained upon payment of a **non-refundable fee of \$45.00**. Documents may be obtained between the hours of 8:00 a.m. and 5:00 p.m., by appointment only Monday through Thursday, excepting holidays, only from the Facilities and Field Services Division at the following address:

**City of West Hollywood
Facilities and Field Services Division
8300 Santa Monica Blvd.
West Hollywood, CA 90069**

Prospective Proposers shall call the Facilities & Field Services Division at: 323-848-6895 in advance to determine the availability of Proposal Documents and arrange for pick-up.

Please Refer to Other Proposal Documents: The work is described in more detail in the Proposal Documents. In particular, Proposers are strongly encouraged to review the Instructions to Proposers for more complete information regarding the submission of Proposals.

Interest in More Than One Bid: No Proposer shall be allowed to make, submit or be interested in more than one Proposal. However, a person, firm, corporation or other entity that has submitted a sub-proposal to a Proposer, or that has quoted prices of materials to a Proposer, is not thereby disqualified from submitting a sub proposal or quoting prices to other Proposers submitting a bid to the Owner.

~~**Deadline for Requests for Information (RFI's) is Tuesday, July 22, 2014 at 1:00 p.m.** Any questions addressing the interpretation or clarification of the Proposal/Bid Forms or the Proposal Documents must be submitted to the City's Representative in writing via email at hcollins@weho.org. All questions must be numbered and only one question per number.~~

DEADLINE FOR REQUESTS FOR INFORMATION (RFI'S) IS TUESDAY, JULY 29, 2014 AT 1:00 P.M. ANY QUESTIONS ADDRESSING THE INTERPRETATION OR CLARIFICATION OF THE PROPOSAL/BID FORMS OR THE PROPOSAL DOCUMENTS MUST BE SUBMITTED TO THE CITY'S REPRESENTATIVE IN WRITING VIA EMAIL AT HCOLLINS@WEHO.ORG. ALL QUESTIONS MUST BE NUMBERED AND ONLY ONE QUESTION PER NUMBER.

~~**Deadline for Submission:** All Proposals must be in writing, sealed in an envelope with the cost section sealed in a separate envelope, then both the proposal envelope and the cost section envelope shall be placed in an envelope together. They must be received by the office of the City Clerk of the City of West Hollywood no later than **1:30 p.m. on Tuesday, July 29, 2014**. The exterior of the envelope shall clearly state **ON-CALL TENANT IMPROVEMENT SERVICES FOR CITY FACILITIES** in the right hand corner to include the statement "Proposal Documents Do Not Open with Regular Mail". Please note: Parking for 8300 Santa Monica Boulevard is located at **8383** Santa Monica Boulevard.~~

DEADLINE FOR SUBMISSION: ALL PROPOSALS MUST BE IN WRITING, SEALED IN AN ENVELOPE WITH THE COST SECTION SEALED IN A SEPARATE ENVELOPE, THEN BOTH THE PROPOSAL ENVELOPE AND THE COST SECTION ENVELOPE SHALL BE PLACED IN AN ENVELOPE TOGETHER. THEY MUST BE RECEIVED BY THE OFFICE OF THE CITY CLERK OF THE CITY OF WEST HOLLYWOOD NO LATER THAN **1:30 P.M. ON TUESDAY, AUGUST 5, 2014. THE EXTERIOR OF THE ENVELOPE SHALL CLEARLY STATE **ON-CALL TENANT IMPROVEMENT SERVICES FOR CITY FACILITIES** IN THE RIGHT HAND CORNER TO INCLUDE THE STATEMENT "PROPOSAL DOCUMENTS DO NOT OPEN WITH**

REGULAR MAIL". PLEASE NOTE: PARKING FOR 8300 SANTA MONICA BOULEVARD IS LOCATED AT 8383 SANTA MONICA BOULEVARD.

An original of the Proposal, using the Proposal Forms with all blanks fully completed in ink, legible and including all information required by the Proposal Documents (hereinafter "Proposal"), must be addressed and delivered on time to the Owner's offices at the following address:

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

Any Proposer who fails to submit its documentation by the above date and time shall have that proposal rejected and returned unopened. Partial, incomplete or non-responsive Proposals, or Proposals on other than the Proposal/Bid Forms or clear and exact photocopies of such forms, will not be considered. Bids shall be valid for **90 working days** after the bid opening date.

Bid Security and Insurance Certificates; Performance and Payment

Bonds: Bids must be accompanied by cash, a certified or cashier's check, or a Bid Bond in favor of the Owner in an amount not less than ten percent (10%) of the submitted Total Bid Price. The successful Proposer will be required to furnish, within ten days of the written Notice of Award via email, insurance certificates and endorsements as described in the Bid Documents, a Performance Bond in the amount of one hundred percent (100%) of the Total Bid Price, and a Payment (Material and Labor) Bond in the amount of one hundred percent (100%) of the Total Bid Price on the forms provided by the City and in the manner described in the Bid Documents. Only bonds executed by an admitted surety insurer, as defined in Code of Civil Procedure Section 995.120, shall be accepted. The surety must be a California-admitted surety with a current A.M. Best's rating no less than A:VII and satisfactory to the City. If a California-admitted surety insurer issuing bonds does not meet these requirements, the insurer will be considered qualified if it is in conformance with Section 995.660 of the California Code of Civil Procedure, and proof of such is provided to the City.

License Requirements: Pursuant to Section 7028.15 of the Business and Professions Code and Section 3300 of the Public Contract Code, all bidders must possess proper licenses for performance of this Contract. Contractors shall possess the California Class B Contractor license and the appropriate specialty licenses. Specialty licenses may be subcontracted, however, all subcontractors must possess the appropriate licenses for the subcontracted work.

Owner's Rights: Owner reserves the right to reject any or all Proposals, to waive any informality or irregularity in any Proposal received, and to be the sole judge of the merits of the respective Proposals received. The award, if made, will be made to the proposer who best meets the evaluation criteria set forth in the proposal/contract

documents.

Prevailing Wages: Any contract entered into pursuant to this notice will incorporate the provisions of the State Labor Code. Pursuant to the provisions of Section 1773.2 of the Labor Code of the State of California, the minimum prevailing rate of per diem wages for each craft, classification, or type of workman needed to execute the contract shall be those determined by the Director of Industrial Relations of the State of California, which are on file at the City Hall, City of West Hollywood, 8300 Santa Monica Boulevard, West Hollywood, California 90069, and are available to any interested party on request.

Living Wage Ordinance: Proposers are advised that this Contract is subject to the City's Living Wage Ordinance and requires payment of wages at or above the adopted amount in effect at the time of award. Each Contractor to whom a Bid is awarded must abide by the City's Living Wage Ordinance.

Substitution for Retentions: Proposers are advised that if awarded this Contract they will be permitted, at their request and expense and in accordance with Section 22300 of the California Public Contract Code, to substitute securities equivalent to monies withheld by the Owner to insure performance under the Contract.

The AGENCY hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit bids in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex, or religion in any consideration leading to the award of contract.

BY ORDER OF the City of West Hollywood.
Yvonne Quarker, City Clerk