



City of West Hollywood
California 1984

REQUEST FOR PROPOSALS

FOR

PARKING MANAGEMENT SERVICES

IN THE CITY OF WEST HOLLYWOOD

The City of West Hollywood as AGENCY, invites proposals for Parking Management Services to be received only by submitting electronically using the following web-site address link:
<http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>

The RFP Schedule is as Follows:

- March 5, 2015 Issue Date
- March 10, 2015 Mandatory Pre-Proposal Conference at 10:30 a.m.
At West Hollywood Library Community Meeting Room, 625
N. San Vicente Boulevard, West Hollywood, CA 90069
- March 12, 2015 Deadline for Requests for Clarification at 4:00 p.m.
- April 7, 2015 Deadline for Proposal Submission at 4:00 p.m.

The work to be done consists of providing professional parking management services in the form of administration and management of daily transient, monthly and special event parking. The successful bidder will be awarded a Parking Management Agreement to operate, manage and maintain the City's parking assets comprised of three parking structures, eight surface parking lots and the new automated parking structure currently under construction adjacent to City Hall in West Hollywood.

Copies of the Request for Proposal document are available at no cost from the City of West Hollywood website at the following address:

<http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>

or

<http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

Should you experience any difficulty in accessing, downloading or transmitting documents, it is your responsibility to notify the City's point of contact.

Minimum Qualifications

The City desires to engage a qualified professional parking Operator that has the experience, manpower and financial resources needed to perform the full range of parking services described in the RFP. Only those Operators (principals, management and operating team) who demonstrate at least five consecutive years of experience providing parking management services for locations of similar size and volume commensurate with the City's parking portfolio will be considered qualified. Operator must provide evidence of good standing with the State of California, and its principals must not be debarred from public contracts with federal or state government agencies.

Evaluation Criteria

- Operator background references, financial stability, list of all current high-profile parking operations in close proximity to the City of West Hollywood;
- Operations Plan, Operating Expense Budget, Marketing/Customer Service Plan;
- Competency of the proposed Manager and indirect supervision, price including; proposed management fee, workers' compensation, liability, GKLL and crime insurance rates and SUTA rate;
- Oral presentation and interview - Short-listed Operator is expected to present the managerial and in-direct supervisory personnel proposed for the project.

Required Bonds:

- 10% Proposal Bond to be submitted with proposal.
- Performance and Fidelity Bonds Required to be submitted after award.

Please Refer to Other Proposal Documents: The scope of work and proposal submission process is described in more detail in the Request for Proposal Document.

Owner's Rights: The City of West Hollywood reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposals should it deem this necessary for the public good, and also the proposal of any Operator who has been delinquent or unfaithful in any former contract with the City of West Hollywood and to take all proposals under advisement for a period of ninety (90) days. No proposer may withdraw its proposal for a period of ninety (90) days after the date from the opening thereof. The award of contract, if made, will be in accordance with the evaluation criteria provided in the specifications.

Point of contact for this project is Phill Schragal, Walker Parking Consultants at 312-925-6451 or via email at phill.schragal@walkerparking.com.

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