



City of West Hollywood
California 1984

**REQUEST FOR PROPOSALS
FOR
ARCHITECTURAL/DESIGN SERVICES
KINGS ROAD PARK COMMUNITY BUILDING TENANT IMPROVEMENTS
IN THE CITY OF WEST HOLLYWOOD**

The City of West Hollywood as AGENCY, invites proposals for Architectural/Design Services for Kings Road Park Community Building Tenant Improvements to be received only by submitting electronically at:

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

The Procurement Schedule is as Follows:

- April 9, 2015 Request for Proposal released
- April 28, 2015 Mandatory Pre-Proposal Conference and Site Walk – 10:00 a.m.
1000 Kings Road – Kings Road Park Community Building
- May 5, 2015 Deadline for Requests for Clarification – 1:00 p.m.
- May 12, 2015 Deadline for Proposal Submission – 10:00 a.m.

The City of West Hollywood (CITY) is seeking a qualified firm to provide Architectural Design/Engineering Services for Tenant Improvements at 1000 Kings Road – Kings Road Park Community Building. Copies of the specifications and proposal documents are available at no cost from the City of West Hollywood website <http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>.

Minimum Qualifications

Contractor must be a responsible firm that has been in continuous existence and has provided continuous services for the relevant requirements contained herein for at least five (5) years. Less than the minimum required experience will eliminate that proposer from further consideration.

Contractor must have the staffing resources to provide the architectural and engineering services required for the scope of work in the timeframe allotted.

All professional staff shall be currently licensed in the State of California.

Contractor must have municipal community engagement experience.

Evaluation Criteria

- Qualifications of Firm
- Qualifications of Personnel
- Approach and Understanding of the Scope of Work
- Cost of Services

Please Refer to Other Proposal Documents: The scope of work and proposal submission process 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.

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 Proposer 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 Helen Collins at 323-848-6895 or via email at hcollins@weho.org.

BY ORDER OF the City of West Hollywood.

Yvonne Quarker
City Clerk