



City of West Hollywood
California 1984

**REQUEST FOR PROPOSALS
FOR
CONSTRUCTION MANAGEMENT SERVICES
626 N. Robertson Boulevard – Werle Building Improvements
CIP Project #55-15-16-02
IN THE CITY OF WEST HOLLYWOOD**

The City of West Hollywood as AGENCY, invites proposals for Construction Management Services for 626 N. Robertson Boulevard - Werle Building Improvement Project 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:

- November 20, 2015 Request for Proposal released
- December 10, 2015 Mandatory Pre-Proposal Site Walk – 10:00 a.m.
626 N. Robertson Boulevard – Werle Building
- December 17, 2015 Deadline for Requests for Clarification – 1:00 p.m.
- December 22, 2015 Deadline for Proposal Submission – 10:00 a.m.

Mandatory Pre-Proposal Site Walk – Thursday, December 10, 2015 at 10:00 a.m.

626 N. Robertson Boulevard – Werle Building (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 them self 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 Thursday, December 17, 2015 at 1:00 p.m. – all RFI's and general questions shall be submitted through the electronic proposal process.

The City of West Hollywood (CITY) is seeking a qualified firm to provide Construction Management Services for an improvement project at 626 N. Robertson Boulevard - Werle 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. **The lead professional team member shall be a Certified Construction Manager.**

Evaluation Criteria

- Qualifications of Firm
- Qualifications of Personnel – CCM Required
- 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.

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.

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.

AFFIDAVIT OF POSTING

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I declare under penalty of perjury that I am employed by the City of West Hollywood in the Office of the City Clerk and that I posted this agenda on:

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