



City of West Hollywood
California 1984

**ON-CALL ARCHITECTURAL
AND
ENGINEERING DESIGN
SERVICES
IN THE CITY OF WEST HOLLYWOOD**

The City of West Hollywood as AGENCY, invites proposals for On-Call Architectural and Engineering Design Services 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:

- March 3, 2016 Request for Proposal released
- March 17, 2016 Deadline for Requests for Clarification – 1:00 p.m.
- March 24, 2016 Deadline for Proposal Submission – 10:00 a.m.

The City of West Hollywood (CITY) is seeking a qualified firm to provide Architectural and Engineering Design Services on an on-call basis as needed for City Projects. 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 currently licensed staffing resources to provide the architectural and engineering design services required for the scope of work outlined in the specifications.

Contractor's team shall hold clear and valid professional license to practice architecture and engineering in the State of California in accordance with the State of California Section 5615 of the Business and Professions Code. In addition, all professional staff and sub-contractors shall be appropriately 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.

AFFIDAVIT OF POSTING

State of California)
County of Los Angeles)
City of West Hollywood)

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:

Date: March 2, 2016
Signature: [Handwritten Signature]