

NOTICE INVITING PROPOSALS  
FOR  
PROFESSIONAL CIVIL ENGINEERING DESIGN SERVICES FOR BETTY WAY SEWER  
IN THE CITY OF WEST HOLLYWOOD

**PUBLIC NOTICE IS HEREBY GIVEN** that the City of West Hollywood, invites proposals for providing professional on-call emergency sewer services to be received only by electronic submittal. Copies of the full Request for Proposals (RFP) are available at no cost from the City of West Hollywood's website at the following website address links:

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

or

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

**The Request for Proposal (RFP) schedule is as follows:**

- March 18, 2016                      Date RFP issued
- April 5, 2016                      4:00 pm              Deadline for requests for clarification and questions
- April 12, 2016                      10:00 am             Deadline for proposal submission. Any proposals received after this deadline will be considered to be non-responsive.

**Scope of Work:**

The City seeks proposals from interested and qualified civil engineering firms, licensed in the State of California, for the preparation of plans and specifications for the construction of a sewer mainline in the street. The selected consultant will be responsible for organizing a project team to produce detailed plans and specifications for the construction of a new mainline and laterals to the property line of street. Surveying to produce the base map and utility research of substructures in the vicinity of the work will need to be done. Approximate length of sewer mainline is 300 feet.

**Minimum Qualifications:**

Licensed Civil Engineer, State of California

**Evaluation Criteria:**

- Qualifications of the contractor, project manager(s), foremen, and approach to providing the scope of work. (50%)
- Reference on previous project experience (30%)
- Schedule of Fees (20%)

**Award of Contract:**

The award of contract, if made, will be in accordance with the evaluation criteria provided in the Request for Proposal document. 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 Vendor 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 deadline for submission of proposals. The City may at its discretion select more than one contractor to provide services, if it is in the best interest of the City.

**Point of Contact:**

The City's primary contact for this Request for Proposals is Donn Uyeno, Senior Civil Engineer, and can be reached at (323) 848-6457, or by email at [duyeno@weho.org](mailto:duyeno@weho.org). Communication or solicitation with other City of West Hollywood Officials or Employees regarding any aspect of this RFP is expressly prohibited and may result in disqualification.

**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: 3-18-16  
Signature: Carmelina Reyes