

**City of West Hollywood**  
**Request for Qualifications (RFQ)**  
**West Hollywood Park Phase 2 Project**  
**General Contractor Pre-Qualification**

**Introduction**

The City of West Hollywood, hereinafter referred to as "City," is soliciting pre-qualification submittals from general contractors, hereinafter referred to as "Contractor," seeking to bid on the West Hollywood Park Phase 2 Project.

Responses are due on **5/12/2016 at 4:00 P.M. PST**. Responses must conform to the requirements of this Request for Qualifications (RFQ).

The purpose of this RFQ is to provide the City with a pre-qualified list of Contractors who have the capability to perform the Work of the project. This invitation to submit qualifications for pre-qualification to bid the Work is extended to all interested persons or firms. Only those Contractors that meet the City's requirements as determined solely by the City will be retained in this pool of Contractors who will be invited to provide actual proposals for the Work. The City expects that multiple Contractors will be requested to submit a proposal.

All qualifications submitted to the City of West Hollywood shall become the exclusive property of the City. **Once City staff has determined and approved Contractors to participate in the bid process, all qualifications shall become a matter of public record subject to disclosure, with the exception of those elements of each qualifications that are identified by the Contractor as business or trade secrets and plainly marked as "Trade Secret," "Confidential," or "Proprietary" and determined by the City to be exempt from disclosure under the Public Records Act.** Each element of a qualifications submittal that the Contractor desires not to be considered a public record must be clearly marked as set forth above. If disclosure is required under the California Public Records Act or otherwise by law, the City will make an independent determination and retain the confidentiality to the extent permitted by the Public Records Act.

For a full copy of the RFQ with detailed instructions, please contact the City Clerk's office at 323-848-6409, or visit the City's RFP/RFQ/BID web page at <http://www.weho.org/rfp>, or the PlanetBids system at <http://bit.ly/1RUdPfi>.

**Questions or Clarifications Pertaining to the RFP**

All questions or requests pertaining to this RFP shall be submitted via PlanetBids only (<http://bit.ly/1RUdPfi>) no later than April 28, 2016 at 4pm Pacific Time. City responses will be posted on May 4, 2016 through the PlanetBids system and on the City's RFP/RFQ/BID web page at <http://www.weho.org/rfp>. No questions regarding this RFQ will be answered over the phone or via email. Proposers that contact City personnel or City Council members after the City releases the RFQ and throughout the evaluation period may have their proposals disqualified from consideration.

**Submittal Instructions**

The deadline for submitting Qualifications is **May 12, 2016 no later than 4:00 P.M. (Pacific Time)** through the PlanetBids system. Qualifications received after this time and date shall be disqualified. No oral, telephonic, faxed, emailed, or telegraphic proposals or modifications of proposals shall be considered.

*PlanetBids Submission*

The Proposer is solely responsible for "on time" submission of their electronic qualifications via PlanetBids through the following link: <http://bit.ly/1RUdPfi>. The City will only consider qualifications that have been transmitted successfully and have been issued an e-bid confirmation number with a time stamp from the PlanetBids Bid Management System indicating that submittal package was submitted successfully. Proposer shall be solely responsible for informing itself with respect to the proper utilization of the bid management system, for ensuring the capability of their computer system to upload the required documents, and for the stability of their internet service. Failure of the proposer to successfully submit an electronic submittal shall be at the Proposer's sole risk and no relief will be given for late and/or improperly submitted qualifications. Proposers experiencing any technical difficulties with the electronic submission process may contact PlanetBids at (818) 992-1771. Neither the City, nor PlanetBids, makes any guarantee as to the timely availability of assistance, or assurance that any given problem will be resolved by the submission deadline.

The City reserves the right to reject any and all proposals. This Request for Qualifications does not commit the City to solicit bids or award a Contract, to pay any costs incurred in the preparation of qualifications for this request, of preparation of a proposal for this request, or to procure or contract services.

City Clerk  
Yvonne Quarker

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: APRIL 13 2016

Signature: *Alysa J. Johnson*