



City of West Hollywood
California 1984

**REQUEST FOR PROPOSALS
FOR
CONSTRUCTION MANAGEMENT SERVICES – MASTER AGREEMENT
WEST HOLLYWOOD
IN THE CITY OF WEST HOLLYWOOD**

The City of West Hollywood as AGENCY, invites proposals for Construction Management Services – Master Agreement for the City West Hollywood Capital Project Program to be received only by submitting electronically at: <http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals> for the above stated proposal and will only receive such proposals no later than the hour of **10:00 AM ON THURSDAY, OCTOBER 13, 2016** through the City's electronic proposal process. It is the sole responsibility of the proposer to submit it's proposal electronically in a timely manner.

The Procurement Schedule is as Follows:

- September 20, 2016 Request for Proposal released
- October 5, 2016 Deadline for Requests for Clarification – 1:00 p.m.
- October 13, 2016 Deadline for Proposal Submission – 10:00 a.m.
- October 14-20, 2016 Review of Proposals
- November 7, 2016 Recommendation for Award – City Council Meeting 6:30 p.m.

Deadline for Requests for Information (RFI's)/Clarification is • October 5, 2016 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 through a Master Agreement for The City of West Hollywood Capital Projects Program. 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

Proposer 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.

Extra consideration shall be given to Firms headquartered or with a substantial presence in Southern California.

The Proposer must be able to demonstrate relevant experience as part of this proposal for individual projects ranging from under one (1) million dollars up to at least one-hundred (100) million dollars.

Failure to provide the relevant information to document that the firm meets the minimum experience levels, in the proposal documents may deem the Proposer unsuccessful.

Evaluation Criteria

- Qualifications of Firm 30%
- Qualifications of Personnel 30%
- Approach and Understanding 25%
- Cost of Services 15%

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.

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: SEPTEMBER 30, 2016

Signature: Allyson T. Portales