

**NOTICE INVITING PROPOSALS
FOR
PROFESSIONAL CIVIL ENGINEERING DESIGN SERVICES
FOR HAVENHURST CUL-DE-SAC
IN THE CITY OF WEST HOLLYWOOD**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood, invites proposals for providing professional civil engineering design services 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:

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| • February 17, 2017 | Date RFP issued |
| • March 8, 2017 4:00 pm | Deadline for requests for clarification and questions |
| • March 16, 2017 10:00 am | Deadline for proposal submission electronically. Any proposals received after this deadline will be considered to be non-responsive. |
| • March 28-30, 2017 | Depending on the number of responses, we may ask the top qualified proposals to come in for an interview. |
| • April 10-14, 2017 | Select Consultant and obtain documents for contract |
| • May 1, 2017 | City Council Meeting to Award contract. |

Scope of Work:

The City seeks proposals from interested and qualified civil engineering firms, licensed in the State of California, for the preparation of conceptual alternative layout plans for usage by City staff in community meetings as well as final bid documents, specifications, and cost estimates for the construction of a new cul-de-sac on Havenhurst Drive at the City boundary, south of Sunset Blvd. The new cul-de-sac shall be equipped with siren activated retractable bollards for emergency vehicle access. The selected consultant will be responsible for organizing a project team with expertise in preparation of civil, striping & signage, landscape/irrigation, and lighting/electrical plans, specifications, and cost estimates. Topographical surveying to produce the base map, utility research of substructures in the vicinity of the work, and plan approval from the LA County Fire Department will need to be done.

Minimum Qualifications:

Licensed Civil Engineer, State of California and Licensed Landscape Architect, State of California

CITY OF WEST HOLLYWOOD REQUEST FOR PROPOSALS
PROFESSIONAL CIVIL ENGINEERING DESIGN SERVICES FOR HAVENHURST CUL-DE-SAC

Evaluation Criteria:

- Qualifications of the project team and approach to providing the scope of work. (60%)
- References on previous project experience (20%)
- 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. 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: February 21, 2017

Signature: [Handwritten Signature]