

NOTICE INVITING PROPOSALS  
FOR  
PROFESSIONAL CIVIL ENGINEERING DESIGN SERVICES  
FOR MELROSE AVE COMPLETE STREET PROJECT  
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:**

- August 1, 2017 Date RFP issued
- August 21, 2017 4:00 pm Deadline for requests for clarification and questions
- **August 30, 2017 10:00 am** **Deadline for proposal submission electronically.** Any proposals received after this deadline will be considered to be non-responsive.
- September 11-15, 2017 Depending on the number of responses, we may ask the top qualified proposals to come in for an interview.
- September 18-22, 2017 Select Consultant and obtain documents for contract
- October 16, 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 plans, specifications, and cost estimates for the construction of the Melrose Avenue Complete Street Project. The project limits are Melrose Avenue between San Vicente Blvd and the East City limit near Croft Avenue. The selected consultant will be responsible for organizing a project team with expertise in preparation of civil, striping & signage, landscape/irrigation, storm drain, traffic signal, streetscape, fiberoptic, 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 by the jurisdictional agencies for catch basin, fire hydrant, and street light relocations.

**Minimum Qualifications:**

Licensed Civil Engineer, licensed Landscape Architect, and licensed Traffic Engineering registered to practice in the State of California.

CITY OF WEST HOLLYWOOD REQUEST FOR PROPOSALS FOR  
PROFESSIONAL CIVIL ENGINEERING DESIGN SERVICES FOR  
THE MELROSE AVE COMPLETE STREET PROJECT

**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 Hany Demitri, Principal Civil Engineer, who can be reached at (323) 848-6507, or by email at [hdemitri@weho.org](mailto:hdemitri@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: JULY 31, 2017  
Signature: [Handwritten Signature]