



# CITY OF WEST HOLLYWOOD

## DEPARTMENT OF PUBLIC WORKS

### REQUEST FOR PROPOSALS FOR

### PROFESSIONAL SERVICES for MAINTENANCE AND CONVERSION OF THE CITYWIDE STREET LIGHT SYSTEM

**Deadline: Monday, August 28<sup>th</sup>, 2017 at 2:00 PM**

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#### INVITATION FOR PROPOSALS

The City of West Hollywood invites the submittal of proposals from qualified professional firms to provide professional services related to the ongoing maintenance and retrofit of the soon to be acquired citywide municipal streetlight system.

#### ADDITIONAL INFORMATION

No questions regarding this RFP will be answered over the phone. All inquiries shall be submitted in writing via fax at (323) 848-6564 Attn: Matthew Magener, and shall provide an email address where an email with the link to the responses on the City website can be sent when the answers are posted.

Deadline for all written questions is Thursday, August 17<sup>th</sup>, 2017 at 12:00 PM. After this deadline questions will not be answered. Answers to the questions for this RFP will be posted on the City's website [www.weho.org/notices](http://www.weho.org/notices) in the RFP/RFQ/Bid Notices section.

Anyone submitting a proposal or is on a proposal team shall not contact any City employee or City Council members regarding this RFP unless in the manner described above. From the time the City has released this RFP and throughout the evaluation period; any email, telephone, text message, social media, face to face contact and/or non-fax communication, where there has been discussion of this RFP, may be the basis for a submittal being disqualified from consideration.

## **BACKGROUND**

The City of West Hollywood previously contracted with a consultant to perform an audit and appraisal of its streetlight system and has entered into an agreement with Southern California Edison (SCE) to purchase 1,901 streetlight poles and fixtures. The City is looking to take advantage of the significantly reduced costs for street light maintenance resulting from the acquisition of the formerly SCE-owned street lights, and the resulting change from the LS-1 tariff to the LS-2 tariff.

The City expects to maintain ownership of the City's existing traffic signals and highway safety lighting, and intends to acquire and have direct ownership of the SCE-owned municipal street lighting system within the City of West Hollywood. The City's objectives are to implement energy usage improvements that will benefit the City's budget and to maintain prudent and sufficient reserves for replacement of the existing street lighting infrastructure while gaining additional control over monitoring street light maintenance to ensure street lights are adequately maintained and provide continuous night-time lighting to the City's residents.

## **SCOPE**

The City of West Hollywood desires to receive proposals from firms that have recent experience performing ongoing street light maintenance. The ideal candidate will also have experience developing and conducting pilot programs for streetlight conversions of street light fixtures from HPS to Energy Efficient technology, such as Light Emitting Diode (LED). The City also desires to have assistance with the procurement of fixtures once the pilot study has concluded. The selected Contractor shall also develop a conversion plan, conduct and coordinate all tasks related to the design, installation, and administration of the conversion, as well as perform ongoing maintenance of all City-owned streetlights.

## **PROPOSAL REQUIREMENTS**

All proposals shall include sufficient experience and qualifying information demonstrating the firm's abilities. The City has identified the following as essential knowledge, skills and abilities required for this Project:

- a) Possession of a Class A General Contractor's License, or a Class C-10 Electrical Contractor's License
- b) Experience with at least 3 projects of similar size conducting and coordinating HPS-to-Energy Efficient technology (i.e. LED) Municipal street light conversion projects.
- c) Experience with electrical service requirements and Applicable Design Standards and expertise in finding technical and policy solutions to convert LS-1 to LS-2A or LS-2B service.
- d) Experience facilitating street light maintenance agreements.

- e) Experience developing and conducting pilot programs to aid in fixture selection.
- f) Custom Design (Based on roadway classification, and or neighborhood/roadway needs, not watt-for-watt replacement).
- g) Experience with identifying and securing cost-effective financing, incentives and utility rebates.
- h) Procurement assistance.
- i) Commissioning of streetlight system.
- j) Recycling/Disposal plan for replaced fixtures.
- k) Compliance with all laws and regulations pertaining to the project – Compliance with all laws and regulations including Prevailing wage documentation and registration with the Department of Industrial relations, CAL OSHA requirements, and other appropriate safety measures including California MUTCD for traffic control plans.
- l) The Contractor shall comply with applicable environmental laws and regulations regarding handling of hazardous substances, and shall take appropriate measures to ensure the safe handling of such substances.
- m) Cost Proposal Sheet: Include an all in cost per HPS fixture converted to LED with a per fixture cost including sales tax. The all in cost per fixture should include material, installation and associated services.

**FORMAT OF PROPOSALS**

In an effort to promote waste reduction and resource conservation, the submittal shall not contain plastic bindings, three ringed binders, plastic pages or laminated pages. Proposals printed on double sided pages are preferred; copies should be printed on recycled and/or tree-free paper. Please avoid superfluous use of paper such as unnecessary attachments, resumes, or documents that were not specifically requested to be included with the proposal.

Proposals shall include the following information:

1. Provide a description of the firm, organization structure, location of principal offices, number of professional personnel and other pertinent information including the names and experience of all staff members who will work on the project team.
2. Provide resumes for the firm’s officers who are expected to have oversight and management responsibilities for the Project, if selected.
3. State the overall approach of the proposal, including the objectives, scope of work to be performed and methodologies or techniques to be used.
4. Describe the work activities (tasks) to be performed showing timelines, milestones, or benchmarks for major reports/products.

5. Provide a description of the information and support required of City staff. (Timeline, payment schedule, and deliverables)
6. Provide information on related project experience and client references. A minimum of five (5) references shall be provided, with relevant experience coordinating the acquisition of private utility owned municipal street lights, and the subsequent HPSV-to-LED retrofit project.
7. Provide the name and resume of the principal or project manager in the firm who will serve as Project Manager and have direct and continued responsibility for the project.
8. **List of Subcontracted work.** If any portion(s) of the project will be subcontracted, provide a list of those consultants with following information for each:
  - Company's name
  - Address
  - Phone number
  - Tasks assigned
  - The reason why you are choosing to use this company to do those tasks and your history of working with this company
9. **Changes to the Contract Requirements:** The consultant shall review the contract requirements included at the end of this RFP. Any proposed changes to the boiler plate contract language shall be listed in this section. If you do not have changes include a statement saying as such. Proposed changes will not have any influence on the evaluation of the proposal, but will speed up the process of the selected consultant to sign the contract documents. The proposed changes will be reviewed and approved by the City Attorney's Office prior to signing the contract documents.
10. **Other pertinent information:** Please use the last page to include any additional information you would like to include in your proposal. Rather than attaching a thick company profile book or a booklet of resumes, please filter, edit, and provide the information in a concise manner that will fit on one (1) side of an 8.5" x 11" piece of paper. The content can be anything of your choosing however it must fit on one side of one page.
11. **Project Fee.** In a separate sealed envelope, the proposal shall have a schedule of hourly rates that will be charged for each member of the project team including subconsultants. The proposal shall have a total proposed cost for completing the scope of work based on the estimated number of hours and the hourly rate of each member; and the direct costs you plan to bill to the project. If you would like to explain any of your costs, for any reason, include the explanation with the fee proposal. **SUBMITTAL OF SEALED PROPOSALS**

Three (3) copies, plus one (1) unbound copy of the RFP shall be mailed, couriered, or hand delivered to the City of West Hollywood, City Clerk's Office, no later than **Monday, August 28<sup>th</sup>, 2017 at 2:00 p.m.** Proposals received after this time and date may be returned. Postmarks will not be accepted as proof of receipt.

**City of West Hollywood**

**Attn: City Clerk's Office**

**RFP FOR PROFESSIONAL SERVICES FOR  
MAINTENANCE AND CONVERSION OF THE  
CITYWIDE STREET LIGHT SYSTEM**

**8300 Santa Monica Blvd.  
West Hollywood, CA 90069**

No oral, telephoned, faxed, or emailed proposals or modifications of proposals will be considered.

**Fee Proposal:** The fee proposal shall be submitted for all consultant services included in your proposal. The fees quoted shall be on a fixed hourly fee basis. The fee proposal shall be broken down into categories of work. The stipulated fixed fee will be for all services rendered for the entire duration of that item. **One (1) copy of the fee proposal shall be submitted in a separate sealed envelope clearly marked FEE PROPOSAL.** It is important to keep it separate from the proposal and that the proposal does not indicate of the costs for service.

#### **SELECTION PROCESS**

Submitted RFPs shall be evaluated using the following key criteria:

1. 60% - Project manager/team's experience, background, qualifications to complete the scope of work. Examples of completing similar work.
2. 30% - Reference projects. Projects that demonstrate the ability to complete the job, the quality of work, the experience of the project manager/team.
3. 10% - Other pertinent information provided.

Depending on the number of proposals received, the highest ranking proposals may be asked to come in for an interview. After a consultant is selected, the Engineering Division will initiate a final contract negotiation. If an agreement on the fee cannot be reached, the City reserves the right to end negotiations and enter into negotiations with another submitted proposal.

#### **SCHEDULE**

Written questions deadline

August 17<sup>th</sup>, 2017, 12:00 p.m.

**Proposals Due**

**August 28<sup>th</sup>, 2017, 2:00 p.m.**

Interview of Finalists (depending on # of responses)

TBD

Contract Award by City Council

November 2017

City of West Hollywood Request for Proposals  
Professional Services for Maintenance and Retrofit  
of the Citywide Street Light System.

#### **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: [Signature]