

City of West Hollywood  
Community Development Department  
Building and Safety Division

**REQUEST FOR QUALIFICATIONS  
FOR  
PLAN REVIEW AND SUPPLEMENTAL SERVICES**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites sealed proposals to be received only by submitting electronically at <http://www.weho.org/city-hall/city-departments/public-works/public-works-bids> for the above stated proposal and will only receive such proposals no later than the hour of **5:00 PM ON FRIDAY, OCTOBER 6, 2017** through the City's electronic proposal process. It is the sole responsibility of the proposer to submit its proposal electronically in a timely manner.

The City of West Hollywood invites qualified consultants to submit proposals to provide Plan Review and Supplemental Services

Requested services include without limitation:

- 1) Plan review services performed by an International Code Council (ICC) certified plans examiner on an as-needed basis which shall include but not be limited to:
  - Building Plan Review
  - Mechanical Plan Review
  - Electrical Plan Review
  - Plumbing Plan Review
  - Grading and Shoring Plans
  - CalGreen Review
  - California Energy Compliance
- 2) On-site plan check engineer(s) - On-site plan check engineer(s) will be required to assist the Building and Safety division on either a temporary full-time or part time basis depending on the needs of the Division.
- 3) Electronic Plan check – Consultants may be required to provide plan review and scope of work services through an electronic plan review system.
- 4) Inspection Services - Provide ICC certified Building Inspectors to assist with field inspections on an as-needed basis.
- 5) CASp Services – Provide a certified CASp professional to review plans, perform site visits and meet with the public to discuss related to State and Federal Accessibility compliance.

- 6) Permit Technician Assistance - Provide an ICC certified Permit Technician to provide support assistance on an as-needed basis.
- 7) Professional Development Training – Provide training to staff on various Code related items, certifications, and new federal and state legislation policies.

**Proposal Package**

- Letter of Introduction
- Firm Information and Qualifications
- References
- Firm's or Team's Capabilities and Abilities
- Review Times and Requirements
- Professional Service Fees

**Evaluation Criteria**

- Qualifications of Firm
- Qualifications of Personnel
- Cost of Services
- References

**Procurement Schedule**

- RFQ releases: 9/19/2016
- Final date for submitting questions 9/28/2017
- City to respond to questions by 10/5/2017
- Final date for submitting SOQ 10/6/2017
- Consultant Interviews/Selection Week of 10/16/2017
- Contract begins (2-year term) 1/1/2018

**Requests for Information (RFI's) and Questions:**

All questions and requests for information shall be submitted electronically at <http://www.weho.org/city-hall/city-departments/public-works/public-works-bids> under the above stated project. Any questions addressing the interpretation or clarification of the Proposal Forms or the Proposal Documents shall be submitted no later than **Thursday, September 28, 2017 at 5:00 p.m. through the City's electronic submission process.** Following this deadline no questions regarding the proposal packet will be accepted.

**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 19, 2017

Signature: Alyssa T. Potlador