



REQUEST FOR PROPOSALS FOR: TEMPORARY ENGINEERING STAFF SERVICES

The City of West Hollywood is seeking a consultant firm to provide Temporary Engineering Staff Services for the Department of Public Works, Engineering Division. The RFP is available at www.weho.org/rfp

The procurement schedule is as follows:

RFP Released: Wednesday, May 2, 2018

Proposals Due: Wednesday, May 16, 2018 by 5pm

Selection: May 17, 2018

City Council Approval of Contract: Monday, June 4, 2018

Project

The City of West Hollywood invites qualified Firms to respond to a Request for Proposals (RFP) to provide **Temporary Engineering Staff Support**. The City seeks a professional engineering firm to provide temporary contract staff on an as-needed basis to meet the on-going business needs of the Engineering Division. The City's primary objective for this RFP is to obtain qualified and competent temporary engineering personnel on a timely basis.

The Engineering Division is responsible for the Capital Improvement Program, development review, sanitation, traffic and roadway lighting in the City. They review plans, inspect drainage, and evaluate roadway infrastructure for all new and redeveloped properties. The Engineering staff works closely with other regional agencies to ensure the coordination of infrastructure and ongoing capital funding. All permits pertaining to public right-of-way are obtained through the Engineering Division. Temporary staffing services may be needed to provide additional support for any of the following existing job classifications: Transportation Engineering Technician,

Environmental Programs Coordinator, Assistant Civil Engineer, Senior Civil Engineer and Principal Engineer.

Evaluation Criteria

Submitted proposals shall be evaluated using the following key criteria:

- Qualification of Firm
- Qualification of Personnel
- Approach and Understanding of Scope of Services
- References

Please Refer to Other Proposal Documents: The scope of work and proposal submission process is described in more detail in the Proposal Documents, available at www.weho.org/rfp. Proposers are strongly encouraged to review the Instructions for information regarding the submission of proposals.

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 days. No proposer may withdraw its proposal for a period of ninety 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 Hany Demitri, at 323-848-6507, or via email at hdemitri@weho.org. All questions should be submitted by email only and all replies will be posted on the City's website in the RFP section.

BY ORDER OF the City of West Hollywood,
Yvonne Quarker, City Clerk

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: MAY 2, 2018

Signature: [Handwritten Signature]