

**REQUEST FOR PROPOSALS
ON-CALL MATERIAL TESTING
AND
INSPECTIONS SERVICES
IN THE CITY OF WEST HOLLYWOOD**

The City of West Hollywood as AGENCY, invites proposals for On-Call Material Testing and Inspection Services to be received only by submitting electronically at:

<http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>.

The Procurement Schedule is as Follows:

- May 15, 2018 Request for Proposal released
- May 21, 2018 Deadline for Requests for Clarification – 1:00 p.m.
- May 25, 2018 Deadline for Proposal Submission – 10:00 a.m.

The City of West Hollywood (CITY) is seeking a qualified firm(s) to provide Material Testing and Inspection Services on an on-call basis as needed for City Projects. Copies of the specifications and proposal documents are available at no cost from the City of West Hollywood website <http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>.

Minimum Qualifications

It is desired that the Proposers have at a minimum staff available to provide the service outlined below. The firm shall possess all the required employee and laboratory certifications, accreditation and licensing to perform this scope of work in the State of California.

- Material Testing and Inspections Services for Public Works Pavement and Striping Projects and Public Works Construction Projects.
- The City is also seeking the services of a Firm to provide Project Observation Services. The City currently schedules the majority of construction and street maintenance work during the late evening and early mornings and on the weekends. The City seeks a Firm that can provide Observation Services as the City's on-site representative, during these hours.

Material and special testing inspections shall include, but is not limited to the following:

- Concrete
- Asphalt
- Structural Steel, including Welding
- Masonry
- Soil
- Roofing
- Miscellaneous Inspection and Testing
- Project Observation

Evaluation Criteria

- **Qualifications of Provider**
- **Project Approach and Ability to Meet Proposal Requirements**
- **Cost of Services**

Please Refer to Other Proposal Documents: The scope of work and proposal submission process is described in more detail in the Proposal Documents. In particular, Proposers are strongly encouraged to review the Instructions to Proposers for more complete 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 (90) days. No proposer may withdraw its proposal for a period of ninety (90) 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 Helen Collins at 323-848-6895 or via email at hcollins@weho.org.

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: MAY 15, 2013

Signature: Ryszard J. Holston