

**CITY OF WEST HOLLYWOOD  
NOTICE - REQUEST FOR QUALIFICATIONS (RFQ)  
CONSULTANT SERVICES  
CITY HALL AUTOMATED PARKING GARAGE**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites Statements of Qualifications through this Request for Qualifications (RFQ) process, to be received only by submitting responses for the above stated work and will only receive such statements no later than the hour of **3:00 PM. Thursday, August 23, 2018.**

Project Scope of Work

Provide analysis and recommendations in the following areas:

1. Hours of operation.
2. Response times for entering and retrieving vehicles – How do response times compare to a surface parking lot, a traditional parking structure, and a valet-assisted parking lot?
3. Damage Claims – How do claims for damage to the garage or vehicles compare to a surface parking lot, a traditional parking structure, and a valet-assisted parking lot, including frequency and severity?
4. Possible Improvements – Are there changes that could be made that would reduce potential damage to vehicles, improve recall time, or provide a better overall customer experience?
5. Recommendations for future automated structures – Are there lessons learned which could be used to enhance the design and operation of this and future structures?

Statements of Qualifications must be submitted as follows:

All SOQs should be submitted in a sealed envelope clearly marked in the lower left-hand corner: "RFQ – Parking Consultant Services." Please provide three (3) printed copies of your SOQ no later than 3:00 PM on Thursday, August 23, 2018. Responses must be addressed and delivered as follows:

Ms. Yvonne Quarker, City Clerk  
City of West Hollywood  
8300 Santa Monica Boulevard  
West Hollywood, CA 90069

**Questions About RFQ:** You may submit questions to the CITY about the RFQ by email no later than noon on Thursday, July 26, 2018 to the attention of Bill Bortfeld, Parking Services & Projects Officer at [bbortfeld@weho.org](mailto:bbortfeld@weho.org). All questions received will be responded to by e-mail by Thursday, August 2, 2018.

**Please note:** No oral, telephonic or telegraphic response or modification of response will be considered. Other than the possible emails to Bill Bortfeld as discussed above, under no circumstances is City staff, its elected officials, boards or commissioners to be contacted during this RFQ process.

**Property Rights:** Responses received within the prescribed deadline become the property of the City and all rights to the content therein become those of the City.

**Non-Commitment of City:** This Request for Qualifications does not commit the City to award a Contract, to pay any costs incurred in the preparation of a response for this request, or to procure or contract services. The City reserves the right to accept or reject any or all responses received as a result of this request if it is in the best interest of the City to do so.

Point of contact for this project is Bill Bortfeld at 323-848-6349 or via email at [bbortfeld@weho.org](mailto:bbortfeld@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: July 12, 2018

Signature: [Handwritten Signature]