

CITY OF WEST HOLLYWOOD
REQUEST FOR PROPOSALS
CONSULTANT SERVICES
CITY HALL AUTOMATED PARKING GARAGE

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites Requests for Proposals (RFP) for the above stated services from **Pre-Qualified Consultants** for the above stated work and will only receive such proposals no later than the hour of **3:00 PM, Thursday, November 15, 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?

Copies of the Request for Proposals and associated documents are available for free from the City of West Hollywood website <https://www.weho.org/city-government/city-clerk/public-notice/rfp-rfq-bid-notice>

Proposals must be submitted as follows:

All Proposals should be submitted in a sealed envelope clearly marked in the lower left-hand corner: "Proposal – Parking Consultant Services." Please provide four (4) printed copies of your Proposal no later than 3:00 PM on Thursday, November 15, 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 RFP: You may submit questions to the CITY about the RFP by email no later than noon on Friday, October 26, 2018 to the attention of Bill Bortfeld, Parking Services & Projects Officer at bbortfeld@weho.org. All questions received will be responded to by e-mail by Tuesday, November 6, 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

BY ORDER OF the City of West Hollywood.

**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: 10-17-18
Signature: C. P. [Signature]