

**NOTICE INVITING PROPOSALS
FOR
PROFESSIONAL SURVEYING SERVICES
FOR RADIUS MAPS
IN THE CITY OF WEST HOLLYWOOD**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood, invites proposals from qualified consultants to provide professional surveying services for radius maps. Proposals shall only be submitted electronically. A copy of the full Request for Proposals (RFP) is available at no cost from the City of West Hollywood's website at the following website address links:

<https://www.weho.org/city-government/city-departments/public-works/bids>

or

<http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

The Request for Proposal (RFP) schedule is as follows:

- November 14, 2018 Date RFP issued
- **December 5, 2018, 6:00 pm** **Deadline for proposal submission electronically.**
Any proposal received after this deadline will be considered to be non-responsive.

Scope of Work:

The City of West Hollywood is seeking proposals from qualified surveying consultants, licensed in the State of California, for preparation of 500-foot radius maps around properties where elected and appointed decision-makers live. The radius maps shall show the individual's property and all surrounding properties within the 500-foot radius measurement, as well as nearby properties. The radius map shall show all property lines of the parcels, as well as, their identification and address. The radius map shall show the street names within the area. The 500-foot measurements shall be measured from the property line extents of the parcel where the individual lives. Any property within the radius, or any property that the radius line crosses, shall be identified differently from the adjacent properties. A tabulation in excel format of all such parcels and their addresses shall also be created. The radius maps shall be the product of professional surveying and shall be stamped by a California licensed surveyor indicating their accuracy.

Minimum Qualifications

Licensed Surveyor, State of California.

Evaluation Criteria

- Qualifications and expertise of the company, project manager, project team,
- Similar previous project experience and references

- Approach to providing the scope of work
- Schedule of Fees

Award of Contract:

The award of contract, if made, will be in accordance with the evaluation criteria provided in the Request for Proposals document. 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 Vendor 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 deadline for submission of proposals. The City may at its discretion select more than one contractor to provide services, if it is in the best interest of the City.

Point of Contact:

The City's primary contact for this Request for Proposals is John Gilmour, who can be reached at (323) 848-6383 or via email at jgilmour@weho.org. Communication or solicitation with other City of West Hollywood Officials or Employees regarding an aspect of this RFP is expressly prohibited and may result in disqualification.

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: November 14, 2018

Signature: Allyson P. Pollock