

City of West Hollywood
Planning and Development Services Department

**Request for Qualifications (RFQ) for
On-Call Geotechnical
Engineering Review Services**

The City of West Hollywood is seeking Statements of Qualifications (SOQ) from Geotechnical Engineering Consulting firms for on-call Geotechnical Engineering review services. Through this Request for Qualifications (RFQ), the City will select one or more qualified consultants ("Consultant Bench") with which the City may contract with to provide services requested in the RFQ's scope of work on an as-needed basis.

The City desires to obtain consultant services for a broad range of geotechnical services. This work will be concentrated primarily on specific project soil reports and associated technical studies that are submitted with applications for the Planning and Development Services Department review and approval but may also include other geotechnical or seismic engineering services and updating or creating policy wide geotechnical standards, guidelines, and reference materials. From time to time, the City may also desire expert review, as City's agent, of documents for proposals in adjoining or nearby jurisdictions, and other expert environmental review and reporting work.

The approximate aggregate volume of geotechnical review and assessment work administered through the Planning and Development Services Department is anticipated to be between \$75,000 to \$150,000 per calendar year.

The anticipated term of the contract will be no less than three (3) years and the City anticipates entering in an agreement for services to commence on July 1, 2019. All work will be assigned on an as-needed basis. Work is not guaranteed, but as the need for geotechnical engineering services arises, the City will contract the firm(s) for the specific work tasks.

A copy of the full Request for Qualifications (RFQ) is available at no cost from the City of West Hollywood at the following website address links:

City of West Hollywood: <http://www.weho.org/rfp> -or- PlanetBids: <https://www.planetbids.com/hub/hub.cfm>

Proposal Package

All proposals shall include the following:

- Transmittal Letter
- Proposer Statement
- Firm's Qualifications
- Proposed Consultant Team
- Technical Approach
- References
- Fee schedule

The Consultant should submit one (1) digital copy of the submission on PlanetBids (<https://www.planetbids.com/hub/hub.cfm>) no later than **Friday, May 24, 2019 at 4:00pm**. Proposals received after this time and date will be disqualified and unopened. Postmarks will

not be accepted as proof of receipt. No oral, telephonic, faxed, emailed, or telegraphic proposals or modifications of proposals will be considered.

Questions regarding this Request for Qualifications should be sent in PlanetBids (<https://www.planetbids.com/hub/hub.cfm>) by 4:00pm on Friday, May 10, 2019.

Evaluation Criteria

- Approach and Understanding of Scope of Work
- Qualifications of firm- Capabilities and Past Experience
- Qualifications of Proposed Consultant Team
- References
- Cost/Fee Schedule

Procurement Schedule

- RFQ releases: April 29, 2019
- Final date for submitting questions: May 10, 2019 by 4:00 PM
- City to respond to questions by: May 15, 2019
- Final date for submitting the RFQ: May 24, 2019
- *Evaluations of Submission /Consultant interviews: May 25 2019 to June 7,2019
- Award of Contract : June 2019
- Contract begins: July 1, 2019

*Evaluation of submissions may include phone or in person interviews at the City's discretion

Yvonne Quarker
City Clerk

AFFIDAVIT OF POSTING

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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: April 29, 2019

Signature: [Handwritten Signature]