



CITY OF WEST HOLLYWOOD REQUEST FOR PROPOSALS

ON-CALL ARCHITECTURAL AND ENGINEERING DESIGN SERVICES

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

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

SCHEDULE

Distribution of bid document (RFP)	June 27, 2019
Deadline to submit questions	July 25, 2019
Responses to questions	August 7, 2019
Proposal Due Date	August 26, 2019
Proposal Evaluation	August 26 – September 9, 2019
Interviews with Selected Vendors	September 11, 2019
Vendor Selection and Notification	September 25, 2019
City Council Approval of Contract	October 21, 2019
Contract Start Date	October 22, 2019

The City of West Hollywood (CITY) is seeking a qualified firm to provide Architectural and Engineering Design 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:

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

Minimum Qualifications

Contractor must be a responsible firm that has been in continuous existence and has provided continuous services for the relevant requirements contained herein for at least five (5) years. Less than the minimum required experience will eliminate that proposer from further consideration.

Contractor must have currently licensed staffing resources to provide the architectural and engineering design services required for the scope of work outlined in the specifications.

Contractor's team shall hold clear and valid professional license/s to practice architecture and engineering in the State of California in accordance with the State of California Section 5615 of the Business and Professions Code. In addition, all professional staff and sub-contractors shall be appropriately licensed to perform work in the State of California.

Evaluation Criteria

Qualifications of Firm	25
Qualifications of Personnel	25
Approach and Understanding of the Scope of Work	25
Cost of Services	25
Total Possible Points	100

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 Bill Bortfeld at 323-848-6349 or via email at 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: JUNE 27, 2019

Signature: Allyson T. Portada