

NOTICE INVITING PROPOSALS
FOR
ON-CALL PROFESSIONAL CIVIL ENGINEERING DESIGN SERVICES
FOR BOLLARD CONSTRUCTION
IN THE CITY OF WEST HOLLYWOOD

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood, invites proposals from qualified consultants to provide on-call professional civil engineering design services for bollard construction. 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:

- | | | |
|------------------------|----------------|---|
| • July 9, 2019 | | Date RFP issued |
| • July 17, 2019 | 5:00 pm | Deadline for requests for clarification and questions |
| • July 22, 2019 | 5:00 pm | Answers of requests for clarification and questions posted |
| • July 29, 2019 | 5:00 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 civil engineering consultants, licensed in the State of California, for a three year contract to provide on-call professional civil engineering design services.

The work to be done would consist of furnishing all materials, equipment, tools, labor, and incidentals as required to design and prepare construction plans, specifications, and cost estimates (PS&E), complete and accurate enough for construction bidding purposes and for actual construction installation purposes.

This Agreement specifies performance of services by a Consultant for a variety of, as yet to be identified, City projects on an "as needed" or "on-call" basis. Under the terms of this Agreement, the City, in its sole discretion, will determine both the extent and nature of each scope of work or project it requires the Consultant to perform or complete, and the specific terms and conditions under which it requires the Consultant to perform or complete the scope or project. Nothing contained herein, however, shall be construed by the Consultant as promise or guarantee of any minimum amount of Work or compensation hereunder.

The City will identify a work scope for the Consultant to perform and complete, and will issue to

the Consultant a Work Order request containing a detailed scope of work for the specific project. The terms and specifications of this bid document shall apply to all Work Order requests. The Consultant will review each Work Order request and provide a detailed cost proposal and schedule in response to each Work Order request. The City Engineer will review the submission with the consultant and if acceptable, approve the Work Order in writing or via e-mail. The consultant must be able to commit to starting each issued Work Order within 30 days of the notice of approval.

The type of projects that the Consultant would design would involve construction and installation of bollards and associated systems. Examples of types of projects would be, installing bollard systems in the sidewalk for pedestrian protection, installing bollard systems in pedestrian crossing refuges, installing bollard systems across roadways to close off streets, or other types of bollard system projects.

Minimum Qualifications

Licensed Civil Engineer, State of California.

Evaluation Criteria

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

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: JULY 9, 2019

Signature: Alyssa P. [Signature]