

**NOTICE INVITING PROPOSALS
FOR
PROFESSIONAL CIVIL ENGINEERING DESIGN SERVICES
FOR DECORATIVE LIGHTING PROJECT – ALONG SANTA MONICA BOULEVARD
FROM HANCOCK AVENUE TO ROBERTSON BOULEVARD
IN THE CITY OF WEST HOLLYWOOD**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood, invites proposals for providing professional services received only by electronic submittal. Copies of the full Request for Proposals (RFP) are available at no cost from the City of West Hollywood's website at the following website address links:

<http://www.weho.org/city-hall/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 12, 2019 Request for Proposals released
- July 25, 2019 Deadline for requests for clarification and questions – 5:00 P.M.
- **August 2, 2019 Deadline for proposal submission – 5:00 P.M.**

Scope of Work:

The City of West Hollywood, as the AGENCY, is inviting qualified firms to submit proposals to provide professional services for the design of a decorative lighting project along Santa Monica Boulevard, from Hancock Avenue to Robertson Boulevard. This section of the Boulevard is approximately .3 miles in one of the City's nighttime entertainment areas. The proposed project will consist of strings of exterior decorative lights extending across the streetlight poles along Santa Monica Boulevard. The scope of work includes the design, installation, storage, repair and seasonal removal of the decorative lighting.

Minimum Qualifications:

Proposer 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 three (3) years. Less than the minimum required experience may eliminate that proposer from further consideration.

Evaluation Criteria:

- Qualifications and Expertise of the Firm (50%)
- Schedule of Proposed Fees (50%)

Award of Contract:

The award of contract, if made, will be in accordance with the evaluation criteria provided in the Request for Proposal 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 OF WEST HOLLYWOOD REQUEST FOR PROPOSALS

PROFESSIONAL CIVIL ENGINEERING DESIGN SERVICES FOR DECORATIVE LIGHTING PROJECT

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 Hany Demitri, City Engineer, and can be reached at (323) 848-6507, or by email at hdemitri@weho.org. Communication or solicitation with other City of West Hollywood Officials or Employees regarding any 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 15, 2019

Signature: [Handwritten Signature]