

**REQUEST FOR PROPOSALS (RFP)**

**DECORATIVE LIGHTING PROJECT – ALONG SANTA  
MONICA BOULEVARD FROM HANCOCK AVENUE  
TO ROBERTSON BOULEVARD**

**ISSUED BY:**

**THE CITY OF WEST HOLLYWOOD  
8300 Santa Monica Boulevard  
West Hollywood, CA 90069**

**Hany Yanni Demitri, P.E., T.E.  
City Engineer  
Department of Public Works**



**RESPONSES DUE:**

**AUGUST 2, 2019 AT 5:00 P.M.**

# DECORATIVE LIGHTING PROJECT – ALONG SANTA MONICA BOULEVARD FROM HANCOCK AVENUE TO ROBERTSON BOULEVARD

## **Background**

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. The proposals shall be submitted electronically at:

<https://www.planetbids.com/hub/hub.cfm>

The City of West Hollywood requests to receive proposals from firms that have recent experience in designing decorative string lighting projects for other local agencies and private companies. The selected firm will prepare the design and sample displays for the decorative lighting project. Copies of the proposal documents are available at no cost at this website:

<https://www.planetbids.com/hub/hub.cfm>

## **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.

## **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 of Proposers And Selection Criteria**

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

### **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; reject 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 the contract, if made, will be in accordance with the evaluation criteria provided in the proposal documents.

### **Point of Contact**

The City's primary contact for this project is Hany Demitri, City Engineer, at 323-848-6507 or via email at [hdemitri@weho.org](mailto:hdemitri@weho.org).

### **Format for the Proposal**

The Proposal shall include, as a minimum:

1. A transmittal letter stating that the person submitting the proposal is authorized to contract on behalf of the consulting firm; that this RFP shall be incorporated in its entirety as a part of the Proposer's quote; that all federal, state, and local laws and regulations shall be adhered to; that City officials shall have access to all records pertinent to this project for at least three years; and that the Proposer will comply with the Copeland Anti-kickback Act (18 USC 874 C) and the implementation regulation (29 CFRR 3) issued pursuant thereto, and any amendments thereof.
2. Qualifications applicable to this project, including general information about the firm; the names, experience, and proposed duties of the Proposer's staff to be assigned to this project; a description of recent similar projects completed; and similar information regarding any subconsultants that are included in the proposal. Resumes of all proposed personnel shall be included as an attachment.
3. Client references (government agencies preferred), including the names, titles, addresses, telephone numbers, and email addresses of the appropriate persons that the City can contact regarding similar work experience. A minimum of 3 references should be provided for work performed within the last 3 years.
4. A brief description of the Proposer's approach to the tasks required to complete the scope of work.
5. A cost proposal and schedule for the proposed scope of work. The cost proposal shall include labor hours, labor rates, and fixed costs.

## **Scope of Work**

The following is a general outline of the scope of work to be provided by the firm. While it is believed that this scope includes all elements essential to complete the project, those submitting proposals are advised to include any additional items that they believe have been omitted. The City of West Hollywood desires to install lanterns over Santa Monica Blvd that will have the following features:

1. Commercial grade that is meant to be permanent and durable.
2. Come with a 5-year warranty.
3. Programmable to illuminate with different lights for different occasions.
4. The design must be stamped by a registered engineer.
5. The proposed design must be in compliance with all Fire Department regulations of Los Angeles County.
6. The proposal the City is seeking is for both Design AND construction.

## **Decorative Lighting Review**

- A. Review the existing infrastructure and meet with City of West Hollywood staff to initiate the project.
- B. Review the fiberglass streetlight poles and have a license Structural or Civil Engineer certify that the fiberglass streetlight poles can accommodate the additional weight and tension from the string of lights being attached from pole to pole. If it is determined that the additional weight and tension cannot be supported by the existing poles, the engineer shall include recommendations to support the additional weight and tension placed on the poles.
- C. Review the electrical circuit of the streetlights and have a licensed Electrical Engineer certify that the electrical circuit of the streetlights can accommodate the additional electrical load from the collective string of lights attached to the streetlight photocells. If it is determined that the additional electrical load of the lanterns cannot be supported by the existing streetlight circuit, the electrical engineer shall include recommendations that will support of the additional electrical load on the streetlight circuit.

## **Decorative Lighting Design and Specifications**

- D. Present options for decorative lighting project (approximately 4,500±LF) that extends across Santa Monica Boulevard from the streetlight to streetlight. The presentation options should include the following items:
  1. RGB or RGBW String of Lighting:
    - String of Lighting Only
    - String of Lighting & Silk Lantern/Sphere
    - String of Lighting & Plastic Lantern/Sphere
  2. Light Spacing

- 5 foot spacing – approximately 900 fixtures
- 3 foot spacing – approximately 1500 fixtures

E. Prepare a detail plan and/or a sample display for the lighting project.

### **Labor and Material**

- F. Provide all labor and materials for the installation of the lighting project and any necessary equipment to have the decorative lights in a working condition. If any parts of the streetlight poles, fixtures, luminaire, etc., are damaged during the installation of the lighting project, the contractor shall be responsible for the cost of repairing the streetlight equipment.
- G. Participate in one walk-through final check of the project to assure the work is in substantial conformance with the approved construction documents.

### **Ongoing Maintenance**

- H. Provide all labor and materials for the ongoing maintenance ensure that all lights and equipment are in a working fully for the duration of the negotiated contract. Repairs shall include, but may not be limited to: repair or replacement of light bulbs, TAP devices, damaged wiring, transformers, and programmable controllers.
- I. Respond time within 24 hours of contact for damaged equipment; and for actual repairs to be completed within 10 working days or less.

### **Administrative Elements**

Proposals shall be prepared and submitted at the respondent's sole expense. All proposals will become the property of the City of West Hollywood and will not be returned. There will be no public bid opening. The City reserves the right to negotiate mutually acceptable project-related conditions.

The Proposer shall assign a responsible representative and an alternate to perform the assigned tasks. Both Proposer staff members shall be identified in the proposal. The Proposer's representative will be responsible for all duties from contract negotiations through project completion. If the primary representative is unable to continue with the project, then the alternate representative will become the primary representative. The City must approve any other changes in responsible representatives in advance. The City reserves the right to reject other proposed changes in personnel and may consider any other changes in responsible personnel a breach of contract.

The Proposer shall be able to provide technical assistance and know-how on best practices related to decorative installation and maintenance, following the industry's best practices.

The Proposer shall provide all necessary labor, instruments, equipment, and materials to

perform the described work and ongoing services.

**Subcontracting**

The Proposer may utilize the services of specialty subcontractors/subconsultants on those parts of the work that, under normal contracting practices, are performed by specialty subcontractors. Unless the Proposer lists a specific subcontractor, the Proposer is representing to the City that the Proposer has all appropriate licenses, certifications, and registrations to perform the work hereunder.

After submission of the proposal, the Proposer shall not award work to any unlisted subcontractor(s) without prior written approval of the City. The Proposer shall be fully responsible to the City for the performance of his/her subcontractors, and of persons either directly or indirectly employed by them. Nothing contained herein shall create any contractual relation between any subcontractor and the City.

**Insurance**

The following insurance coverages and amounts will be required by the City:

- a. Workers’ Compensation Insurance in accordance with State of California laws.
- b. Commercial General Liability Insurance of \$1,000,000.
- c. Automobile Liability Insurance of \$300,000.
- d. Professional Liability Insurance of \$1,000,000.
- e. City will be requesting to be named an additional insured on a primary and non-contributory basis on all liability policies (GL, AL, & PL).

**BID PROPOSAL**

	Unit Price	Quantity	Cost
<b>OPTION 1: 4,500±LF W/5’ spacing (900 RGB or RGBW fixtures)</b>			
String Light Only		• 900	\$
String Light & 12” Silk Lantern		• 900	\$
String Light & 12” Plastic Lantern		• 900	\$
<b>OPTION 2: 4,500±LF W/3’ spacing (1500 RGB or RGBW Fixtures)</b>			
String Light Only		• 1500	\$
String Light & 12” Silk Lantern		• 1500	\$
String Light & 12” Plastic Lantern		• 1500	\$
RGB or RGBW Programmable Controller		• 1	\$

LABOR COST				\$

## CITY OF WEST HOLLYWOOD

### SAMPLE CONTRACT

This Construction Agreement ("Agreement") is made and entered into as of the date executed by the City Manager and attested to by the City Clerk, by and between [REDACTED] (hereinafter referred to as "CONTRACTOR") and the City of West Hollywood, California, a municipal corporation (hereinafter referred to as "CITY").

#### RECITALS

- A. Pursuant to the Notice Inviting Sealed Bids/Request for Proposals for [REDACTED], bids/proposals were received, publicly opened, and declared on the date specified in the notice; and
- B. On [REDACTED], City's City Council declared CONTRACTOR to be the lowest responsible bidder/proposer and accepted the bid/proposal of CONTRACTOR; and
- C. The City Council has authorized the City Manager to execute a written contract with CONTRACTOR for furnishing labor, equipment and material for the [REDACTED] Project in the City of West Hollywood.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants herein contained, it is agreed:

1. GENERAL SCOPE OF WORK. CITY agrees to engage CONTRACTOR and CONTRACTOR agrees to furnish all necessary labor, tools, materials, appliances, and equipment for and do the work for the [REDACTED] Project in the City of West Hollywood. The work shall be performed in accordance with the Plans and Specifications dated [REDACTED] (the "Specifications") on file in the office of the City Clerk and in accordance with bid prices set forth in CONTRACTOR'S Bid Proposal and in accordance with the instructions of the City Engineer.
2. INCORPORATED DOCUMENTS TO BE CONSIDERED COMPLEMENTARY. The contract documents for the aforesaid project shall consist of the Notice Inviting Sealed Bids/Request for Proposals, Instructions to Bidders, Bid Proposal, Standard Specifications, Special Provisions, and all referenced specifications, details, standard drawings, exhibits, and appendices; together with this Agreement and all required bonds, insurance certificates, permits, notices and affidavits; and also, including any and all addenda or supplemental agreements clarifying, amending, or extending the work contemplated as may be required to insure its completion in an acceptable manner. All of the provisions of said contract documents are made a part hereof as though fully set forth herein. This contract is intended to require a complete and finished piece of work and anything necessary to complete the work properly and in accordance with the law and lawful governmental regulations shall be performed by CONTRACTOR whether set out specifically in the contract or not. Should it be ascertained that any inconsistency exists between the aforesaid documents and this written agreement, the provisions of this Agreement, the Standard Specifications, and the Special Provisions, in that order, shall control. Collectively, these contract documents constitute the complete agreement between CITY and CONTRACTOR and supersede any previous agreements or understandings.
3. COMPENSATION. CONTRACTOR agrees to receive and accept the prices set forth in its Bid Proposal in an amount not to exceed \$ [REDACTED] which includes the amount bid of \$ [REDACTED] plus a [REDACTED] % contingency of \$ [REDACTED] for Change Orders. The AGREEMENT may be modified after the work has begun by either a written