

**NOTICE INVITING PROPOSALS
FOR
ON-CALL STORM DRAIN CATCH BASIN REHABILITATION SERVICES
IN THE CITY OF WEST HOLLYWOOD**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood, invites proposals from qualified contractors to provide on-call storm drain catch basin rehabilitation services. 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:

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| • July 18, 2019 | | Date RFP issued |
| • July 30, 2019 | 5:00 pm | Deadline for requests for clarification and questions |
| • August 6, 2019 | 5:00 pm | Answers of requests for clarification and questions posted |
| • August 13, 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 contractors, licensed in the State of California, for a three year contract to provide on-call storm drain catch basin rehabilitation services.

The work to be done would consist of furnishing all materials, equipment, tools, labor, and incidentals as required to provide storm drain catch basin construction/maintenance services at various locations around the city.

Examples of scope of work are:

- 1) Field investigation, measuring, and shop drawing/plan & calculations preparation
- 2) Submit necessary applications and obtain permits from Los Angeles County covering any work on county owned catch basin.
- 3) Removal & disposal of trash and debris from catch basin prior to working
- 4) Removing, repairing, and/or adding protection bar systems
- 5) Removing, repairing, and/or adding trash excluder systems
- 6) Staff Gauge painting on interior wall, and Identification Number and No Dumping Stencil painting on top of catch basin.

7) Other Miscellaneous catch basin and pipe repair.

All construction shall comply with Los Angeles County codes and requirements. All equipment installed shall be approved by Los Angeles County for use and installation. The work includes any necessary survey services and traffic control, as required, to complete all work. All incidental work which could reasonably be assumed necessary to complete the construction or improvements as they are specified herein in order to construct a complete and functional facility, even though not specifically shown or specified, shall be furnished or installed as though such work were shown on the plans or specified, and no additional compensation will be allowed.

This Agreement specifies performance of services by a contractor 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 contractor to perform or complete, and the specific terms and conditions under which it requires the contractor to perform or complete the scope or project. Nothing contained herein, however, shall be construed by the contractor as promise or guarantee of any minimum amount of Work or compensation hereunder.

The City will identify a work scope for the contractor to perform and complete, and will issue to the contractor 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 contractor 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 contractor and if acceptable, approve the Work Order in writing or via e-mail. The contractor must be able to commit to starting each issued Work Order within 30 days of the notice of approval.

Minimum Qualifications

- Contractor shall possess a State of California Class A Contractor License
- Contractor and all subcontractors shall be registered on an annual basis with the California Department of Industrial Relations (DIR).

Evaluation Criteria

70% Qualifications/expertise of company/team & similar prior project experience/references
30% 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: 7-18-19

Signature: C. Ross