

NOTICE INVITING PROPOSALS
FOR
PROFESSIONAL DESIGN SERVICES FOR RULE 20B UNDERGROUNDING PROJECT
IN THE CITY OF WEST HOLLYWOOD

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood, invites proposals from qualified consultants to provide professional design services for a Rule 20b Undergrounding Project. 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:

- December 16, 2020 Date RFP issued
- December 30, 2020 5:00 pm Deadline for requests for clarification and questions
- January 6, 2021 5:00 pm Answers of requests for clarification and questions posted
- **January 13, 2021 5:00 pm **Deadline for proposal submission electronically.****
Any proposal received after this deadline will be considered to be non-responsive.

Evaluation Criteria

- 50% Qualifications/expertise of company/team & similar prior project experience/references
 - 1) Experience with similar kinds of work
 - 2) Understanding of the work to be done and the ability to meet project deadlines
 - 3) Technical qualifications of staff for work to be done
 - 4) Possession of any necessary certifications, permits, degrees, licenses, etc. required to perform the work

- 50% Schedule of Fees
 - 1) Lump sum Prices
 - 2) With the variable nature of how a respondent might list a total price under the Hourly Not-to-Exceed Prices, the fee nature is based on the hourly rates of the respondent, which will be analyzed in evaluation.

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 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 this document was posted on:

Date: December 16, 2020
Signature: \\Alyssa T. Poblador\
Office of the City Clerk