

**City of West Hollywood
Request for Qualification (RFQ)
General Contractor On Call Services for Affordable ADU Pilot Program**

PUBLIC NOTICE IS HEREBY GIVEN that City of West Hollywood as AGENCY, invites Statements of Qualification through this Request for Qualification (RFQ) process, to be received only by submitting proposals for the above · stated work and will only receive such statements no later than the hour of 4:00 PM PDT on FRIDAY, SEPTEMBER 30, 2022.

The City of West Hollywood (“City”) seeks to establish a panel of duly licensed general contractor firms on an “as needed” basis for a variety of cost analysis and consulting services in connection with the City’s implementation of an ADU Pilot Program. The City is currently gathering qualifications from experienced and licensed General Contractors to establish a pool of individuals and firms who can provide cost analysis and general contractor services of planned accessory dwelling units for the selected participants of the West Hollywood ADU Pilot Program.

A copy of the full Request for Qualification (RFQ) is available at no cost from the City and the following website links:

City of West Hollywood: <http://www.weho.org/rfq>
or

PlanetBids: <https://pbsystem.planetbids.com/portal/22761/bo/bo-detail/97581>

Timeline –

Issuance of Request for Qualifications	August 31, 2022
Deadline for Written Questions and Comments	Sept. 15, 2022
City Issues Responses to Written Questions and Comments	Sept 19, 2022
Receipt of Qualification Statements	Sept. 30, 2022
Completion of Evaluation of Qualification Statements	Oct. 21, 2022

Qualification Package

All packages shall include the following:

- Name of firm or individual.
- Address of principal place of business and all offices and corresponding telephone numbers.
- The number of years your organization has been in business under the present name.
- The number of years the business organization has been under the current management.
- A resume of the owner or the firm anticipated to provide services to the City.
- At least three (3) references of clients whom the General Contractor has provided construction services for accessory dwelling units and/or residential

projects. Include client contact information, name, email, phone/ mobile number and a description of services provided.

- List and describe projects similar to what is being requested in the RFQ that general contractor has worked on and include the project information and address and the general description and timeframe of the project. Also include at least one photo of each project and overall construction cost/bid of the project.
- Proposed hourly rate and/or fee schedule to provide on-call services to the City.
- Contractor License information.
- Proof of no pending lawsuits nor outstanding liens.
- Proof of Bonding/Insurance as outlined in the insurance section below.

Questions regarding this RFQ should be submitted on PlanetBids

<https://pbsystem.planetbids.com/portal/22761/bo/bo-detail/97581> by 4:00 P.M. Pacific Daylight Time on September 15, 2022.

Submittal Instructions

The deadline for submitting Qualification is September 30, 2022 by 4:00 P.M. Pacific Daylight Time.

The Submitter shall submit one (1) digital copy of the submission on PlanetBids

<https://pbsystem.planetbids.com/portal/22761/bo/bo-detail/97581>. Submissions received after the deadline will be disqualified and unopened. Postmarks will not be accepted as proof of receipt. No oral, telephonic, faxed, emailed or telegraphic proposals or modifications of proposals will be considered.

PlanetBids Submission

The Submitter is solely responsible for "on time" submission of their electronic proposal via PlanetBids through the following link:

<https://pbsystem.planetbids.com/portal/22761/bo/bo-detail/97581>

The City will-only consider submissions that that have been transmitted successfully. Submitter shall be solely responsible for informing itself with respect to the proper utilization of the bid management system, for ensuring the capability of their computer system to upload the required documents, and for the stability of their internet service. Failure of the submitter to successfully submit an electronic proposal shall be at the Submitter's sole risk and no relief will be given for late and/or improperly submitted qualifications. Submitters experiencing any technical difficulties with the qualification submission process may contact PlanetBids at (818) 992-1771. Neither the City, nor PlanetBids, makes any guarantee as to the timely availability of assistance, or assurance that any given problem will be resolved by the submission deadline.

The City reserves the right to reject any and all submissions to the Team(s) that best meets the requirements set forth in the RFQ.

BY ORDER OF the City of West Hollywood

Melissa Crowder, City Clerk

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: August 31, 2022

Signature: *Melissa Crowder*
 Office of the City Clerk