

**CITY OF WEST HOLLYWOOD
REQUEST FOR PROPOSALS
ENGINEERING DESIGN SERVICES**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites Requests for Proposals (RFP) for the above stated services and will only receive such proposals no later than the hour of **3:00 P.M., Wednesday, December 7, 2022.**

The City of West Hollywood is inviting proposals from qualified individuals or firms interested in providing ENGINEERING DESIGN SERVICES for an initial term of four years with two (2) one-year extensions to be exercised at the City's sole discretion.

INSTRUCTIONS

A Copy of the RFP can be downloaded from the City's website at:

<https://www.weho.org/city-government/city-departments/public-works/public-works/bids>

Proposals must be submitted electronically on the City's bid portal:

<https://www.weho.org/city-government/city-departments/public-works/public-works/bids>

SCHEDULE

Distribution of bid document (RFP)	October 17, 2022
Deadline to submit questions	3:00 p.m., November 3, 2022
Responses to questions	November 10, 2022
Proposal Due Date	3:00 p.m., December 7, 2022
Proposal Evaluation	December 8 - 29, 2022
Interviews with Selected Vendors	January 12, 2023
Vendor Selection and Notification	January 25, 2023
City Council Approval of Contract	March 6, 2023
Contract Start Date	March 7, 2023

MINIMUM QUALIFICATIONS

Contractor must be a responsible firm or individual that has provided services for the relevant requirements contained herein for at least five (5) consecutive years. Less than the minimum required experience will eliminate that proposer from further consideration. Contractor must have currently licensed staffing resources to provide the engineering design services required for the scope of work outlined in the specifications.

EVALUATION CRITERIA

1.	Firm's Attributes	30
2.	References	20

3.	Approach and Understanding of the Scope of Services	20
4.	Cost Proposal	30
	Total Possible Points	100

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, and also 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 contract, if made, will be in accordance with the evaluation criteria provided in the specifications.

Point of contact for this project is Bill Bortfeld at 323-848-6349 or via email at bbortfeld@weho.org

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 this document was posted on:

Date: October 24, 2022
Signature: \\Alyssa T. Poblador\
Office of the City Clerk