

**NOTICE INVITING PROPOSALS  
FOR  
DIG ALERT SERVICES  
FOR CITY-OWNED UTILITY SYSTEMS  
IN THE CITY OF WEST HOLLYWOOD**

**PUBLIC NOTICE IS HEREBY GIVEN** that the City of West Hollywood, invites proposals from qualified consultants to compile and add City-owned utility system records to the DigAlert/Underground Service Alert (USA) system, and to provide round-the-clock on-call DigAlert Ticket response mark out services. West Hollywood would like to be included as a member of the USA system and to have the City's underground utility systems, such as traffic signal conductors, fiber optics lines, etc., mapped so that the locations are known throughout the City and can be field marked for contractors through the DigAlert process. 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:**

- February 2, 2023 RFP issued
- February 16, 2023, 5:00 pm Deadline for requests for clarification and questions
- February 23, 2023, 5:00 pm Answers to requests for clarification and questions posted
- **March 2, 2023, 5:00 pm** **Deadline for proposal submission electronically**  
Any proposals received after this deadline will be considered to be non-responsive.

**Minimum Qualifications**

Previous experience with DigAlert/USA procedures

**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 fees
  - 2) Hourly rates of various job titles/crew designations.

**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 consultant that 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 Richard Garland, who can be reached at rgarland@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: February 1, 2023  
Signature: \\Alyssa T. Poblador\  
Office of the City Clerk