

CITY OF WEST HOLLYWOOD NOTICE OF REQUEST FOR PROPOSALS

ON-SITE TRAFFIC CONTROL AND SPECIAL EVENT SITE SERVICES

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites proposal submissions through this Request For Proposals (RFP) process, to be received only by submitting electronically at <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761> for the above stated work and will only receive such submissions no later than the hour of **5:00 PM on Friday, March 17, 2023**.

The City of West Hollywood, hereinafter referred to as "City," is soliciting proposals from qualified vendors for on-call professional traffic control and special event site services for annual events such the City's WeHo Pride. As a contract City, services from an outside CONTRACTOR are needed to provide all traffic control related items and fencing needs for this event and other smaller events throughout the year. The contract shall be for approximately a three-year period with an option to renew for two additional years, for a total of five years. At the City's sole discretion, this agreement may be extended for additional terms, with prior written notice to the CONTRACTOR upon mutual agreement.

Overview:

The work to be done consists of, but is not limited to furnishing all materials, equipment, tools, labor, and incidentals on an as-needed basis. Such work may include the engineering of traffic control plans, as well as the delivery, placement, maintenance, monitoring and removal of temporary, event-specific traffic control signage, electronic message boards, barricades, cones, bike racks, delineators, cement K-Rails, water barricades, temporary fencing panels and snow fencing, among other materials for large to small scale events.

The City intends to award an indefinite delivery/indefinite quantity amount service. There is no guaranteed compensation under this agreement; all compensation shall be based on the satisfactory completion of services/work at the rates awarded by the City Council in the cost section of this proposal.

The required services and qualifications are described in the Scope of Services of the complete RFP. Costs for permits specifically and exclusively required by the City for the event will be covered by the City; any permits/licenses legally required for the Proposer to practice their profession are the responsibility of the Proposer and should not be factored into the proposed cost.

Proposals must be submitted electronically. Copies of the RFP and associated documents are available for free from the City's website at: <http://www.weho.org/bid>, and on the City's electronic bidding portal: <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>. To schedule an in-person review of the hard copy RFP Documents, reach out to the point of contact listed at the bottom of this Notice.

The agency hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit proposals in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex, or religion in any consideration leading to the award of contract.

License Requirements: All bidders/proposers must possess proper licenses for performance of this Contract. CONTRACTORS shall possess at a minimum the following valid State of California C-31 Construction Zone Traffic Control State License. All Subcontractors must possess the appropriate licenses for each trade subcontracted and they shall be listed on the bid documents as requested to include percentage and dollar value of work.

Please note the terms Project and Work are interchangeable as are the terms Proposal/Proposer and Bid/Bidder and CONTRACTOR/Integrator.

Requests for Information (RFI) and Questions/Clarifications: All requests for information (RFI) and questions/clarifications shall be submitted electronically at <https://www.weho.org/city-government/city-departments/public-works/bids> under the above stated project. Any questions addressing the interpretation or clarification of the Agency's bid forms or the bid documents must be submitted no later than **Monday, March 6, 2023 at 5:00 p.m. through the City's electronic submission process**. Following this deadline no questions regarding the RFP will be accepted.

Point of contact is Jesús Heredia or via email jeheredia@weho.org. Please do not solicit bid contact with questions/clarifications; use the online bidding portal stated above.

Deadline for Submission: All proposals must be submitted electronically and received at <https://www.weho.org/city-government/city-departments/public-works/bids> no later than **Friday, March 17, 2023 at 5:00 p.m. through the City's electronic submission process**. The system will not allow submissions to be received after the deadline and it is the sole responsibility of the proposers to allow adequate time to upload all required bidding documents.

Prevailing Wages: Any contract entered into pursuant to this notice will incorporate the provisions of the California State Labor Code, as applicable. Pursuant to the provisions of Section 1773.2 of the Labor Code, the minimum prevailing rate of per diem wages for each craft, classification, or type of workman needed to execute the contract shall be those determined by the Director of Industrial Relations of the State of California, which are on file at the City Hall, City of West Hollywood, 8300 Santa Monica Boulevard, West Hollywood, California 90069, and are available to any interested party on request.

A CONTRACTOR or subcontractor shall not be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5

of the Labor Code. It is not a violation of this section for an unregistered CONTRACTOR to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the CONTRACTOR is registered to perform public work pursuant to Section 1725.5 of the Labor Code at the time the contract is awarded.

Attention is directed to the provisions of Section 1777.5 of the Labor Code concerning the employment of apprentices by the CONTRACTOR or any such subcontractor under him. Affirmative action to ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, or handicap will also be required.

In entering into an agreement for professional services contract, or a subcontract, to supply goods, services, or materials pursuant to a professional services contract, the CONTRACTOR, or subcontractor, offers and agrees to assign to the awarding body all rights, title, and interest in, and to, all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the professional services contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the CONTRACTOR, without further acknowledgement by the parties.

This work may be subject to compliance monitoring and enforcement by the Department of Industrial Relations.

Living Wage Ordinance: The City of West Hollywood's [Living Wage Ordinance](#) shall be followed when applicable. West Hollywood Municipal Code: Chapter 3.20 Living Wage Requirements for Service Contracts.

Interest in More Than One Submission: No proposer shall be allowed to make, submit or be interested in more than one proposal submission. However, a person, firm, corporation or other entity that has submitted a sub proposal to a proposer, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a sub proposal or quoting prices to other proposers submitting a proposal to the CITY.

Insurance Certificates: The successful proposer will be required to furnish, within **five business days** of the written Notice of Award, insurance certificates and endorsements as described in the Bid Documents. The surety must be a California-admitted surety with a current A.M. Best's rating no less than A: VII and satisfactory to the CITY.

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 submission of any Proposer who has been delinquent or unfaithful in any former contract with the City of West Hollywood and to take all proposal submissions under advisement for a period of ninety (90) days. No

proposer may withdraw its submission for a period of ninety (90) days after the date from the opening thereof.

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: February 22, 2023
Signature: \\Alyssa T. Poblador\
Office of the City Clerk