

**CITY OF WEST HOLLYWOOD
REQUEST FOR PROPOSALS
PARKING MANAGEMENT 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., Thursday, August 3, 2023.**

The City of West Hollywood is inviting proposals from qualified individuals or firms interested in providing PARKING MANAGEMENT SERVICES for an initial term of five and a half 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-clerk/public-notices/rfp-rfq-bid-notices>

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

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

SCHEDULE

Distribution of bid document (RFP)	June 21, 2023
Mandatory Pre-proposal Meeting	July 19, 2023
Deadline to submit questions	July 20, 2023
City response to questions	July 26, 2023
Proposal due date	August 3, 2023
Proposal evaluation	August 4 – 17, 2023
Presentations with selected vendors	August 23, 2023
City Council approval of contract	October 23, 2023
Contract start date	January 1, 2024

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.

EVALUATION CRITERIA

1.	Firm's Capabilities & Attributes	20 points
2.	Key Personnel	20 points
3.	Operations Plan	20 points
4.	Presentation & Responsiveness to RFP	20 points
5.	Cost Proposal	20 points
	Total	100 points

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: June 21, 2023
Signature: \\Alyssa T. Poblador\
Office of the City Clerk