

**CITY OF WEST HOLLYWOOD  
REQUEST FOR PROPOSALS  
INTELLIGENT CURB MANAGEMENT SYSTEM**

**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., Monday, December 4, 2023.**

The City of West Hollywood is inviting proposals from qualified individuals or firms interested in providing an **INTELLIGENT CURB MANAGEMENT SYSTEM** for an initial term of three years with two two-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-notice/rfp-rfq-bid-notice>

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)	October 25, 2023
Deadline to submit questions	November 13, 2023
City response to questions	November 21, 2023
Proposal due date	December 4, 2023
Proposal evaluation	December 4 – 11, 2023
Presentations with selected vendors	December 20, 2023
City Council approval of contract	January 15, 2024
Contract start date	January 22, 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	15 points
2.	Proposed Solution	30 points
3.	Implementation Plan & Timeline	25 points
4.	Maintenance & Customer Support	15 points
5.	Cost Proposal	15 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](mailto: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 25, 2023  
Signature: \\Alyssa T. Poblador\  
Office of the City Clerk