



**REQUEST FOR PROPOSALS
FOR
OWNERS REPRESENTATIVE FOR THE CITY'S CAPITAL IMPROVEMENT
PROGRAM
IN THE CITY OF WEST HOLLYWOOD**

The City of West Hollywood as AGENCY, invites proposals for Owners Representative for the City's Capital Improvement Program to be received only by submitting electronically at: <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761> for the above stated proposal and will only receive such proposals no later than the hour of **10:00 AM ON MONDAY, JANUARY 29, 2024**, through the City's electronic proposal process. It is the sole responsibility of the proposer to submit its proposal electronically in a timely manner.

The Procurement Schedule is as Follows:

- January 10, 2024, Request for Proposal released – January 11, 2024
- January 22, 2024, Deadline for Requests for Clarification – 1:00 p.m.
- January 29, 2024, Deadline for Proposal Submission – 10:00 a.m.
- March 4, 2024, Recommendation for Award – City Council Meeting

Deadline for Requests for Information (RFI's)/Clarification is • Monday, January 22, 2024 – all RFI's and general questions to include exemptions or concerns with the City's standard contract, shall be submitted through the electronic proposal process. Exemptions or corrections to the City's Contract/Agreement will not be accepted after this deadline.

The City of West Hollywood (CITY) is seeking a qualified firm to provide Owners representative Services for The City of West Hollywood Capital Improvement Program. Copies of the specifications and proposal documents are available at no cost from the City of West Hollywood website <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

Minimum Qualifications

Proposer must demonstrate applicable experience for the relevant requirements contained herein for at least five (5) years. Less than the minimum required experience may eliminate that proposer from further consideration.

Extra consideration shall be given to Firms headquartered or with a substantial presence in Southern California.

The Proposer must be able to demonstrate relevant experience as part of this proposal for individual projects ranging from under one (1) million dollars up to at least one hundred (100) million dollars.

Failure to provide the relevant information to document that the firm meets the minimum experience levels in the proposal documents may deem the Proposer unsuccessful.

Evaluation Criteria

- Qualifications of Respondent 30%
- Qualifications of Personnel 30%
- Approach and Understanding 25%
- Cost of Services 15%
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Please Refer to Other Proposal Documents: The scope of work and proposal submission process is described in more detail in the Proposal Documents. In particular, Proposers are strongly encouraged to review the Instructions to Proposers for more complete information regarding the submission of proposals.

In accordance with provisions of Section 1773 of the California Labor Code, copies of the prevailing wage rate of per diem wages as determined by the State Director of Industrial Relations available **on online at www.dir.ca.gov**. It shall be mandatory upon the Contractor to whom the contract is awarded and upon any subcontractor under them to pay not less than said specified rates to all workers employed by them in the execution of the contract as applicable. Compliance with the City of West Hollywood Living Wage Ordinance is also required. All proposers shall be registered with the Department of Industrial Relations for Public Works Projects <https://www.dir.ca.gov/Public-Works/PublicWorks.html>

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 Helen Collins at 323-848-6895 or via email at hcollins@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: January 11, 2024
Signature: \\Alyssa T. Poblador\
Office of the City Clerk