

REQUEST FOR PROPOSALS
City of West Hollywood
“DESIGN SERVICES - HOMEKEY: REHABILITATION OF THE HOLLOWAY MOTEL
PROJECT FOR TRANSITIONAL HOUSING”

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites Requests for Proposals (RFP's) 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 RFP no later than the hour of **2:00 p.m., on November 8, 2022** at which time or thereafter said RFPs will be electronically opened. RFPs received after this time will not be considered.

The City of West Hollywood, County of Los Angeles, State of California (“City”) is soliciting proposals from qualified consultant firms to provide as-built plan and design services for the “DESIGN SERVICES - HOMEKEY: REHABILITATION OF THE HOLLOWAY MOTEL PROJECT FOR TRANSITIONAL HOUSING”. The City is seeking a qualified proposer to provide as-built plan and design services to convert a motel of 23 rooms to 20 transitional housing units and management space to include on-site laundry and other amenities. No plans currently exist for this project, so the prime consultant will be responsible for the preparation of to-scale as-built plans to include seismic retrofit, which will be required to complete this project.

All services performed by the design consultant, or its sub-consultant shall be provided in a manner consistent with the level of care and skill exercised by members of the consultant's or the respective sub-consultant's profession. Such services shall be performed under the direct supervision of qualified and experienced personnel.

Federal Funding Requirements.

Funds from the CSFRF program, will be used to fund all or a portion of this project. The successful proposer will be required to comply with all requirements associated with federal funding in carrying out the project. The PSA provides additional information on federal funding requirements.

Additionally, proposers shall be subject to 2 CFR § 200.321 and will take affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible and will not be discriminated against on the grounds of race, color, religious creed, sex, or national origin in consideration for an award. Affirmative steps shall include:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
- Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
- Dividing total requirements, when economically feasible, into

smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises.

- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises; and
- Using the services/assistance of the Small Business Administration (SBA), and the Minority Business Development Agency (MBDA) of the Department of Commerce.
- Proposers shall submit evidence of compliance with the foregoing affirmative steps when requested by the City.

Evaluation Criteria

Each proposal shall be evaluated on the basis of the proposer's expertise, experience and training and the expertise of its key personnel along with prior contracting history, approach to the Project, cost, proposed schedule, and compliance with the RFP requirements. Each such factor shall be weighted by the City as follows:

- a) Expertise, Experience & Training Plus Prior Contracting History (30%)**
– The expertise, experience and training of the proposer and its key personnel and previous experience with similar work in similar fields and qualifications and depth of the staff that will perform the work on this project. This factor includes evaluation of the proposer's prior contracting history, including the review of the proposer's certifications relating to false claims, debarment, and civil litigation.
- b) Project Approach (30%)** – The proposer's responsiveness in developing a comprehensive plan while meeting regulatory requirements and the City's specific needs.
- c) Schedule and Budget Control (30%)** – Proposal for completing the project in a timely manner, inclusive of the proposer's ability to identify critical paths for the timely and competent completion of all work contemplated by the Project.
- d) Compliance with RFP (10%)** – The ability of the proposer to comply with all instructions set forth under this RFP.

RFPs must be submitted electronically for the exact item(s) requested in the RFP specifications. Copies of the contract documents are available for free from the City of West Hollywood and through PlanetBid at

<https://www.PlanetBids.com/portal/portal.cfm?CompanyID=22761>

The following Items may not be applicable to this agreement, and it is the responsibility of the

contractor to make that determination based on California Law, and other applicable government agency requirements which this work falls under the jurisdiction of.

A contractor or subcontractor shall not be qualified to propose on, be listed in a proposal, subject to the requirements of Section 4104 of the Public Contract Code, 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. It is not a violation of this section for an unregistered contractor to submit an RFP 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 at the time the contract is awarded.

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.

Attention is directed to the provisions of Section 1777.5 (Chapter 1411, Statutes of 1968) and 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.

The AGENCY hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit RFPs 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.

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

Interest in More Than One RFP: No proposer shall be allowed to make, submit, or be interested in more than one RFP. 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 proposer, is not thereby disqualified from submitting a sub proposal or quoting prices to other proposers submitting an RFP to the Owner.

Job Walk: There will be a job walk on October 25, 2022, at 8:00 a.m., at 8465 Santa Monica Boulevard, West Hollywood, CA 90069, West Hollywood, California. Attendance at the job walk is highly recommended but is not mandatory.

Requests for Questions/Clarification: All questions or requests for clarification shall be submitted through the City's electronic bid management system (PlanetBids) at by 2:00 p.m. Pacific Standard Time on or before November 3, 2022. All questions received by this deadline will be addressed and posted on the City's PlanetBids portal.

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 RFP Documents.

License Requirements: Pursuant the Business and Professions Code for the State of California, all proposers must possess proper licenses for performance of this Contract. By submitting a RFP, the proposer confirms that all Licenses and/or certifications required by law, statute, code, or ordinance in performing under the scope and specifications of this RFP are currently held by proposers and are valid and in full force and effect. All Subcontractors must possess the appropriate licenses for each trade subcontracted and they shall be listed on the RFP documents as requested to include percentage and dollar value of work.

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 proposal 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 RFPs under advisement for a period of ninety (90) days. No proposer may withdraw its RFP for a period of ninety (90) days after the date from the opening thereof. The award of contract, if made, will be to the highest rated proposer in accordance with the evaluation criteria, as determined solely by the City of West Hollywood.

Point of contact for this RFP is Helen Collins at 323-848-6895 or via email at hcollins@weho.org.