PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites sealed proposals to be received only by submitting electronically at http://www.weho.org/city-hall/city-departments/public-works/public-works-bids for the above stated proposal and will only receive such proposals no later than the hour of 5:00 PM ON FRIDAY, OCTOBER 6, 2017 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 City of West Hollywood invites qualified consultants to submit proposals to provide Plan Review and Supplemental Services

Requested services include without limitation:

1) Plan review services performed by an International Code Council (ICC) certified plans examiner on an as-needed basis which shall include but not be limited to:
   • Building Plan Review
   • Mechanical Plan Review
   • Electrical Plan Review
   • Plumbing Plan Review
   • Grading and Shoring Plans
   • CalGreen Review
   • California Energy Compliance

2) On-site plan check engineer(s) - On-site plan check engineer(s) will be required to assist the Building and Safety division on either a temporary full-time or part time basis depending on the needs of the Division.

3) Electronic Plan check – Consultants may be required to provide plan review and scope of work services through an electronic plan review system.

4) Inspection Services - Provide ICC certified Building Inspectors to assist with field inspections on an as-needed basis.

5) CASp Services – Provide a certified CASp professional to review plans, perform site visits and meet with the public to discuss related to State and Federal Accessibility compliance.
6) Permit Technician Assistance - Provide an ICC certified Permit Technician to provide support assistance on an as-needed basis.

7) Professional Development Training – Provide training to staff on various Code related items, certifications, and new federal and state legislation policies.

Proposal Package
- Letter of Introduction
- Firm Information and Qualifications
- References
- Firm’s or Team’s Capabilities and Abilities
- Review Times and Requirements
- Professional Service Fees

Evaluation Criteria
- Qualifications of Firm
- Qualifications of Personnel
- Cost of Services
- References

Procurement Schedule
- RFQ releases: 9/19/2016
- Final date for submitting questions 9/28/2017
- City to respond to questions by 10/5/2017
- Final date for submitting SOQ 10/6/2017
- Consultant Interviews/Selection Week of 10/16/2017
- Contract begins (2-year term) 1/1/2018

Requests for Information (RFI’s) and Questions:
All questions and requests for information shall be submitted electronically at http://www.weho.org/city-hall/city-departments/public-works/public-works-bids under the above stated project. Any questions addressing the interpretation or clarification of the Proposal Forms or the Proposal Documents shall be submitted no later than Thursday, September 28, 2017 at 5:00 p.m. through the City’s electronic submission process. Following this deadline no questions regarding the proposal packet will be accepted.

BY ORDER OF THE
CITY OF WEST HOLLYWOOD

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 I posted this agenda on:

Date: September 19, 2017
Signature: [Signature]

Invitation
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