



**REQUEST FOR PROPOSALS FOR  
ON-CALL ARCHITECTURAL, MECHANICAL, ELECTRICAL, PLUMBING AND  
STRUCTURAL ENGINEERING DESIGN SERVICES  
IN THE CITY OF WEST HOLLYWOOD**

The City of West Hollywood as AGENCY, invites proposals for On-Call Architectural, Mechanical, Electrical, Plumbing, and Engineering Design Services to be received only by submitting electronically at:

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

**The Procurement Schedule is as Follows:**

- February 26, 2026, Request for Proposal released.
- March 19, 2026, Deadline for Requests for Clarification – 5:00 p.m.
- **April 2, 2026**, Deadline for Proposal Submission – 5:00 p.m.

The City of West Hollywood (CITY) is seeking qualified firms to provide Architectural, Mechanical, Electrical, Plumbing, and/or Structural Engineering Design Services on an on-call basis as needed for City Projects. Proposals can provide qualifications in one or multiple services listed in this RFP. Copies of the specifications and proposal documents are available at no cost from the City of West Hollywood Planetbid Portal <https://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

**Minimum Qualifications**

Proposer must have currently licensed staffing resources to provide the architectural, mechanical, electrical, plumbing, and/or structural engineering design services required for the scope of work outlined in the specifications.

Proposer's team shall hold clear and valid professional license to practice architecture and/or engineering in the State of California in accordance with the State of California Business and Professions Code. In addition, all professional staff and subcontractors shall be appropriately licensed in the State of California.

**Evaluation Criteria**

- Qualifications of Firm
- Qualifications of Personnel
- Understanding of the work to be done and the ability to meet project deadlines
- Technical qualifications of staff
- Possession of any necessary certifications, permits, degrees, licenses, etc. required to perform the work
- Schedule of Fees

**Please Refer to Other Proposal Documents:** Proposers are strongly encouraged to review the Instructions to Proposers for more complete information regarding the submission of proposals.

**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 Phillip Ticun, who can be reached at 323-848-6345 or via email at [pticun@weho.org](mailto:pticun@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 I posted this notice on:

Date: **February 26, 2026**

Signature: *Eric Matikosh*  
**Office of the City Clerk**