

**CITY OF PALM DESERT
NOTICE INVITING PROPOSALS
PROFESSIONAL ARCHITECTURE DESIGN SERVICES FOR
CITY COUNCIL CHAMBER INTERIOR IMPROVEMENTS**

PUBLIC NOTICE IS HEREBY GIVEN that the City of the Palm Desert, as CITY, invites proposals for the above stated services and will receive such proposals in the offices of the Public Works Department up to the hour of **2:00 p.m. on February 25, 2019**. Proposals received after this date will be returned unopened. Faxed or electronically submitted proposals will not be accepted.

The services consist of professional architecture design services required to generate plans, specifications, and estimates (PS&E) for the renovations at the City of Palm Desert Council Chamber. The selected Consultant will be required to collaborate with the City and other consultants to complete the design and oversight of the facility.

It is the City's intent that all interested firms obtain the full content of this Request for Proposals (RFP) and any addenda via the City's website located at www.cityofpalmdesert.org. From the home page, click on "Quick Links," and select "Projects Up For Bid". Firms that anticipate submitting a proposal are required to send a letter or e-mail to the City's representative acknowledging receipt of the RFP to the address specified below so that the City can add the firm to its notification list. Please include the following information:

Contact Person, Name of Firm, Address, Telephone, Fax and E-Mail Address.

A copy of this RFP may also be requested by contacting the person below. When requesting the RFP, please include the above information.

City of Palm Desert, Department of Public Works
Attention: Emily Roethler, Project Manager
eroethler@cityofpalmdesert.org
73-510 Fred Waring Drive
Palm Desert, California 92260-2578
P: (760) 776.6459 F: (760) 341.7098

All questions must be put in writing, addressed to Emily Roethler as noted above, and must be received by the City no later than **2:00 p.m. on February 14, 2019**. Please note that the City will ***not*** be responsible for mailing any addenda. All addenda will be published on the City's website. Consultants are encouraged to check the website regularly since each Consultant will be responsible for downloading the RFP and any addenda. Consultants that have provided contact information will receive notification of any addenda.

A Pre-Proposal Meeting will be held on **February 14, 2019, at 2:00 p.m.**, in the Public Works Department, City of Palm Desert. While not mandatory, attendance is *highly* recommended.

Tasks governed by the Department of Industrial Relations will be subject to prevailing wage requirements. Any consultant or sub-consultant performing work subject to prevailing wage requirements shall be registered with the Department of Industrial Relations prior to the submittal of a proposal for requested tasks.

The City reserves the right to reject any or all proposals, to waive any irregularity, to accept any proposal or portion thereof, and to take all proposals under advisement for a period of sixty (60) days.

The City reserves the right to select and contract with more than one (1) Consultant for these service.

Palm Desert is committed to inclusion and diversity and welcomes proposals and bids from contractors, consultants, and vendors of all faiths, creeds, ancestries, and ethnicities without regard to disability, gender identity, sexual orientation, or immigration status. The City condemns and will not tolerate prejudice, racism, bigotry, hatred, bullying, or violence towards any group within or outside of our community. By submitting a proposal, proposer agrees that in carrying out its responsibilities under the Contract/Agreement, and in particular, with regard to the employment of persons and subcontractors working on the project, it will not discriminate on the basis of race, color, creed, national origin, religion, sex, gender identity, sexual orientation, age, or disability. In the event any of the work performed by consultant hereunder is subcontracted to another person or firm (if authorized), the subcontract shall contain a similar provision.

At the time of award of proposal, the consultant shall possess all appropriate and valid license(s) required to provide the work being performed.

BY ORDER OF the City Clerk of the City of Palm Desert.

Dated this 31st day of January 2019.

RACHELLE D. KLASSEN, CITY CLERK
CITY OF PALM DESERT, CALIFORNIA