



# City of Anaheim

## DEPARTMENT OF PUBLIC WORKS

February 11, 2021

**RE: REQUEST FOR PROPOSALS (RFP)  
CONSULTING SUPPORT SERVICES**

To Prospective Consultants:

The City of Anaheim invites the submittal of electronic proposals from qualified firms to provide Consulting Support Services to support the Construction Services Division's (CSD) efforts in all facets of architectural facility design; project administration; construction inspection and management; and project close-out activities.

Requested services encompass a broad range of disciplines and may include, but not be limited to: architectural drafting and design; specification writing; constructability reviews; contract administration; construction management; survey and inspection; resident engineer services; environmental consulting; as-built/O&M review activities; routine maintenance and repair of facilities; administrative and clerical support; and web-based document management/construction management support. The RFP is available online, and can be accessed at the link below:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=14424&BidID=80301>

Upload a complete electronic PDF version onto PlanetBids. Proposals shall be addressed to: Brenda Medina, Contract Administration, Department of Public Works, Construction Services Division, 200 S. Anaheim Boulevard, Suite 276, Anaheim, CA 92805.

Submittals must be received on or before **Thursday, March 4, 2021 at 2:00 P.M.**

Interviews, if deemed necessary, with successful candidates are tentatively scheduled to be conducted on March 22, 2021.

The City of Anaheim appreciates your time and interest. If you have any questions or need additional information, please contact the undersigned at (714) 765-5157.

Sincerely,

Brenda Medina  
Contract Administration

cc: Raul Garcia  
Patrick Kelley  
Cynthia Rodriguez  
File

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