

**REQUEST FOR PROPOSALS  
FOR  
UTILITY AUDIT – COST RECOVERY/COST CONTAINMENT  
FOR THE CITY OF WEST HOLLYWOOD**

The City of West Hollywood as AGENCY, invites proposals for Utility Audit – Cost Recovery/Cost Containment to be received only by submitting electronically at: <http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>.

Copies of the specifications and proposal documents are available at no cost from the City of West Hollywood website <http://www.weho.org/city-hall/city-departments/public-works/public-works-proposals>.

**The Procurement Schedule is as Follows:**

- January 26, 2016 Request for Proposal released
- February 11, 2016 Deadline for **Requests for Clarification** – 1:00 p.m.
- February 18, 2016 Deadline for **Proposal Submission** – 10:00 a.m.

**Minimum Qualifications**

The City of West Hollywood (CITY) is seeking a qualified firm to provide Utility Audit – Cost Recovery/Cost Containment. To be considered for this contract, your firm must meet the qualifications and satisfy the requirements as stated in the Request for Proposal (RFP).

Contractor must be a responsible firm that has been in continuous existence and has provided continuous services for the relevant requirements contained herein for at least five (5) years. Less than the minimum required experience will eliminate that proposer from further consideration.

**Fees**

There will be no up-front fees or any charges to the City. City plans to pay for these consulting services as fees, which will be paid as a percentage of the refunds and savings, identified by the consultant, and only after City actually receives these refunds and savings and only for a period negotiated between the City and the Energy Consultant.

**Evaluation Criteria**

- Capabilities of Proposer to Effectively Complete the Project Requirements
- Qualification of Firm/Related Experience
- Proposer's Cost and Price
- Completeness of Response

**Please Refer to Other Proposal Documents:** The scope of work and proposal submission process is described in more detail in the Proposal Documents. In

particular, Proposers are strongly encouraged to review the Instructions to Proposers for more complete information regarding the submission of proposals.

In accordance with provisions of Section 1773.2 (amended 1977) of the California Labor Code, copies of the prevailing wage rate of per diem wages as determined by the State Director of Industrial Relations available **on online at www.dir.ca.gov**. It shall be mandatory upon the Contractor to whom the contract is awarded and upon any subcontractor under them to pay not less than said specified rates to all workers employed by them in the execution of the contract as applicable. Compliance with the City of West Hollywood Living Wage Ordinance is also required.

**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 Helen Collins at 323-848-6895 or via email at hcollins@weho.org.

BY ORDER OF the City of West Hollywood.

By: \_\_\_\_\_  
City Clerk

**AFFIDAVIT OF POSTING**

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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: \_\_\_\_\_ 1/26/14  
Signature: \_\_\_\_\_ Beth Thorne