

**City of West Hollywood**  
**Long Range & Mobility Planning Division**

**Request for Proposals (RFP) for a  
West Hollywood Solar Advisor**

The City of West Hollywood ("City") invites qualified firms to respond to a Request for Proposals (RFP) to provide Consultant Services to facilitate the Go Solar West Hollywood campaign. This clean energy consultant ("Solar Advisor") would work closely with EnergySage and provide supplemental services to multi-unit residential (4+ units) and commercial property owners to facilitate decision making in solar conversions. The Solar Advisor will bring a value-add by providing greater transparency for both the solar shopper and solar installer on the unique conditions and operational terms of potential properties. Success from this partnership would assist in increasing renewable energy generation citywide and achieving some of the clean energy goals of the City's 2011 Climate Action Plan.

The City anticipates entering into an agreement with the selected firm(s) based on negotiated scope of work and fee not to exceed \$20,000, including both material development and direct advising activities. The City would like the consultant to propose a lump sum for its services for Task 1 and an hourly rate Task 2.

A copy of the full Request for Proposal (RFP) is available at no cost from the City of West Hollywood's website at the following website address links:

<http://www.weho.org/rfp> -or- <http://www.planetbids.com/portal/portal.cfm?CompanyID=22761>

**Proposal Package**

All proposals shall include the following:

- Cover Letter
- Firm Qualifications, Experience, & References
- Project Leadership & Team
- References
- Approach & Work Plan
- Fees

Five (5) sealed proposals shall be mailed to the City of West Hollywood no later than **Tuesday, January 31, 2017 at 4:30pm** as well as one (1) digital copy (PDF of less than 10MB) of the submission emailed to Robyn Eason at [reason@weho.org](mailto:reason@weho.org) with the subject line "West Hollywood Solar Advisor."

Proposals for mail delivery must be addressed as follows:

Office of the City Clerk  
City of West Hollywood  
8300 Santa Monica Blvd  
West Hollywood, CA 90069  
Proposal: West Hollywood Solar Advisor

Questions regarding this Request for Proposal should be directed to Robyn Eason (Senior Sustainability Planner) at [reason@weho.org](mailto:reason@weho.org). Please submit all questions via email by January 17, 2017.

## Evaluation Criteria

- Qualifications of firm
- Qualifications of personnel
- Completeness & clarity of proposal
- References

## Procurement Schedule

- |  |                   |
|--|-------------------|
| • RFP releases:                        | December 27, 2016 |
| • Final date for submitting questions: | January 17, 2017  |
| • City to respond to questions by:     | January 20, 2017  |
| • Final date for submitting the RFP:   | January 31, 2017  |
| • Consultant interviews and selection: | February 2017     |
| • Contract begins:                     | March 2017        |

Yvonne Quarker  
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 agenda on:

Date: December 27, 2016

Signature: Alyssa Potlauer