

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

**Request for Proposals (RFP) for  
Consultant Services for Development of  
Climate Action Plan (CAP) Implementation & Monitoring Tool**

The City of West Hollywood ("City") invites qualified firms to respond to a Request for Proposals (RFP) for a project that is funded by way of the Sustainable Communities Planning (SCP) Grant from the California Strategic Growth Council. The project is to develop a Climate Action Plan Implementation & Monitoring Tool to help the City quantitatively measure the effectiveness of the Climate Action Plan.

The web-based tool should have an internal component, allowing City staff to track GHG emission reductions over time and input indicators of success (e.g., miles of bike facilities installed, number of streetlights retrofitted). It should also facilitate the development of an external dashboard (using the existing West Hollywood Open Data Platform) that will help visualize the CAP implementation progress to the community and report back on community projects that advance General Plan and CAP goals.

The City plans to enter into an agreement with the selected firm(s) based on negotiated scope of work and fee not to exceed \$30,850. Fees include all travel costs, materials, and printing costs associated with the project.

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
- Approach & Work Plan
- Fee schedule

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 "WeHo ACTS, Solutions for Climate Action Plan Implementation & Monitoring."

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: WeHo Acts, Solutions for Climate Action Plan Implementation & Monitoring

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: [Handwritten Signature]