**REQUEST FOR PROPOSALS (RFP)**

**WeHo ACTS:**

Solutions for Climate Action Plan Implementation & Monitoring

The City of West Hollywood seeks Consultant Services for the development of a climate action plan implementation and monitoring tool.

RFP & Project Schedule

December 27, 2016 RFP Released

January 17, 2017 RFP Questions Due

January 20, 2017…………………………………..City Responses Posted

**January 31, 2017 RFP Proposals Due**

February 2017 Consultant Interviews & Selection

March 2017 Project Kick Off

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JECT DESCRIPTION

# Introduction

The City of West Hollywood is a highly urbanized, corridor city, encompassing 1.9 square miles and containing a population of 34,399. With close to 18,000 people per square mile, West Hollywood is one of the densest cities in the State of California. The City is bordered by the City of Beverly Hills to the west, and the City of Los Angeles on all other sides. The City has emerged as a regional entertainment, shopping, and employment destination. Combined with its central location and diverse and active community, West Hollywood is a vibrant and attractive City for visitors, tourists, businesses and residents alike.

In September 2011, West Hollywood adopted the General Plan 2035 and its first Climate Action Plan (CAP). The General Plan includes specific goals and policies that guide the City’s approach to climate change, as addressed through policies regarding governance, land use, mobility, economic development, historic preservation, human services, parks and recreation, housing, safety, infrastructure, resources and conservation. The CAP sets an ambitious target of reducing the City’s annual communitywide greenhouse gas (GHG) emissions by 20-25% below 2008 levels by 2035. Since climate change is a cross-cutting issue addressed by many elements of the General Plan, the CAP as a whole is considered an implementation measure for the General Plan, and specifically implements policy IRC-6.3 of the General Plan:

* *Maintain and regularly update West Hollywood’s greenhouse gas emissions inventory, greenhouse gas emissions reduction target, and Climate Action Plan to track reduction of greenhouse gas emissions from the community and from municipal operations.*

This structure allows the City to update the CAP on an ongoing as-needed basis to ensure that West Hollywood’s climate protection efforts reflect both current legislation and emerging best practices. The CAP itself also specifically addresses implementation measures at the individual and communitywide scale as well as the evaluation and evolution of the CAP over time.

The City of West Hollywood 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. This grant was awarded to support the City in implementing several key measures of the General Plan and Climate Action Plan, including an update to the City’s Transportation Demand Management (TDM) Ordinance and municipal code amendments to the City’s Transit Overlay Zone (TOZ). While the various components of the SCP Grant share related goals, the project for this RFP is to develop a Climate Action Plan Implementation & Monitoring Tool to help the City quantitatively measure the effectiveness of the Climate Action Plan.

# Scope of Work

The consultant team will develop a web-based Climate Action Plan implementation and monitoring tool for West Hollywood to evaluate and report on the City’s progress toward CAP implementation and GHG emission reductions. 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.

**1*.*****Background review & goals**

The consultant will meet with City staff to discuss project goals and objectives, confirm the project schedule, and review the parameters of the Strategic Growth Council (SGC) grant. City staff and the consultant team will identify existing documents, data, and platforms essential for the development of a West Hollywood GHG tool.

**Deliverable(s):**

* Meeting minutes and a final list of existing documents/data to review

**Meetings:**

* Project kick-off meeting

**2*.*****Review existing documents and inventories**

The consultant will review the existing General Plan and Climate Action Plan, the most recent CAP implementation report, and the original GHG inventory created for the CAP to determine the best framework for the desired components of the tool. While the tool framework can be based on the 2011 CAP inventory and GHG source categorization, it should be nimble to accommodate changes to major GHG categories over time and the development of future indicators and parameters. The consultant will prepare a summary of findings from the review of existing documents along with an outline for a GHG framework that aligns with West Hollywood’s CAP priorities and sustainability initiatives.

**Deliverable(s):**

* Summary memorandum with document review findings and an outline for a GHG framework

**Meetings:**

* Meeting with City staff to discuss findings from document review and GHG framework outline

**3. Develop a web-based framework tool for CAP implementation and monitoring**

The consultant will develop a web-based Climate Action Plan implementation and monitoring tool for West Hollywood (either using a new platform or customizing an existing one) that will perform the following functions, at a minimum:

* Utilizes inputs from our existing GHG inventory and includes the ability to manage both government operations and community-scale inventories.
* Tracks annual progress toward the City’s GHG reduction targets based on the seven (7) major GHG sources identified in the 2011 CAP.
* Continually assesses the effectiveness of CAP GHG reduction measures through indicator monitoring, allowing for changes in indicators or CAP categories over time
* Supports annual progress reporting by:
  + Highlighting quantitative results
  + Capturing qualitative inputs such as success stories, co-benefits, or awards to support annual progress reporting.
  + Extracting progress outcomes into a standard report template.
* Serves as source of data for an external community dashboard

The tool will serve as a central, on-going clearinghouse for all progress-related initiatives associated with GHG emission reduction and CAP implementation. Given the City participates in programs such as the Carbon Disclosure Project (CDP) and the Compact of Mayors, it is essential that the components of the tool coordinate with the reporting requirements and GHG protocols of these programs for ease of data transfer.

The consultant will present an initial version of the GHG implementation and monitoring tool to City staff and make necessary edits for the completion of a final tool.

**Deliverable(s):**

* Draft GHG Implementation & Monitoring Tool
* Final GHG Implementation & Monitoring Tool

**Meetings:**

* Meeting with City staff to discuss draft version of the GHG Implementation & Monitoring Tool
* Meeting/conference call with City staff to review final GHG Implementation & Monitoring Tool (if necessary)

**4. Provide support for quantitative progress report on key metrics and indicators from 2011-2016**

The consultant will work collaboratively with City staff to input implementation information, analyze progress, and prepare a summary report for previous years through 2016 operational year. City staff will provide the consultant with all relevant data for this time period as necessary. The consultant will assist City staff to prepare and present a CAP implementation progress report to the City Council covering the period of 2011-2016. This will serve as training for City staff with the online tool in order to report GHG emission reduction progress for future years.

**Deliverable(s):**

* Draft CAP implementation progress report (covering the period of 2011-2016)
* Final CAP implementation progress report

**Meetings:**

* Meeting/conference call with City staff on preliminary CAP progress report
* Meeting/conference call with City staff on final CAP progress report (as necessary)
* Present CAP implementation progress report at City Council Meeting

**Timeline:**

The following task deadlines start from the contract execution date.

* Task 1 Deliverable + Meeting: Month 1
* Task 2 Deliverable + Meeting: Month 3
* Task 3a Deliverable + Meeting: Month 5
* Task 3b Deliverable + Meeting: Month 7
* Task 4a Deliverable + Meeting: Month 9
* Task 4b Deliverable + Meeting: Month 10
* City Council Meeting: To be determined



The schedule above reflects that some tasks may or can begin prior to the completion of previous tasks. Sustainable Communities Planning (SCP) Grant requires regular reporting on progress throughout its funding cycle. All activities associated SCP Grant must conclude by Spring 2018.

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# City Data & Resources

The following items will be provided to the Consultant by the City of West Hollywood for use in preparing the CAP tool.

|  |  |
| --- | --- |
| **Name** | **Link** |
| General Plan 2035 | http://www.weho.org/generalplan |
| Climate Action Plan | http://www.weho.org/home/showdocument?id=7949 |
| West Hollywood Zoning Ordinance | http://qcode.us/codes/westhollywood/ |
| General Plan Technical Studies and Environmental Documents | http://www.weho.org/generalplan |
| West Hollywood Open Data Platform & Open Budget Portal | https://data.weho.org/  http://budget.weho.org |

# Budget

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.

# Attachments

1. State of California, Department of Conservation Grant Agreement containing specific project management and reporting requirements.

# Consultant Selection Process

The following section outlines the submission requirements and the selection process.

**Proposal Questions**

There will be no pre-bid meeting for this proposal. Any questions regarding this RFP should be emailed to Robyn Eason at reason@weho.org by 5pm on January 17, 2017. All submitted questions and responses will be posted on the City website www.weho.org after the close of the question period on January 20, 2017. A special link for the RFP will be on the City Clerk’s web page. No questions regarding this RFP will be answered over the phone. Proposers that contact City personnel or City Council members after the City releases the RFP and throughout the evaluation period may have their proposals disqualified from consideration.

**Proposal Submission**

The proposer should mail, courier, or hand deliver five (5) sealed proposals to the City of West Hollywood no later than **Tuesday, January 31, 2017** at **4:30pm** and email one (1) digital copy (PDF of less than 10MB) of the submission to Robyn Eason at reason@weho.org with the subject line “WeHo ACTS, Solutions for Climate Action Plan Implementation & Monitoring.” Proposals received after this time and date may be returned. Postmarks will not be accepted as proof of receipt. No oral, telephonic, faxed, emailed, or telegraphic proposals or modifications of proposals will be considered.

**Proposal Delivery**

Proposals shall be in enclosed in envelopes plainly marked with the following information:

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

Name of Firm

Name of Contact Person

Address

Telephone Number

Email Address

The submittal shall be addressed as follows:

Attn: City Clerk

Robyn Eason, Senior Sustainability Planner

8300 Santa Monica Blvd

West Hollywood, CA 90069

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

**Proposal Submission Requirements**

In an effort to promote waste reduction and resource conservation, submittal shall not contain plastic bindings, plastic pages, or laminated pages. Double sided proposals are preferred; copies should be printed on recycled and/or FSC certified paper. Please avoid superfluous use of paper (such as separate title sheets, or chapter dividers and unnecessary attachments or documents not specifically requested). The proposal must be **no longer than 10 pages** (not including staff resumes) and include the following:

**1. Cover Letter:** Summarize why the Consultant is the best firm to complete the scope of work.

**2. Firm Qualifications & Experience:** Provide a brief overview of the firm(s) performing environmental services, their qualifications in working with various municipal departments, commissions, election officials, and community members, and a description of any special services, expertise, or abilities that the firm(s) can utilize in the performance of the services described herein. Describe experience related to GHG accounting (inventory, forecasting, planning, monitoring), GHG protocols, climate action planning and reporting, sustainability services, indicator monitoring, and city innovations (e.g., open data platforms). Provide references for up to three (3) relevant projects.

**3. Project Leadership & Team:** Designate the individual who will be the primary point person with City staff and oversee the scope of work. Describe the Project Leader’s qualifications, outline their primary responsibilities, and provide up to three (3) examples of relevant projects of similar scope and size that demonstrate the Project Leader’s ability to successfully oversee projects that are completed on time and within the budget. Provide an organization chart that identifies the key members of the project, their firm, title, and assigned role within the project team. Briefly summarize the major responsibilities of each team member and the primary tasks they will be working on. Include resumes for all team members that highlight relevant projects and qualifications to complete the tasks assigned.

**4. Approach and Work Plan:** Provide a written a narrative describing the Consultant team’s approach and work plan for completing the scope of work. On a per task basis, the narrative should identify the designated team member(s) responsible for completing the work, deliverables, number of meetings and number of staff to attend meetings, and the timeframe for completion.

**5. Fees:** Submit a fee proposal for the Scope of Work that outlines the number of hours and fee associated with each task (and subtask), and provide a list of hourly rates for all team members.

**Evaluation Criteria**

Submitted proposals shall be evaluated using the following key criteria:

* Firm experience and demonstrated ability to deliver high quality, innovative work for relevant projects of similar complexity.
* Staff experience and demonstrated ability to work well with community groups, various municipal departments, and City staff.
* Completeness and clarity of proposal.
* References.

The highest ranking firm(s) may be asked to come in for an interview. After a Consultant is selected, the Long Range & Mobility Planning Manager will initiate final contract negotiation.