

City of West Hollywood
Long Range & Mobility Planning Division

**Request for Proposals (RFP) for
Consultant Services to Update the
West Hollywood Green Building Program**

The City of West Hollywood ("City") invites qualified firms to respond to a Request for Proposals (RFP) to update the City's Green Building Program and ordinance. The Green Building Program Update will need to reflect the City's sustainability priorities as well as changes in State law and green building design best practices.

The core product from this initiative will be an updated green building ordinance for the City of West Hollywood. The consultant will explore several program options for the City including whether a) the State of California's CALGreen standard can provide an acceptable level of green building as a baseline code requirement or if additional requirements are needed, b) if the need remains to develop and maintain a unique green building standard specific to the City of West Hollywood, and c) whether the use of an external standard such as LEED for Homes and LEED for Building Design and Construction can serve the needs of the City. The consultant will also solicit knowledge from experts and the community to assist with reimagining the program.

The City plans to enter into an agreement with the selected firm(s) based on negotiated scope of work and fee not to exceed \$100,000. 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 at the following website address links:

City of West Hollywood: <http://www.weho.org/rfp> -or- PlanetBids: <https://goo.gl/6bYGTf>

Proposal Package

All proposals shall include the following:

- Cover Letter
- Firm Qualifications & Experience
- Project Leadership & Team
- Approach & Work Plan
- Fee schedule

The Consultant should submit email one (1) digital copy of the submission on PlanetBids <https://goo.gl/6bYGTf> no later than **Wednesday, October 25, 2017 at 4:00pm**. Proposals received after this time and date shall be disqualified and unopened. Postmarks will not be accepted as proof of receipt. No oral, telephonic, faxed, emailed, or telegraphic proposals or modifications of proposals will be considered.

Questions regarding this Request for Proposal should be sent in PlanetBids by 5:00pm on October, 16, 2017.

Evaluation Criteria

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

Procurement Schedule

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| • RFP releases: | October 4, 2017 |
| • Final date for submitting questions: | October 16, 2017 |
| • City to respond to questions by: | October 18, 2017 |
| • Final date for submitting the RFP: | October 25, 2017 |
| • Consultant interviews and selection: | November 2017 |
| • Contract begins: | December 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: October 4, 2017

Signature: Yvonne T. Quarker