

City of West Hollywood

Long Range Planning Division

Request for Proposals (RFP) for Consultant Services to Prepare a West Hollywood STAR Communities Certification Application

The City of West Hollywood ("City") invites qualified firms to respond to a Request for Proposals (RFP) to prepare and submit a STAR Communities Certification Application. Pursuing STAR certification is a means for the City to expand data collection, metrics development, and reporting that is already underway through the Climate Action Plan and other city initiatives and identify opportunities to expand the city's commitment to sustainable goals. The City recently completed a certification feasibility assessment, confirming that its policies and practices are aligned with the STAR metrics and criteria and that the City is well-positioned to achieve a 3-STAR certification rating at this time. The objective of this effort will be to prepare and submit a complete certification application for a 3-STAR rating to the STAR verification team.

The City plans to enter into an agreement with the selected firm(s) based on negotiated scope of work and fee not to exceed \$25,000. 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://bit.ly/2Li1W3w>

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://bit.ly/2Li1W3w>) no later than **Wednesday, August 1, 2018 at 5:00pm**. 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 July 24, 2018.

Evaluation Criteria

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

Procurement Schedule

- RFP releases: July 16, 2018
- Final date for submitting questions: July 24, 2018
- City to respond to questions by: July 25, 2018
- Final date for submitting response to RFP: August 1, 2018
- Consultant interviews and selection: August 2018
- Contract begins: September 2018

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 notice on:

Date:

July 16, 2018

Signature: _____



Office of the City Clerk