

# City of West Hollywood

## Long Range Planning Division

### Request for Proposals (RFP) for Consultant Services for a Climate Action and Adaptation Plan

The City of West Hollywood ("City") invites qualified firms to respond to a Request for Proposals (RFP) to develop a Climate Action and Adaptation Plan. The Climate Action and Adaptation Plan will need to reflect the City's sustainability priorities as well as be consistent with policies, measures, and actions taken at the Federal and State level.

The core product from this initiative will be a Climate Action and Adaptation Plan (CAAP) for the City of West Hollywood with a vision that is bold, transformative and engaging, and capable of achieving deep emissions reductions. The CAAP should establish an aspirational, yet achievable guide path (in 5-year or 10-year increments) that realizes aggressive reduction goals by 2045 with a strong emphasis on actions for measurable carbon reductions from all key sectors within the scope or influence of local government. It should evaluate the City's vulnerability to climate-related impacts and provide adaptation measures that build resilience to current and future climate threats. It is a City priority to integrate equity throughout the development of the CAAP to ensure the mitigation and adaptation measures developed from this effort provide equitable benefits and do not cause any disproportional costs to different areas of the City. The consultant will also solicit knowledge from city staff, experts, and the community to assist with this work. The final plan should be in a format that is visually-stunning, yet easy to understand, and can easily be translated to a variety of media for different audiences.

The City plans to enter into an agreement with the selected firm(s) based on negotiated scope of work and fee not to exceed \$200,000. 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/2OLUikx>

#### 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/2OLUikx> no later than **Friday, May 17, 2019 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 May 1, 2019.

### Evaluation Criteria

- Firm Experience and References
- Project Understanding
- Project Team Qualifications
- Project Structure & Budget
- Familiarity
- Willingness to confirm to City's contractual template

### Procurement Schedule

- |  |                |
|--|----------------|
| • RFP releases:                        | April 16, 2019 |
| • Final date for submitting questions: | May 1, 2019    |
| • City to respond to questions by:     | May 3, 2019    |
| • Final date for submitting the RFP:   | May 17, 2019   |
| • Consultant interviews and selection: | June 2019      |
| • Contract begins:                     | August 2019    |

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: April 16, 2019  
Signature: Yvonne Quarker