

CITY OF WEST HOLLYWOOD
NOTICE OF REQUEST FOR QUALIFICATIONS

**ON-CALL SERVICES AND SOFTWARE FOR
BUILDING PERFORMANCE STANDARDS
IMPLEMENTATION**

PUBLIC NOTICE IS HEREBY GIVEN that the City of West Hollywood as AGENCY, invites proposal submissions through this Request For Qualifications (RFQ) process, to be received only by submitting electronically at <https://pbsystem.planetbids.com/portal/22761/> for the above stated work and will only receive such submissions no later than the hour of **5:00 P.M. Pacific Time on Wednesday, January 21, 2026.**

The City seeks on-call consulting services from one or more firms or individuals to support development, management, and services of the following subprograms of its Equitable Building Performance Standards (EBPS) Program:

- Subprogram 1: Policy and Administrative Guidelines. Support the drafting of administrative guidelines.
- Subprogram 2: Software Platform, Help Desk, and Communications. The compliance platform will be used to compile and manage all reporting and compliance data, organize contact information, and provide a system to track and manage all related communications and outreach. The Help Desk and communication services will support building owner education, outreach, and compliance.
- Subprogram 3: Technical Assistance and Direct Install. Provide Building Owners with technical assistance and procure and install products that improve energy performance as part of the City's grant with Clean Power Alliance.

Demonstrating a background in building energy benchmarking, energy efficiency, and/or building performance standards, the Team(s) will provide services that will assist West Hollywood in meeting its 2035 carbon neutrality goal by supporting the City and building owners to decarbonize and improve large existing buildings.

The project team should have experience in energy benchmarking and building performance standards; building energy efficiency; Energy Star Portfolio Manager; data management software; communications and outreach; building owner help desk support; retrofits that result in deep emissions reductions in existing buildings; energy audits and technical advisory services (solar, EV, electrification, energy efficiency, etc.); energy retrofits in the residential and nonresidential buildings; and/or relationships with and understanding of commercial and multi-family industry groups, associations, and large building owners in the Los Angeles region. Experience should be relevant to the Subprogram included in the vendor's proposal.

Proposals must be submitted electronically. Copies of the RFQ and associated documents are available for free from the City's website at: <http://www.weho.org/bid>, and on the City's electronic bidding portal: <https://pbsystem.planetbids.com/portal/22761/>. To schedule an in-person review of the hard copy Bid Documents, reach out to the point of contact listed at the bottom of this Notice.

The agency hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit proposals in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex, or religion in any consideration leading to the award of contract.

Duration: The contract(s) is anticipated to start in March 2026. The estimated contract timeline is 3 years with the potential to extend for an additional 2 years.

Requests for Information (RFI) and Questions/Clarifications: All requests for information (RFI) and questions/clarifications shall be submitted electronically at <https://pbsystem.planetbids.com/portal/22761/> under the above stated project. Any questions addressing the interpretation or clarification of the Agency's bid forms or the bid documents must be submitted no later than **Tuesday, December 16, 2025 at 6:00 p.m. through the City's electronic submission process**. Following this deadline no questions regarding the RFQ will be accepted.

Deadline for Submission: All proposals must be submitted electronically and received at <https://pbsystem.planetbids.com/portal/22761/> no later than **Wednesday, January 21, 2026 at 5:00 p.m. through the City's electronic submission process**. The system will not allow submissions to be received after the deadline and it is the sole responsibility of the proposers to allow adequate time to upload all required bidding documents.

Living Wage Ordinance: The City of West Hollywood's [Living Wage Ordinance](#) shall be followed when applicable. West Hollywood Municipal Code: Chapter 3.20 Living Wage Requirements for Service Contracts.

Interest in More Than One Submission: No proposer shall be allowed to make, submit or be interested in more than one proposal submission. However, a person, firm, corporation or other entity that has submitted a sub proposal to a proposer, or that has quoted prices of materials to a bidder, is not thereby disqualified from submitting a sub proposal or quoting prices to other proposers submitting a proposal to the Owner.

Owner's Rights: The City of West Hollywood reserves the right to reject any and all proposals or to waive any irregularities or informalities in any proposals should it deem this necessary for the public good, and also the submission of any Proposer who has been delinquent or unfaithful in any former contract with the City of West Hollywood and to take all proposal submissions under advisement for a period of ninety (90) days. No proposer may withdraw its submission for a period of ninety (90) days after the date from the opening thereof.

Point of contact is Christine Shen at (323) 848-6803 or via email at CShen@weho.org. Please do not solicit bid contact with questions/clarifications; use the online bidding portal stated above.

**BY ORDER OF THE
CITY OF WEST HOLLYWOOD**

By: _____
Melissa Crowder, City Clerk

