



REQUEST FOR PROPOSALS

2027 Building Energy Modeling Analyst

July 29, 2026

I. Contracting Organizations

The Northwest Power and Conservation Council's (Council) Regional Technical Forum (RTF) is issuing this Request for Proposals.

a. The Council

The Council is an interstate compact agency representing the states of Idaho, Montana, Oregon and Washington authorized in 1980 by Congress in the Pacific Northwest Electric Power Planning and Conservation Act, 16 U.S.C. §839, et seq. The Council is composed of eight Council members, two appointed by the governor of each of the four states. Congress charged the Council with developing two major planning documents:

- A program for the protection, mitigation, and enhancement of fish and wildlife affected by the development and operation of hydroelectric facilities in the Columbia River Basin, and
- A plan for meeting the electric energy needs of the Pacific Northwest for the next 20 years that includes an examination of conservation, renewable, and conventional energy sources that are available to meet those needs.

Congress also charged the Council with informing the Pacific Northwest public of major regional power issues and insuring widespread public involvement in the formulation of its regional power plan and fish and wildlife program.

b. The Regional Technical Forum

The RTF is an advisory committee to the Council. Per a congressional directive, the RTF was chartered in 1999 to:

- Develop standardized protocols for verification and evaluation of energy savings,
- Track regional progress toward the achievement of the region's conservation and renewable resource goals.

- Provide feedback and suggestions for improving the effectiveness of conservation and renewable resource development programs in the region.
- Conduct periodic reviews of the region's progress toward meeting its conservation and renewable resource goals.

II. Services Sought by the RTF

The RTF is seeking to contract with an analyst to provide ongoing building energy modeling support (modeling analyst) for the 2027 calendar year. The modeling contract analyst will be part of a larger group of contract analysts supporting the RTF in accomplishing its annual work plan(s) approved by the Council.

A. Background and Context

In total, the RTF is seeking to contract with 7-9 analysts that will consist of 3-4 general contract analysts and 4-5 specialized contract analysts (including the modeling contract analyst). The work of all contract analysts is directed by the RTF Manager. The structure and responsibilities of the various contract analyst roles will be as follows:

- General Contract Analysts (general analysts) are anticipated to be fully dedicated to the RTF and provide broader technical support. The work of a general analyst will include technical analysis, as well as ensuring consistency across all RTF technical work, providing technical review of the work of all contract analysts, connecting individual RTF projects to regional programs and research, and ensuring work products adhere to the RTF guidelines. General analysts will provide guidance to the specialized contract analysts on technical analysis, recommendations to the RTF, and alignment/consistency across RTF work products. General contract analysts will attend all RTF meetings.
- Specialized Contract Analysts (specialized analysts) are anticipated to be partially dedicated to the RTF (approximately 35-50% FTE) and provide specialized technical support to the RTF in completing its annual work plan. There will be four specialized contract analyst roles: data analyst, building energy modeling analyst, research and evaluation analyst, and conservation measure analyst. These specialized analysts will support specific areas of the RTF work and will be assigned projects to either support cross cutting work or specific elements to support larger projects. Specialized analysts will be partnered with a general analyst who will provide guidance and support on both technical work and the broader RTF perspective. Specialized analysts will not be expected to attend RTF meetings unless it aligns with workload.

B. Modeling Analyst Role and Requirements

The modeling analyst will provide building simulation modeling and tool management support to the RTF's annual work plan(s). The ideal modeling contract analyst will bring:

- Fluency in one or more programming languages, preferably Python
- Expertise in EnergyPlus, with preferred experience using the Residential Energy Efficiency and Demand Response tool (REEDR) or Modelkit
- Ability to visualize building simulation modeling results

- Understanding of the physics of residential and commercial buildings, preferred but not required
- Experience in managing or maintaining a front-end modeling tool, including documentation of changes and improvements, as well as user guides and training
- Familiarity with RTF work products and tools

The work of the modeling contract analyst¹ includes:

- *Building simulation modeling for energy efficiency and demand response analysis:* Develop building simulation models for specific energy efficiency measures or demand response products using REEDR tool to inform energy or demand savings for RTF analysis. This would include working with the RTF Manager and contract analyst updating or developing the measure or product to determine scope and needs for modeling.
- *Maintaining internal data resources and tools:* Review and develop documentation and tools to support RTF use or understanding of modeling tools and EnergyPlus. Develop tools or resources to support data visualization of modeling results for RTF analysis.
- *Support users of RTF's modeling tools:* Serve as the point of contact and expert on RTF modeling tools, supporting both internal and external users with troubleshooting or broader understanding.
- *Presentation and meetings:* Develop all, or portions, of presentations on findings from modeling work to the RTF and RTF subcommittees.

The modeling analyst will attend and prepare materials for weekly check-in meetings with the RTF Manager and general analysts to review work prior to final work products being brought to the RTF or RTF subcommittees. The modeling analyst will not be expected to attend all RTF meetings, only those relevant to assigned work or when presenting to the RTF, estimating a total of two meetings annually.

III. Timeline and Budget Expectations

The RTF anticipates having executed contracts in place no later than November 30, 2026, with work commencing on January 1, 2027 and extending through December 31, 2027. The initial term of any contract from this RFP is anticipated to be one year, with the RTF retaining the option to renew any contract for an additional two years in one-year renewal increments.

The RTF work requires a flexible and responsive modeling contract analyst, who will provide between 50-80 hours per month, with no fewer than 600 hours annually.

Proposals should include a cost estimate, including the proposed total number of hours, hourly rate, and estimated travel expenses. The 2027 work plan assumes a mix of in-person and remote meetings, with up to eight in person meetings in Portland, Oregon. The contract analysts meet in person the day ahead of these meetings for final preparation. The modeling analyst will be

¹ Exact work and projects will be assigned and determined by the RTF Manager based on the needs of the RTF Work Plan and analyst skills and expertise.

expected to attend at least one meeting in person, including a day before contract analyst meeting. Travel expenses should be estimated at an average cost per trip in accordance with the [Council's Travel Policy](#). Proposals should be based on time and materials, with a not-to-exceed limit.

IV. How to Submit a Proposal and Required Elements

Proposals shall be submitted to the RTF in electronic format by **Friday, October 16, 2026**.

Proposals shall be emailed to:

Northwest Power and Conservation Council

Laura Thomas

RTF Manager

rtfadmin@nwcouncil.org

(503) 820-2303

Proposals should speak to the following qualities and provide examples of past work supportive of these qualities:

- *Building simulation modeling skills:* Contract analysts with strong experience in modeling to support the work to develop building simulation models to determine energy and demand savings values to inform RTF work.
- *Programming language fluency:* Contract analysts with fluency in Python will be best positioned to support the management and improvement of the RTF's REEDR tool.
- *Data visualization and presentation skills:* Contract analysts will regularly be asked to provide visualizations to support understanding of modeling results. Additionally, contract analysts may be periodically asked to develop presentation material and present it to the RTF and RTF subcommittees.
- *Ability to work both independently and as part of a team:* All contract analysts undertake independent analytical work, while also working closely with the RTF Manager, the other contract analysts, and RTF subcommittees to vet analysis and develop clear recommendations to the RTF.
- *Understanding of the regional context:* Contract analysts with experience in the Northwest will be well positioned to connect RTF work to the broader regional context.
- *Ability to multitask:* While much of the work requires deep dive analysis, contract analysts that can jump between projects will support the fast-paced work of the RTF.

Proposals shall include the following elements:

- Contact information and pertinent description of the person submitting the proposals
- Overview of proposer's technical approach to building simulation modeling, result visualization, and managing modeling tools
- Explanation of how proposer's skills and past experience align with the services sought in section II (above), with examples of previous or similar work experience
- Section detailing experience and examples of building simulation modeling, particularly noting any experience with REEDR or EnergyPlus

- An example of a recent piece of work that demonstrates the proposer’s modeling experience
- A budget proposal that details the total proposed labor costs (total hours and rates) and estimated travel expenses
- A current resume
- Any other supporting material deemed pertinent by the proposer

Any questions regarding this RFP shall be directed to Laura Thomas. Please note that responses will be limited to correcting errors in the RFP or clarifying the RFP’s provisions. If questions received identify significant information that would assist proposers in submitting proposals, such information will be made available by reasonable means, such as posting on the RTF’s website, to ensure all proposers have access to the same information.

V. How the RTF Will Select a Final Proposals

An evaluation committee will review all proposals received. The team will be comprised of Council staff. Proposals will be evaluated based on the proposed approach to and qualifications for the services sought in Section II above. The evaluation committee will also consider the proposer’s cost of services, as well as take into consideration any potential conflict of interest resulting from past or future work with the RTF.

The RTF reserves the right to reject any and all proposals and may cancel this RFP at any time. The RTF shall not be obligated to procure any services resulting from this RFP. Neither the Council nor the RTF is liable to any proposer for any loss or expense caused by or resulting from a delay, suspension, or cancellation of the RFP, award or rejection of any proposals. Proposer shall bear all costs incurred in developing and submitting its proposal.

The ability of the RTF to procure the services requested by this RFP is dependent upon the Council’s approval of the 2027 RTF Work Plan. The RTF’s expectation is that the Council will review and approve the 2027 RTF Work Plan at the October 14-15, 2026 Council Meeting in Donnelley, Idaho, prior to the date proposals are due. If that Council approval is delayed, the deadline for RFP proposals will be extended.

The Council and the RTF promote equal opportunity for all individuals without regard to race, color, national origin, religion, gender, gender identify (including gender expression), sexual orientation, marital status, age, disability, genetic information, or military or veteran status.

VI. Project Schedule

Proposals Due:	October 16, 2026
Selection for Winning Proposal(s):	Week of November 2, 2026
Project Start Date:	January 1, 2027 (or as agreed to)