

## REQUEST FOR PROPOSALS

### Advanced Rooftop Controls Conservation Measure Analysis Support

August 14, 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 progress toward meeting its conservation and renewable resource goals.

## II. Services Sought by the RTF

The RTF is seeking a contractor to provide technical analysis support to update the [Advanced Rooftop Control \(ARC\) unit energy savings measure](#). An ARC system saves energy by reducing the supply fan speed of a rooftop HVAC system when the system is in ventilation-only operation, and it may include integrated economizer controls and demand controlled ventilation, which reduces required ventilation when the commercial building is not fully occupied or the need for ventilation is otherwise reduced.

The contractor will support all aspects of updating this measure from identifying necessary updates, gathering new or updated data sources, developing an analysis workbook using the new RTF measure assessment template, and preparing materials and presenting recommended updates at an RTF meeting. As part of this measure update, the RTF would like the contractor to review the National Laboratory of the Rockies' [ComStock](#) ARC measure to determine how its measure compares to the scope of the RTF measure. In particular, the RTF would like to understand if ComStock can be used to update the savings shape for the RTF measure and/or if any of the modeling analysis from ComStock can or should be incorporated into the RTF measure as part of this update. Throughout the project, the contractor will work closely with the RTF manager, Council staff, and an RTF contract analyst to ensure updates align with RTF Guidelines and existing processes.

The RTF anticipates this work will be completed in the following tasks:

- **Task 1: Initial Measure Review and Research**
  - Contractor will review all existing materials of the measure, including the current version of the workbook, presentation and minutes from October 17, 2023 RTF Meeting, and research strategy. Contractor will identify a list of possible areas for updating the measure and document any questions regarding the measure or current analysis. Contractor will then schedule a meeting with the RTF Manager and RTF Contract Analyst to discuss any questions related to the measure and proposed updates. During the meeting, the group will identify a timeline for work and next steps for updates. Contractor will conduct research to identify any new or updated resources to inform inputs or improvements to the analysis, with the support of the RTF Manager and/or Contract Analyst who can work with regional organizations to gather relevant research or evaluation data. Contractor will review any collected resources and determine any further updates needed to the measure and convene with RTF Manager and Contract Analyst to identify next steps.
  - *Deliverable:* Written documentation following meetings detailing any decisions on timeline for measure work and next steps.

- *Timeline:* Initial call to be scheduled no later than three weeks following the start of the contract.
- **Task 2: ComStock Review**
  - Contractor will review the ComStock ARC measure and provide RTF staff with a written review of the measure specification and resources and how those align with the RTF measure specification and recommendations for how ComStock can be leveraged to inform the RTF measure analysis and savings shape.
  - *Deliverable:* Written documentation of ComStock assessment, and recommendations for how this tool can inform the RTF measure work.
  - *Timeline:* Within four weeks of start of contract.
- **Task 3: Workbook Development**
  - Once general scope of analysis and resources for the measure update have been identified and agreed to by the contractor, RTF Manager, and RTF Contract Analyst, the contractor will then develop the measure workbook using the [current measure assessment template](#). Contractor will ensure all aspects of workbook are completed, all references are cited, and analysis is clear and thorough. Contractor will work closely with the RTF Manager and RTF Contract Analyst throughout this project, but in particular, during this Task, Contractor should provide clear check points to review and discuss work.
  - *Deliverable:* Draft workbook and any additional analysis resources.
  - *Timeline:* Three weeks prior to the presentation to the RTF.
- **Task 4: Presentation and Materials**
  - Contractor will develop a draft presentation that outlines the current measure and proposed updates to present to the RTF to seek their approval of the updates.<sup>1</sup> Contractor will be expected to attend the relevant RTF meeting and present the proposed updates, including responding to RTF questions about the analysis during the meeting.
  - *Deliverable:* Draft workbook, research strategy, presentation, and any additional resources for the measure.
  - *Timeline:* Two weeks prior to presentation to the RTF.
- **Task 5: QA/QC Process and Workbook Finalization**
  - Following the RTF Meeting, Contractor will make any updates to the workbook and supporting materials, as needed, based on the RTF discussion and decision. Contractor will prepare a final draft version of the workbook and provide this to RTF staff to send to the QA/QC contractor. Contractor will work with the RTF Contract Analyst and QA/QC contractor throughout the QC process to ultimately deliver a final version of the workbook that incorporates any necessary changes from the QC process.
  - *Deliverable:* Final measure workbook.
  - *Timeline:* One week following the completion of QA/QC contractors' review of the workbook.

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<sup>1</sup> Current presentation template with outline of presentation details for measures:  
<https://nwcouncil.box.com/s/vafcyrh4ez52625xnd70zlikogpln1>

### III. Timeline and Budget Expectations

The RTF would like this measure completed no later than its February 2027 meeting (date still to be determined) and proposers should include a preferred month for presenting to the RTF.<sup>2</sup> The RTF would like the majority of the work for this project to be completed in 2026, but anticipates the timeline for the contract going through March 31, 2027 to allow time for completion of the QA/QC process if measure is presented at the February 2027 RTF Meeting.

The RTF estimates that the budget for this project will be between \$25,000-35,000. The RTF reserves the right to revise this budget. Proposals shall include the proposer's estimated costs, irrespective of the RTF's estimated budget. Proposals should be based on time and materials, with a not-to-exceed limit, and include a detailed cost estimate. Contractor should note that some RTF Meetings will be held in person (December and anticipated January) and others via webinar only (November and anticipated February). The contractor should attend in person if applicable, and given this, proposals should include any cost estimates for any travel costs needed to attend and present in person at the RTF meeting.

### IV. How to Submit a Proposal and Required Elements

Proposals shall be submitted to the RTF in electronic format by **September 11, 2026**.

Proposals shall be emailed to:

Northwest Power and Conservation Council

Laura Thomas

RTF Manager

[rtfadmin@nwcouncil.org](mailto:rtfadmin@nwcouncil.org)

(503) 820-2303

Proposals shall include the following elements:

- Contract information and pertinent description of the person submitting the proposals
- Description of expertise and experience of technical analysis work for energy efficiency measures, particularly with regards to commercial HVAC or advanced rooftop controls
- Examples of similar technical analysis work, including any experience with ComStock
- Description of technical and management approach to completing the work and delivering services, with particular note to how contractor proposed to work with and engage RTF manager and RTF contract analyst
- A current resume(s)
- 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,

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<sup>2</sup> The RTF is currently set to review this measure at its October 2026 meeting, which given the timing of this RFP does not allow adequate time for completion of the analysis. RTF staff will seek an extension from the RTF as agreed to with the selected contractor.

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 DETAILS HERE. 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 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:                     | September 11, 2026                           |
| Selection for Winning Proposal(s): | Week of September 21, 2026                   |
| Project Start Date:                | Week of September 28, 2026 (or as agreed to) |