



REQUEST FOR PROPOSALS

Standard Information Workbook December 20, 2023

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 formed by the states of Idaho, Montana, Oregon, and Washington as authorized 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 RTF

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, and
- 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 maintains a [Standard Information Workbook](#) (SIW), which houses the assumptions and data that are used across multiple measures and standard protocols, and serves as a common starting point for repeatedly accessed values. In the RTF’s five-year business plan, it was determined that the SIW should be reviewed to identify needed updates. To support this review, the RTF is seeking a contractor to provide a review of the Standard Information Workbook, identify and perform necessary updates under Council staff guidance, and report out updates to the RTF.

The RTF anticipates the following tasks:

- **Review of Standard Information Workbook and Recommendation:** Contractor should do a detailed review of the SIW to identify necessary updates, which should include but are not limited to updates of: lifetime reference tables, EER values, incoming water temps, water heater recovery efficiency, commercial HVAC interaction factors, weighting factors, duct sealing, retail electricity rates, water energy, water and wastewater rates, GDP deflator forecasting, etc. Upon completion of this review, the contractor will provide RTF staff with a presentation detailing the recommended updates and changes to the workbook, including any references to resources or values to references and accompanying rationale.
 - Anticipated Deliverable and Timeline: Recommended updates presentation provided four weeks after start of contract.
- **Update Standard Information Workbook:** Following RTF staff review and RTF approval of recommended updates, contractor will make the revisions to the SIW.
 - Anticipated Deliverable and Timeline: Final version of revised SIW provided three months after start of contract.
- **Presentation of Work to RTF:** Contractor will also develop a presentation for the RTF on the SIW updates and present to the RTF at a meeting with RTF Manager for RTF approval of proposed changes.
 - Anticipated Deliverable and Timeline: Draft final presentation provided by the week of four months after start of contract and presentation no later than two weeks prior to the RTF meeting.

In addition to anticipated tasks outlined, proposals should include additional tasks proposers believe will be required for successful completion of this work.

Final Deliverables: Updated Standard Information Workbook, supporting documentation, and presentation.

III. Timeline and Budget Expectations

All work anticipated under this Request for Proposal would begin no earlier than February 26, 2024 and be completed no later than August 31, 2024. The RTF reserves the right to revise the timeline as needed.

For planning purposes, the RTF estimates around \$30,000 to complete this work. The RTF reserves the right to revise this budget. Proposers shall include the proposer's estimated costs per study, 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.

IV. How to Submit a Proposal and Required Elements

Proposals shall be submitted to the RTF in electronic format by **Friday February 9, 2024**.

Proposals shall be emailed to:

Northwest Power and Conservation Council

Laura Thomas

RTF Manager

rtfadmin@nwcouncil.org

Proposals shall include the following elements:

- Contact information and brief description of the firm submitting the proposal
- Description of the technical and management approach to complete the work and deliver the services
- Qualifications of all personnel who will be working on the project
- Budget proposal that includes the hours and rates of all personnel, with a not to exceed cost
- Reporting schedule and project timeline
- Web site addresses or listing of similar work that can be reviewed by the proposal evaluation team
- Any other material the proposer deems pertinent

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 webpage, to all persons or entities who have received the RFP to ensure all proposers have access to the same information.

V. How the RTF Will Select a Final Proposal

An evaluation team will review the proposals. The team will be comprised of staff from the Council's resources and RTF contract analyst team. Proposals will be evaluated based on the qualifications for the services sought in Section II above. The evaluation committee will also consider the proposer's cost of services.

VI. Right to Reject and Proposal Costs

The RTF reserves the right to reject any and all proposals and may cancel, modify, or revise 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 proposal. Proposer shall bear all costs incurred in developing and submitting its proposal.

VII. Project Schedule

Proposals Due:	Friday February 9, 2024
Selection of Winning Proposal(s):	Week of February 19, 2024
Project Start Date:	Week of February 26, 2024

VIII. Equal Opportunity

The Council and the RTF promote equal opportunity for all individuals without regard to race, color, national origin, religion, sex, gender, gender identity (including gender expression), sexual orientation, marital status, age, disability, genetic information, military or veteran status, or any other protected status in accordance with applicable federal, state, and local laws.

IX. Diversity, Equity, and Inclusion

Responders are encouraged to review the Council’s [inclusion statement](#). The Council is interested in learning from and encourages, in all opportunities, the participation of those who are also taking steps to ensure diversity, equity, and inclusion in their work. To this end, please consider providing a response to the following questions. Providing a response is voluntary. Responses will not be considered in proposal evaluation and selection.

- Please indicate if you are a small, minority, woman, or veteran-owned business.
- Please outline any efforts taken at your organization to promote diversity, equity and inclusion in your organization’s practices or policies, including, for example, staffing and contracting

X. Disclosure Notice

The Council does its work in public as required by the Northwest Power Act. The Council, although not a federal agency, complies with the Freedom of Information Act. The Council’s policy is available for review on our [website](#).