



## REQUEST FOR PROPOSALS

### Measure Update and Development Support March 25, 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 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 is seeking a contractor(s) to support updating three existing RTF Unit Energy Savings measures and developing one new Unit Energy Savings measure in 2026. The contractor would work with the RTF manager and an RTF contract analyst to understand the current measure analysis, identify new data, and recommend updates. Once the updates have been agreed to by the contractor and RTF staff, contractor will develop or update the measure workbook if needed using the current workbook template. If applicable for Planning measures, the contractor will also propose and make updates to the research strategy. Contractor will develop a slide presentation outlining the current measure and proposed updates to present to the RTF to seek their approval of the updates.<sup>1</sup> Finally, once the RTF has approved the updates, Contractor will make any final changes to the workbook based on the RTF decision. The workbook will be sent to the RTF’s QAQC contractor for review and the Contractor for this project is expected to support the QAQC process and finalize the workbook for posting.

Below are the details of each of the measures the RTF is seeking contractor support, along with the current timeline for update. Depending on the availability of the contractor selected for this work, these timelines may be shifted to accommodate the contractor’s schedule. Additionally, the RTF will consider multiple consultants for this work, so respondents are welcome to propose a scope that includes all measures, or a selection (note the RTF is seeking one contractor for the two Engine Block Heater measures).

- [Circulator Pumps](#): This is a Planning Dual Fuel measure that is currently set for review by the RTF by December 31, 2026. The UES was most recently updated in 2023. Staff anticipate the lift for this measure to be low to medium, and updates to likely include current practice baseline, costs, and any new evaluation or research data.
- Variable Speed Drives ([Potato Onion Shed Variable Frequency Drives](#) and [Variable Speed Drives](#)): These two UES measures are currently set for review by October 31, 2026 and both were most recently updated in 2024 and 2023. Staff anticipate the lift for this measure update to be medium, and updates include combining them into one measure, current practice baseline, costs, and any new evaluation or research data.
- Engine Block Heaters
  - [Forced Circulation Generator Engine Block Heaters for Nonresidential Standby Generators](#): This is a Planning Electric measure that is currently set for review by the RTF by July 31, 2026. The UES was most recently updated in 2023. Staff anticipate this to be a low lift, with the updates likely to include costs and any new site or evaluation data.
  - [Heat Pump Engine Block Heaters for Nonresidential Standby Generators](#): The RTF is seeking to develop this measure which is for the addition of a heat pump to augment pre-existing electric resistance heaters that maintain the operating temperatures for standby generators. This measure will likely be a medium to medium/high lift as it is a new measure. Contractor will work closely with RTF

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<sup>1</sup> Current presentation template with outline of presentation details for measures:  
<https://nwcouncil.box.com/s/vafcyrham4ez52625xnd70zlikoqpln1>

contract analyst on the scope of this measure and likely regional programs and manufacturers with data to help inform the analysis.

*Deliverable and Timeline:* Contractor will provide draft workbook, draft presentation, and any additional resources for the measure two weeks prior to RTF Meeting presentation. Contractor will be expected to attend and present the measure(s) to the RTF for decision. Following the RTF decision, Contractor will make any necessary changes to the workbook and provide a final version for RTF staff to send to the QA/QC contractor. Once QA/QC is complete, Contractor will review provide a final version of the workbook incorporating any necessary changes from QC.

### **III. Timeline, Budget Expectations, and Proposal Scope**

*Budget:* The RTF estimates that the budget for this project by measure update will be between \$10,000-17,000, with the total estimate for all measures being between \$40,000-86,000 varying significantly based on the number of new measures determined. The RTF reserves the right to revise this budget. Proposers shall include the proposer's estimated costs by measure (both new and existing measures noted above), 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 and others via webinar only and based on proposed timelines for measure completion should account in the cost estimate for any travel costs needed to attend and present in person at the RTF meeting.

*Timeline:* As noted in the project scope, the measures current review dates are set for between July-December of 2026. While staff would like to keep these timelines whenever possible, the review dates can be shifted based on the contractor's availability and existing RTF meeting schedule/planned agendas. Proposers are encouraged to review the [RTF calendar for 2026](#) and note any shifts they would request to the existing timeline for each measure in their proposal. Please note that following the RTF meeting presentation, QA/QC process will take up to seven weeks.

*Proposal Scope:* The RTF will consider proposals for all measures or a subset of the measures as noted above. Given the potential variation in scope based on contractor availability and expertise, all proposals need to provide a detailed budget by measure. Additionally, all proposers need to demonstrate expertise in each technology covered by their proposal.

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

Proposals shall be submitted to the RTF in electronic format by **April 24, 2026**.

Proposals shall be emailed to:  
Northwest Power and Conservation Council  
Laura Thomas  
RTF Manager  
[rtfadmin@nwcouncil.org](mailto: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 completing the work and delivering 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 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 Team, RTF Contract Analysts, and RTF Operations Subcommittee. Proposals will be evaluated based on the proposed approach to and the qualifications for the services sought in Section II above. The evaluation committee will also consider the proposer’s cost of service.

#### **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:	April 24, 2026
Selection of Winning Proposal(s):	Week of April 27, 2026
Project Start Date:	Week of May 4, 2026 (or as agreed to)

#### **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 by 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](#).