



**Regional
Technical Forum**

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REQUEST FOR PROPOSALS

Efficient Commercial Electric Vehicles Market Characterization June 9, 2025

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

In 2023, the RTF performed a study to characterize the electric vehicle market for passenger class vehicles to gain a deeper understanding of the market and determine the potential to identify efficiency of EVs.¹ The 2023 study was focused only on passenger class vehicles, the RTF is seeking a contractor to do a follow up study to look at the commercial class vehicle market and determine the potential to identify efficiency. As the commercial class vehicle market is likely smaller, less complex with potentially more data availability than the passenger class market, the RTF anticipates the commercial EV market characterization will be a smaller study.

For this scoping study, the RTF anticipates the project will consider a similar scope and leverage the results of the previous study as a starting point. The scope for the previous study is as follows:

- **Market Characterization:** Contractor should conduct a review of the commercial class EV market and provide a memo documenting the current characterization and findings from this effort. Characterization should be regionally focused and should cover at minimum:
 - potential savings mechanisms and overview of fuel efficiency within the market
 - competition groups (i.e., information on which products/vehicle classifications typically compete, which ultimately would inform a measure baseline)
 - any existing specification or programs for efficient commercial class EVs in the US (i.e., any existing programs, resources, definitions, or specifications that identify energy efficiency metrics and criteria for commercial class EVs, such as ENERGY STAR®)
 - assessment of the accuracy and consistency of savings mechanisms metrics and measure identifiers
 - identification of potential data to be leveraged
 - existing considerations or research on the demand response opportunities or other considerations for commercial class EVs
 - recommendation on potential opportunities for the RTF to develop a measure, potentially including savings mechanism, possible measure identifiers, baseline, etc. (i.e., any details that could support the RTF in developing a UES measure for efficient commercial class EVs)
- **Recommendation Memo and Presentation:** The contractor should summarize their analysis, findings, and recommendations for presentation to Council staff and the RTF.

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

Final Deliverables: Presentation and supporting documentation outlining market characterization and summary recommendations.

III. Timeline and Budget Expectations

¹ <https://rtf.nwcouncil.org/work-products/efficient-electric-vehicle-market-characterization/>

The RTF estimates between \$40,000-\$60,000 for 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.

The RTF is flexible on the timeline but would like the project to be completed by the end of the calendar year 2025 with the contractor presenting the final report to the RTF no later than the January 2026 RTF meeting.

IV. How to Submit a Proposal and Required Elements

Proposals shall be submitted to the RTF in electronic format by **August 1, 2025. (revised)**

Proposals shall be emailed to:

Northwest Power and Conservation Council

Laura Thomas

RTF Manager

rtfadmin@nwcouncil.org

Proposals shall be no longer than 20 pages² and should 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
- Summary of 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
- Summary of at least three similar projects completed by the proposal firm

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

² Page limit does not apply to resumes or project examples.

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

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| Proposals Due: | August 1, 2025 |
| Selection of Winning Proposal(s): | Week of August 4, 2025 |
| Project Start Date: | Week of August 11, 2025 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.

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](#).