



**Regional  
Technical Forum**

**851 S.W. Sixth Avenue, Suite 1100  
Portland, Oregon 97204-1348  
Phone 503-222-5161  
Fax 503-820-2370  
[rtf.nwccouncil.org](http://rtf.nwccouncil.org)**

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## **REQUEST FOR PROPOSALS**

### **New Electric Measure Identification December 5, 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 is looking to expand its existing portfolio of electric energy efficiency (EE) measures and seeking a contractor to perform a new measure scan to support identification of potential measures for the RTF to consider in the near future. The Council staff will also draw new measures from this scan to include in the next regional power plan. The RTF anticipates that the contractor will investigate EE technical resource manuals used outside of the Northwest, national standards or programs, or regional programs for potential EE measures that the RTF does not have, but that would be applicable in the region. Contractor shall be responsible for completing a thorough review of relevant resources and compiling a report/memo/spreadsheet to the RTF on potential new measures, and existing research on said measures.

The RTF anticipates the following tasks:

- **Kickoff Meeting:** Contractor will hold a kickoff meeting with RTF and Council staff to finalize the project scope, review timeline, and discuss proposed screening process.
  - Anticipated Deliverable and Timeline: Kick off meeting should be held within two weeks after start of contract.
- **Complete Initial Scan:** Contractor will perform an initial scan of potential electric measures and cross reference identified measure with [all RTF measures](#), including both active, deactivated, and previously assessed. Contractor will collect savings and other key measure data (e.g., unit costs, lifetimes, etc.) for potential new measures and develop initial recommendations for the RTF. Any measures that have applicability to small and rural utilities or demand response potential should be flagged.
  - Anticipated Deliverable and Timeline: Draft memo including recommendations for new measures within one month following the kickoff meeting. Following delivery of the draft memo, contractor should schedule a check in meeting to discuss progress and initial recommendations.
- **Finalize Measure Scan and Recommendations Memo:** Contractor will develop a final memo and spreadsheet to document assessment of potential new measures and recommendations.
  - Anticipated Deliverable and Timeline: (1) Final Excel spreadsheet tool with relevant measure names and sources, organized by customer segment, delivery channels, key measure impacts (e.g., savings, costs, lifetimes), applicability to small/rural utilities, and other attributes/notes. (2) Final memo including recommendations for further measure development. Both resources should be delivered within one month following the completion of the initial scan task.

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

## III. Timeline and Budget Expectations

All work anticipated under this Request for Proposal would begin no earlier than February 12, 2024 and be completed no later than July 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, 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, January 26, 2024.**

Proposals shall be emailed to:

Northwest Power and Conservation Council

Laura Thomas

RTF Manager

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

(503) 820-2303

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, January 26, 2024
Selection of Winning Proposal(s):	Week of February 5, 2024
Project Start Date:	Week of February 12, 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](#).