REQUEST FOR PROPOSALS
Guidelines Development and Support
March 16, 2020

I. Contracting Organizations

The Northwest Power and Conservation Council’s (Council) Regional Technical Forum (RTF) is issuing this Request for Proposals.

A. The Council and its Activities

The Council is an interstate compact agency formed in 1981 by the states of Idaho, Montana, Oregon, and Washington as 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 to protect, mitigate and enhance fish and wildlife affected by the development, operation, and management of the hydroelectric facilities located on the Columbia River or its tributaries, and
- A regional power and conservation plan to assure the Pacific Northwest an adequate, efficient, economical and reliable power supply.

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. It was formed at the request of Congress 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 region’s progress toward meeting its conservation and renewable resource goals
II. Services Sought by the RTF

In June 2011, the RTF developed and approved Operative Guidelines (Guidelines) as a handbook for estimating energy savings for existing and new measures. Since then, the Guidelines have been updated and expanded for clarity and to ensure alignment with RTF work. The RTF last updated the Guidelines in 2018. That update focused on the RTF baseline methodology, quality standards, modeling of measure lifetimes, and cost analysis.

The RTF is now preparing to conduct another round of updates to address changes necessary since 2018, and is seeking a Contractor to assist the RTF to that end.

The primary focus of this update will be on the following two sections that the RTF specifically did not update during the 2018 revision:

- Section 4.3, Custom Protocol. This section provides guidance on estimating savings for custom measures. The initial development relied heavily on the Bonneville Measure and Verification (M&V) Protocols. At the time of the last Guidelines update, Bonneville was in the process of updating these protocols.
- Section 5, Impact Evaluation. This section provides guidance for evaluation of the full program portfolio.

Additionally, the Guidelines were developed at a time when the RTF was solely focused on estimating energy efficiency savings for electric measures. In 2020, the RTF portfolio has expanded to include natural gas efficiency measures. Thus, the RTF is also interested in any updates that may be required throughout the Guidelines that may be specific to the estimation of energy savings from natural gas efficiency measures.

The selected contractor will work closely with the RTF Manager and contract analyst team to identify Guideline needs and develop proposed updates. The selected contractor will also engage with the RTF’s Guidelines Subcommittee, and other relevant stakeholders, on proposed updates. Any updates required specifically to support natural gas efficiency will also require engagement with the RTF’s Natural Gas Subcommittee. The selected contractor will be responsible for developing materials in preparation for any subcommittee calls or other stakeholder discussions.

**Anticipated Deliverables:** Recommended proposed updates and supporting materials for review by a subcommittee and supporting development of final recommendation for consideration by the RTF

**Anticipated Task Completion Date:** Complete all updates by September 2020.

**For Proposal:** Successful proposals should demonstrate familiarity with the RTF and the existing Guidelines. Proposals should outline the approach for Guidelines updates, including an engagement strategy with necessary stakeholders and developing familiarity with related documents (such as the BPA M&V protocols). The proposal should also include resource and cost estimates, breaking out the following elements:

- Resources required for general guidelines update, including engagement with subcommittees etc.
- Resources required for natural gas specific updates

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III. Budget Expectations

The RTF estimates a budget of $20,000 to $40,000 to complete this work. Proposals shall include the proposer’s actual estimated costs to perform the work, irrespective of the RTF’s estimated budget. Proposals should be based on time and materials, with a not-to-exceed limit. Proposals should provide a detailed cost estimate for each task anticipated to complete this work.

IV. How to Submit a Proposal

Proposals should be submitted to the RTF in electronic form by April 10, 2020.

Proposals should be emailed to:
Northwest Power and Conservation Council
Jennifer Light
RTF Manager/Chair
Jlight@nwcouncil.org
(503) 222-5161

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 be used to complete the work, including responses to the proposal considerations identified under each specific task in Section II, above
- Qualifications of all personnel who will be working on the project
- Budget proposal that details the level of effort, labor costs (hours and rates of all personnel), and any material costs for each of the major tasks as outlined in Section II
- Reporting schedule and project timeline consistent with the anticipated task completion deadlines provided in Section II
- Web site addresses or listing of similar work that can be reviewed by the RTF proposal evaluation team
- Any other material the proposer deems pertinent

The tasks detailed in Section II are intended to give those who are interested in submitting a proposal for this project an idea of the nature and scope of the work envisioned. It is not a final statement of work, and any final statement of work will be developed by the RTF in conjunction with the proposer responsible for the final selected proposal.

Any questions regarding this RFP shall be directed to Jennifer Light. Please note that responses are limited to correcting errors in the RFP or clarifying the RFP’s provisions. If, however, questions are posed that identify significant information that would assist all proposers in submitting a competitive proposal, such information shall be made available by reasonable means, such as posting on the RTF’s webpage, 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 received. The team will include RTF and Council staff. Proposals will be evaluated using the following criteria:

- **Technical Approach:** The proposer’s technical approach to meeting each of the tasks in Section II.
- **Management Approach:** The proposer’s approach to managing the project, including working with Council, the RTF staff, and stakeholders.
- **Team Qualifications/Experience:** Demonstrated experience with RTF work products or similar work as well as knowledge of the electric utility and energy efficiency environments.
- **Price:** This contract will be awarded on a not-to-exceed basis.

A final proposal will be selected by the evaluation team based on its review of each proposal in consideration of the above criteria. Following selection of the final proposal, contract negotiations will be initiated.

All qualified proposers will be evaluated and considered for selection without regard to race, color, national origin, religion, gender, gender identity (including gender expression), sexual orientation, marital status, age, disability, genetic information, or military or veteran status.

VI. RFP Schedule

- Proposals Due: April 10, 2020
- Selection of Winning Proposal(s): Week of April 13, 2020
- Project Start Date: Week of April 27, 2020