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

The RTF developed and adopted the Operative Guidelines (Guidelines) as a handbook on estimating energy savings for existing and new measures. The RTF is now seeking support on the development of supplemental guidance evaluation documents focused on specific custom program measures. The RTF portfolio currently addresses only those measures for which energy savings estimation can be standardized (i.e. unit energy savings measures or standard protocols). The RTF Guidelines provide high level guidance on estimating savings for custom measures, but do not provide any detail for specific custom programs. The RTF is exploring paths for developing additional guidance documents that provide detail for specific program/measure types, with the goal of improving the reliability and consistency of evaluating energy savings regionally. To begin, the RTF wants to develop guidance documents for commercial/industrial strategic energy management.

The selected contractor will work with the RTF Manager and the contract analyst team to develop guidance for evaluating energy savings in commercial/industrial strategic energy management (SEM) programs. This work will require an understanding of existing national and regional guidance documents on these programs in order to avoid duplication of existing efforts.

The selected contractor will work with the RTF Manager and the contract analyst team throughout the project. This includes project scoping, finalizing list of materials in necessary literature review, and drafting proposed guidance. The selected contractor will also work with other stakeholders, likely including at least two RTF subcommittee meetings in advance of finalizing proposed guidance for RTF consideration. The selected contractor will be responsible for developing materials in preparation of any RTF subcommittee discussions and supporting the development of materials to the RTF.

Anticipated Deliverable: Proposed evaluation guidance document to be presented to the RTF for consideration and adoption

Anticipated Task Completion Date: October RTF Meeting

For Proposal: Proposals should outline methodology for developing guidance. Proposals should include reference to existing guidance documents on or evaluations of strategic energy management that will be leveraged to inform the work. Proposals should include a detailed cost estimate for different aspects of the anticipated work, including any literature review and staff and subcommittee engagement.

III. Budget Expectations

The RTF estimates a budget of $20,000 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.
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
jligh@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 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 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 staff and representative from the RTF Operations Committee. Proposals will be evaluated using the following criteria:

- **Technical Approach**: The proposer’s technical approach to accomplishing 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