



REQUEST FOR QUALIFICATIONS FOR BIOPOWER AND IRRIGATION HYDROPOWER PROJECT EVALUATIONS

Energy Trust of Oregon, Inc. (Energy Trust), an Oregon non-profit, 501(c)(3) corporation, is seeking qualifications through this Request for Qualifications (RFQ) for a consultant able to perform Biopower and Irrigation Hydropower Project Evaluation tasks identified in the Scope of Work below.

Energy Trust Overview

Energy Trust is an independent nonprofit organization, selected and overseen by the Oregon Public Utility Commission, to lead Oregon utility customers in benefiting from saving energy and generating renewable power. Our services, cash incentives and solutions have helped participating customers of Portland General Electric, Pacific Power, NW Natural and Cascade Natural Gas save more than \$2.3 billion on their energy bills since 2002. The cumulative impact of our leadership since 2002 has been a contributing factor in our region's low energy costs and in building a sustainable energy future. More information about Energy Trust's background, funding sources, strategic and action plans, policies and programs are available on our website at www.energytrust.org/about.

RFQ Background

Energy Trust actively supports the development of custom renewable energy projects with incentives for project development assistance and installation. These projects must be located in Oregon and deliver power to, or net-meter with, Portland General Electric or Pacific Power.

Biopower is one of the renewable energy technologies Energy Trust supports. These projects involve the processing and management of biomass and are often associated with industrial, commercial, and municipal facilities. The majority of the operating biopower projects that Energy Trust has supported are located at municipal wastewater treatment plants that produce biogas from the anaerobic digestion of wastewater solids. These biogas cogeneration projects typically remove contaminants from digester biogas and use reciprocating engines to generate renewable electricity and heat for on-site use.

Irrigation hydropower projects typically involve replacing canals or ditches with pressurized pipes. Piping can bring multiple benefits including the potential to conserve water lost to infiltration or evaporation, conserve electricity associated with pumping, generate hydropower, and reduce operational risks and costs for the water provider.

This RFQ seeks proposals from consultants who can help Energy Trust evaluate existing biopower and irrigation hydropower projects by providing the services described in the **Scope of Work** section of this RFQ. Energy Trust seeks to create a pool of qualified consultants who are able to perform these services and therefore expects to select multiple respondents from this RFQ. Respondents selected for the consultant pool are not guaranteed work. Prior to beginning any Project Evaluation tasks, selected respondents will enter into a written agreement with

Energy Trust for a term of 1-2 years, such contract to contain terms and conditions with respect to, among other things, confidentiality, indemnity, insurance, and intellectual property rights.

RFQ Schedule

Statements of qualifications submitted in accordance with the **Submission Requirements** outlined below will be accepted until **5:00pm Pacific Time on October 7, 2016**. All questions or clarification requests must be submitted by email by 5:00 PM, Pacific Time on September 23, 2016. Energy Trust will publicly post written responses by the end of the day on September 28, 2016. Respondents will be notified whether they have been selected as a finalist not later than **October 21, 2016**. Energy Trust may conduct interviews or seek additional information before making final selection.

All submissions, including questions, must be emailed to dave.moldal@energytrust.org

The schedule is summarized in the table below.

Posting of Request for Qualifications	09/09/2016
Deadline to submit written questions	09/23/2016
Posting of responses to submitted questions on website	09/28/2016
Deadline for submission of qualifications	10/07/2016
Final selection of respondents for the pre-qualified pool	10/21/2016

Scope of Work

A. Evaluate biogas cogeneration project performance and operation

For each project, the contractor will:

- a. Review the documentation about the project that was provided to Energy Trust prior to the project's completion, including proposed design, business plan and financials;
- b. Coordinate and conduct site visit(s) and interview(s) with project owners and operators to gather information on the project's operational history;
- c. Collect generation data and conduct any analysis necessary to compare realized performance to original estimates included in the Energy Trust application;
- d. Obtain, to the greatest extent practicable, actual capital construction costs and operation and maintenance costs;
- e. Conduct a detailed examination of how the projects are operating, including:
 - i. value of generation to the facility;
 - ii. the operations and maintenance plans and their implementation;
 - iii. performance of the cogen set, gas cleaning skid, and, if applicable, FOG receiving station;
 - iv. operation and maintenance costs;
 - v. materials and spare parts limitations;
 - vi. operational challenges and unanticipated problems; and
 - vii. biogas production and availability.
- f. Identify any:
 - i. significant differences between what was constructed or implemented and what was proposed in the Energy Trust application;
 - ii. problems with equipment or operations;
 - iii. opportunities for improvements that would increase performance, revenues or efficiency of operation; and
 - iv. practices or improvements that have been put into place.

B. Evaluate irrigation hydropower project performance and operation

For each project, the contractor will:

- a. Review the documentation about the project that was provided to Energy Trust prior to the project's completion, including proposed design, business plan and financials;
- b. Coordinate and conduct a site visit(s) and interview(s) with project owners and operators to gather information on the project's operational history;
- c. Collect generation data and conduct any analysis necessary to compare realized performance to original estimates included in the Energy Trust application;
- d. Obtain, to the greatest extent practicable, actual capital construction costs and operation and maintenance costs;
- e. Conduct a detailed examination of how the projects are operating, including:
 - i. value of generation to the facility;
 - ii. the operations and maintenance plans and their implementation;
 - iii. performance of the turbine and any other relevant system components that impact turbine operation relative to expectations;
 - iv. operation and maintenance costs;
 - v. materials and spare parts limitations;
 - vi. operational challenges and unanticipated problems; and
 - vii. production and availability.
- f. Identify any:
 - i. significant differences between what was constructed or implemented and what was proposed in the Energy Trust application;
 - ii. problems with equipment or operations;
 - iii. opportunities for improvements that would increase performance, revenues or efficiency of operation; and
 - iv. practices or improvements that have been put into place.

C. Document findings

Following each evaluation, the contractor will:

- a. Summarize all findings in a confidential report that includes, at a minimum, the following information:
 - i. Description of the project;
 - ii. Summary of the process used by the contractor to evaluate the project (e.g. who was interviewed, when site visit(s) were conducted, how analysis was performed...);
 - iii. Description of the current state of the project, including performance and operations;
 - iv. Discussion of any ways in which the project differs from what was proposed or assumed at the time of Energy Trust's review;
 - v. Evaluation of what is working well and what is not; and
 - vi. List of recommendations for improving performance, revenues or efficiency of the operation.
- b. Provide a short list of general lessons learned that can be applied to other projects;
- c. Incorporate feedback from Energy Trust into final documents.

Submission Requirements

Responses must be submitted **electronically only** to Dave Moldal, Sr. Project Manager, dave.moldal@energytrust.org, following the format and containing the information described below.

1. Experience and Consultant Requirements and References, Rates (up to 5 pages):

Provide a short letter describing your qualifications for performing the services described in the **Scope of Work** section. The letter must address each of the following items:

- Describe your primary business, length of time in business, location of office(s) and contact information.
- List *relevant* project experience and include the dates and a brief description of the work performed.
- Provide contact information for three references regarding your relevant project experience.

2. Samples of work and information on staff and pricing (up to 15 pages):

Provide as attachments totaling no more than 15 pages the following:

- One or more examples of reports, portions of reports, or other relevant work product you have produced in your relevant project experience.
- Short biographies or resumes, including relevant licenses, certifications and training, of key staff that would be assigned to provide the services as described in this RFQ.
- Rates and pricing for the services identified in the **Scope of Work**. Energy Trust is interested in time and material pricing for relevant staff members who would be expected to deliver the services, as well as any alternative price structures, such as a fixed price, for specifically identified sections of the **Scope of Work**.

3. Conflict of Interest Disclosure:

Disclose any direct or indirect, actual or potential conflicts of interest with Energy Trust. A “direct or indirect conflict” is defined as any situation in which an individual or member of their family or close business or personal acquaintance, is employed by Energy Trust or the Oregon Public Utility Commission, or may be reasonably construed to have a direct or indirect personal or financial interest in any business affairs of Energy Trust, whether because of a proposed contract or transaction to which Energy Trust may be a party or may be interested or is under consideration, or whether such conflict is purely conceptual, because of similarity of business interests or affairs. If no such conflict exists, provide an explicit statement to that effect. The determination of whether a conflict of interest exists is left to Energy Trust at its sole discretion.

RFQ Governing Provisions (By submitting a response to this RFQ, respondent represents that it is authorized to submit a response and - explicitly agrees and accepts the following provisions of this RFQ and all other terms and conditions set forth in this RFQ).

Right to Accept or Reject:

This RFQ is not an agreement to purchase goods or services. Energy Trust is not bound to enter into a contract with any qualified respondent Energy Trust reserves the right to modify the terms of this RFQ at any time in its sole discretion. This includes the right to cancel this RFQ at any time. Further Energy Trust reserves the right to waive any nonconformity in submissions received, to accept or reject any or all of the items in the submission, and award any ultimate contract in whole or in part as it is deemed in Energy Trust's best interest.

Ownership of Responses:

All materials submitted in response to this RFQ shall become the property of Energy Trust and shall not be returned to the respondent.

Confidentiality:

Respondents shall clearly identify those proprietary portions of their responses that they do not want revealed to third parties and label such portions as "Confidential Information." Except as required under Energy Trust policy, law or for regulatory purposes Energy Trust will maintain confidentiality of such information.

Respondent Expenses:

Respondents are solely responsible for their own expenses in preparing a response and for any subsequent negotiations. Energy Trust will not be liable to any Respondent for any claims, whether for costs or damages incurred by the respondent in preparing the response, loss of anticipated profit in connection with any final contract or any other matter whatsoever.