



## **REQUEST FOR QUALIFICATIONS (RFQ) FOR PLANNING AND EVALUATION TASKS**

Energy Trust of Oregon, Inc. (Energy Trust), an Oregon non-profit, 501(c)(3) corporation, seeks qualifications from energy efficiency and renewable energy analysis consultants with skills in program process and impact evaluation, market analysis, measure cost and savings analysis, and integration of efficiency into integrated resource planning to maintain a pool of qualified consultants for work on Energy Trust measure and resource analyses and program evaluations.

Consultants will be selected for the pool based on their submissions as requested in this RFQ. Consultants will be accepted into the pool on an ongoing basis through December 31, 2018.

### **Energy Trust Background**

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, Cascade Natural Gas, and Avista 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](http://www.energytrust.org/about).

### **RFQ Background**

Energy Trust provides marketing, technical assistance, and incentives for a variety of energy efficiency and renewable energy measures for customers of Portland General Electric and Pacific Power, and efficiency programs for NW Natural, Cascade Natural Gas, and Avista throughout their Oregon service territories. Energy Trust also serves customers of NW Natural in Southwest Washington. Energy Trust's efficiency and direct-use renewable energy programs serve all customers for electricity, and all but the larger industrial customers for gas. Energy Trust's renewable energy programs provide support for a range of renewable generation resources that produce less than 20 MW of power per site.

The purpose of the RFQ is to provide Energy Trust with a group of qualified consultants who can quickly and easily respond to requests for planning analyses or new evaluations. Energy Trust plans to approve contractors for this pool who are qualified for any number of individual work areas as described later in this RFQ. While the scope of planning and evaluation work and

the scale of work often differ, these two needs were combined into one RFQ for the convenience of contractors who would bid for both planning and evaluation work.

**Planning:** Energy Trust contracts for a variety of planning work, often in smaller increments (\$200 up to \$50,000, but usually less than \$20,000 each). Much of this work is to provide engineering and analytical support to planning staff as they consider whether to approve new prescriptive efficiency and direct-use renewable measures as cost-effective under standard utility tests (total resource cost test and utility cost test, explained in Energy Trust's cost-effectiveness policy on the Energy Trust website, <https://energytrust.org/library/policies/4.06.000.pdf>).

Contractors also periodically assist in developing new avoided cost estimates in collaboration with Energy Trust's five funding utilities and the Oregon Public Utility Commission.

Energy Trust will sometimes set up umbrella task order contracts so that many of these smaller planning tasks can be assigned and contracted on an ongoing basis. Single-purpose contracts may also be set up for some larger tasks. Final contracts resulting from this RFQ would be expected to have terms of no longer than two years.

**Evaluation:** Energy Trust performs process and impact evaluations for all of its major efficiency programs on a regular basis, and also performs these evaluations for renewable programs on an as-needed basis. The efficiency programs are organized to cover major types of users and transactions: new homes, existing homes, retail products, new buildings (including new multifamily), existing buildings (including existing multifamily), and industrial and agricultural. There are many sub-initiatives under each program, which are sometimes evaluated separately (e.g., strategic energy management or air sealing in new homes). Renewable energy initiatives are organized by type of renewable resource and market. In addition, Energy Trust performs evaluations of pilots and new initiatives and may conduct market research to inform program design and planning.

Energy Trust plans to use this RFQ to select contractors for smaller evaluations (less than \$100,000 each). Several of these are anticipated to occur each year. Larger evaluations will be contracted through individual competitions or, in rare instances, sole-sourced based on unique firm qualifications.

While Energy Trust anticipates a distribution of assignments and funds, depending on the resources and expertise of the consultant pool, Energy Trust does not guarantee that any consultant selected for the pool through this RFQ will actually receive an assignment or funding for either Planning or Evaluation projects.

## **RFQ Schedule**

Statements of qualifications are accepted on an ongoing basis through December 31, 2018. Respondent submissions will be reviewed, and respondents will be notified of acceptance into the pool within 30 days of Energy Trust's receipt of a complete submission. Energy Trust may contract with contractors accepted into the RFQ pool on or after January 1, 2017.

Respondents may submit responses regarding any or all of the work areas described below. For example, you might choose to only submit qualifications for process evaluation. Or, respondents may choose to submit qualifications for all of the work areas. Consultants accepted into the pool to be created as a result of this RFQ may also respond separately to larger Energy Trust Planning and Evaluation requests for proposals or qualifications. As noted above, this pool is eligible to receive contracts for tasks and projects under the work areas described below, but no contracts are guaranteed even once accepted into the pool.

Any questions may be directed to Erika Kociolek, Evaluation Project Manager, [erika.kociolek@energytrust.org](mailto:erika.kociolek@energytrust.org) or 503.445.0578.

## **Description of Work Areas and Possible Contract Tasks**

Listed below are six broad work areas under which Planning and Evaluation tasks and projects are categorized and that contractors may submit qualifications for, as well as some detail on the types of tasks that would likely be part of a project in a given work area.

### **1. Process Evaluation**

Evaluate program implementation, which could include tasks such as:

- Evaluation design
- Sample design
- Survey instrument and interview guide design
- Conducting surveys and interviews
- Qualitative and quantitative data analysis, including document review
- Reporting

### **2. Impact Evaluation**

Evaluate program savings or generation, which could include tasks such as:

- Evaluation design
- Sample design
- Survey instrument, interview, and on-site data collection guide design
- Conducting surveys and interviews
- Engineering review
- Building simulation modeling
- Billing analysis
- Reporting

### **3. Market Analysis and Research**

Develop, analyze, and collect market data in support of program design, implementation, and targeting. Sources may include Energy Trust program data, utility billing data, and external sources. Contractors may be asked to merge existing data sources to provide program targeting databases.

### **4. Measure Analysis**

Assist Energy Trust in analyzing or reviewing analysis of cost, savings, measure life, load shape, and applications for potential efficiency or renewable energy measures. Tasks could include:

- Developing or reviewing assumptions
- Comparing to established sources

- Critiquing reliability
- Negotiating with Program Management Contractor measure experts to reach agreement on assumptions
- Documenting findings
- Assisting with benefit/cost calculations

## 5. Modeling Assistance

Develop, update, review, and/or revise inputs to, and findings from, various energy simulation models.

Tasks could include:

- Updating and/or expanding the capabilities of Energy Trust's *Analytica*-based Resource Assessment model that is used to estimate energy efficiency potential
- Reviewing/verifying results of energy modeling exercises
- Modeling whole home/building energy savings from different energy efficiency measures
- Advising on the development of new energy simulation models
- Assist with calibration of energy simulation models

## 6. Special Investigations

Investigate additional energy efficiency or renewable energy engineering/economic issues as required. For example:

- Critical peak savings from efficiency measures
- Efficiency component of load management programs
- Supply curve for Combined Heat and Power

Completed work products may be posted and available to the public on Energy Trust's website (see <http://energytrust.org/About/policy-and-reports/Reports.aspx>).

## Submission Requirements

Responses containing the information, and in the format, required below must be submitted electronically only to Erika Kociolek, Evaluation Project Manager, [erika.kociolek@energytrust.org](mailto:erika.kociolek@energytrust.org) or 503.445.0578.

All submitted responses must contain the following three documents in order to be considered for approval:

### 1. Consultant qualifications and experience, and samples of work (up to 10 pages total)

Please provide a short letter describing your qualifications and experience that addresses each of the following requirements:

Describe the respondent's primary business, length of time in business, location of office(s) and contact information.

List which work area(s) for which respondent seeks to be considered.

List relevant project experience for the work areas and associated tasks listed in “Description of Work Areas and Possible Contract Tasks” above. Provide dates and describe the nature and scope of your work. If needed, provide a brief description of the type of work performed. Please also provide a link to one or more examples of reports, portions of reports, or other work product(s) you have produced in your relevant project experience.

Provide contact information for three references regarding your relevant project experience.

Respondents may submit responses regarding any or all of the work areas described in “Description of Work Areas and Possible Contract Tasks” above. For example, you might choose to only submit qualifications for process evaluation. Or, you can choose to submit qualifications for all of the work areas.

## **2. Information on staffing and rates (up to 25 pages)**

Please provide a document including the following information, which should total no more than 25 pages:

A list of key staff that would be assigned to the types of contract scopes and tasks described in #1, above.

Resumes, including relevant licenses, certifications, and training, as well as relevant experience, for key staff.

Rates and pricing for all of the work areas for which you are submitting a response. Energy Trust is interested in time and material pricing for key staff members as well as alternative price structures. Please include rates for 2017 and 2018.

## **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.