



REQUEST FOR QUALIFICATIONS

Renewable Energy Consultants – Hydropower, Biopower, Geothermal, Solar, Community Solar

Energy Trust of Oregon, Inc. (Energy Trust), an Oregon non-profit, 501(c)(3) corporation, is seeking responses from professional services firms with expertise in renewable energy and energy resilience. Specifically, Energy Trust is seeking responses from firms with expertise in any of the following:

- Hydropower, biopower, geothermal electric project design, verification, and financial and technical evaluation.
- Distributed renewable energy project interconnection and engineering.
- Best practices and standards for solar and storage installations. Solar resource assessment and performance estimation tools. Technical and training resources for trade allies on topics such as battery storage.
- Community Solar project or small generator project interconnection and engineering.
- Community solar or small generator utility impact studies and other relevant utility interconnection analysis.
- Microgrid development for locational energy resilience.
- Respondents should also indicate any experience they have with solar plus storage and/or microgrid feasibility, engineering, and design.

A pool of qualified consultants will be selected for Energy Trust's Renewables programs based on their submissions as requested in this RFQ. It is likely that multiple consultants will be selected for the pool.

Energy Trust Overview

Energy Trust is an independent nonprofit organization, selected and overseen by the Oregon Public Utility Commission (OPUC), that helps Oregon utility customers save energy on energy consumption with incentivized efficiency measures and independent generation of renewable power. Energy Trust total investments in local energy projects that save energy and generate clean energy will save utility customers \$8.9 billion on their utility bills over the lifetime of those investments. Participating customers have already saved \$4.6 billion on their energy bills since 2002. The cumulative impact of our leadership has been a contributing factor 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.

Additionally, Energy Trust is a program administrator of the Oregon Community Solar Program. The Oregon Community Solar Program is a state-enabled initiative overseen by the OPUC that serves customers of Portland General Electric, Pacific Power, and Idaho Power. The goal of the

Oregon Community Solar Program is to expand access to solar energy for customers who are not able to or do not want to invest in a rooftop system, including but not limited to renters, people who live in multifamily buildings, low-income customers, and small businesses in rented or leased space. More information about the Oregon Community Solar Program is available on the program website at www.oregoncsp.org/.

RFQ Background

Energy Trust actively supports the development of renewable energy projects with incentives for project development and installation. These projects must be in Oregon and deliver power to, or net-meter with, Portland General Electric or Pacific Power. Energy Trust’s renewable power programs currently support projects under 20 MW using biopower, geothermal electric, hydropower, and solar electric technology.

This RFQ will provide Energy Trust with a pool of multiple, qualified consultants specializing in geothermal electric, hydropower, biopower, community solar and/or solar electric who can quickly and easily respond to periodic Renewables Program requests. Individual consulting tasks will generally range from \$5,000 to \$25,000, depending on the scope of the request and the timeframe for completion. Energy Trust expects to set up umbrella task order contracts with selected consultants that would allow for individual consulting tasks to be assigned and contracted on an ongoing basis. Such written contracts would have a term of no longer than two years and contain terms and conditions with respect to, among other things, confidentiality, indemnity, insurance, and intellectual property rights.

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 receive a task assignment or funding.

RFQ Schedule

Posting of Request for Qualifications	April 12 th , 2024
Deadline for submission of RFQ questions	May 3 rd , 2024
Response to questions posted to RFQ website	May 8 th , 2024
Deadline for submission by respondents of qualifications	May 15 th , 2024
Announcement of selected respondents	May 25 th , 2024
Anticipated contracting	June 7 th , 2024

RFQ Response Requirements

To be considered complete, applicants must submit an [Online Application](#). “Submission Requirements” section below must be submitted and received via the online application by **May 15th, 2024** at 5pm PT.

Questions and/or requests for clarification or additional information regarding this RFQ must be submitted in writing, via email, according to these instructions and received by Energy Trust by May 3rd, 2024. Send questions and/or requests via email to Alicia.Li@energytrust.org.

Description of Possible Contract Tasks

All tasks will require contractors to develop a budget, write reports, and work within specified timeframes. The possible tasks are categorized as project design/development expertise, proposal review assistance, or Community Solar Program Support.

- A. Project Design Considerations/Development Expertise** — Provide expertise to Energy Trust’s Renewables program staff as requested regarding interconnection, ownership options, financial risk, project financing, project permitting, and other issues that may present barriers to project development.
- B. Project Proposal Review Assistance** — Assist Energy Trust’s Renewables program managers with reviewing and evaluating submitted geothermal electric, hydropower, and/or biopower project proposals. Tasks may include:
- Financial analysis of proposed or estimated costs, expenses, and revenues for projects.
 - Comparison of above figures to usual and customary figures for similar projects.
 - Assessment of each project proposal’s technology choices, operating plans, and management team.
 - Review and critique of applicant’s assumptions about design, energy generation, operation and maintenance costs, development timeline, permitting, feedstock, incentives, financing, etc.; and
 - Critical evaluation of proposed project’s chances for success.
- C. Community Solar Program Support** – Assist Energy Trust’s Community Solar Program team with reviewing and evaluating interconnection documents, supporting project developers throughout the interconnection process, and tracking the progress of projects through the interconnection process. Tasks may include:
- Technical review of utility impact studies and other relevant utility interconnection analysis.
 - Assessment and critique of technology choices for interconnection upgrades in utility impact studies.
 - Tracking interconnection progress of individual community solar projects.
 - Provide support, guidance, and coordination to project developers in interfacing with utilities throughout the interconnection process.

Submission Requirements

Respondents may submit responses regarding any or all the tasks or technologies described in the “Description of Possible Contract Tasks” above. For example, you might choose to respond to project design services for geothermal electric projects, but not for hydroelectric projects and not for proposal review services.

To be considered complete and ready for review, submissions for the RFQ must include the following four sections, with each file/document clearly labeled:

A. Consultant Qualifications and Experience (up to 3 pages):

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

- Describe the consultant firm's primary business, length of time in business, location of office(s), and contact information.
- List relevant project experience for the specified technology/ies, work areas and associated tasks described in the "Description of Possible Contract Tasks" section that consultant is proposing to perform. Provide dates and describe the nature and scope of the work consultant performed. Summarize how your firm's security procedure experience is used in handling confidential client and project information or data.
- Provide information about the location of key personnel. When possible, Energy Trust prefers to use contractors who are in the Pacific Northwest, understand regional conditions/markets and can minimize travel expenses.
- Provide contact information for three references regarding your relevant project experience, especially projects in and around the Pacific Northwest.
- Provide specific examples of activities, projects or plans worked on or developed during the past 36 months that demonstrate how respondent promoted Diversity, Equity, and Inclusion (DEI) within respondent's company in the areas of (1) recruitment, hiring, retention and promotion, (2) training and professional development, and (3) respondent's company operations and strategy.
- Does respondent have an existing supplier diversity program?
 - If so, describe efforts respondent has made to increase its business with woman-, minority-, and service-disabled veteran-owned businesses (i.e., does respondent's firm have a policy statement, participate in outreach activities, promote diverse firm subcontracting, publicize contract opportunities, provide certification assistance, etc.?)

B. Samples of Work; Information on Staffing and Rates (up to 20 pages):

Provide attached information about the following:

- One or more examples of reports, portions of reports, or other relevant work or products respondent has produced that supports your relevant project experience or include internet links to relevant published information by respondent.

- Short biographies or resumes, including relevant licenses, certifications, and training, of key staff that would be assigned to the types of tasks described in this RFQ and provide information regarding their availability.
- Rates and pricing for all proposed work; include hourly billing rates for key staff members. Energy Trust is interested in time and materials pricing for key staff members as well as alternative price structures the respondent wishes to propose.

C. 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 OPUC or may be reasonably construed to have a direct or indirect personal or financial interest in any business affairs of Energy Trust. This interest applies to proposed contracts or transactions to which Energy Trust may be a party or is under their consideration; or a conflict that is purely conceptual because of the 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.

D. Proof of Insurance:

Energy Trust requires its contractors to maintain, at a minimum, workers compensation and adequate and reasonable liability insurance coverage for the type of consulting services provided, such as commercial general liability, automobile liability, and/or professional liability. Provide a description of respondent’s insurance coverage relevant to the type of consulting services proposed in respondent’s submission.

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, nor does it commit Energy Trust to enter into a contract with the respondent. Energy Trust reserves the right to modify the terms of this RFQ at any time at 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 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.