Energy Trust of Oregon


RFP Issued: January 13, 2022
Proposals Due: February 18, 2022

Return responses to:

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Introduction

Energy Trust of Oregon is soliciting proposals to conduct a process evaluation of its New Buildings program. Since 2003, the New Buildings program (“the program”) has provided technical support to identify energy savings opportunities and cash incentives to implement electric and gas energy efficiency measures and designs in new commercial and multifamily buildings. The program also aims to transform the new construction market and push it towards more energy efficient building practices. The program also has developed training and education offerings about advanced energy efficiency options and best-practice design targeted toward commercial building owners, developers and design professionals. The program is delivered through five major tracks designed to meet the needs of developers and design teams with different levels of sophistication. The program factors in the low cost of energy in the state, the mild climate, and the existing, stringent commercial code in their analysis of efficiency savings and costs, to ensure offerings that are cost-effective to the utility system.

The program supports both commercial new construction and major renovations including multifamily projects and is implemented by a Program Management Contractor (PMC) on behalf of Energy Trust. Program staff work in close coordination with Energy Trust program management and marketing staff. Since 2017 the program has completed 1,651 commercial projects and 533 multifamily projects.

Table 1. Commercial and Multifamily New construction by Year

<table>
<thead>
<tr>
<th>Program</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021 (to date*)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Commercial Buildings</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total kWh Savings</td>
<td>33,037,978</td>
<td>34,246,416</td>
<td>27,796,565</td>
<td>24,879,178</td>
<td>16,652,472</td>
</tr>
<tr>
<td>N Electric Projects</td>
<td>344</td>
<td>349</td>
<td>312</td>
<td>310</td>
<td>202</td>
</tr>
<tr>
<td>Total Therm Savings</td>
<td>377,298</td>
<td>547,053</td>
<td>456,843</td>
<td>541,003</td>
<td>235,442</td>
</tr>
<tr>
<td>N Gas Projects</td>
<td>156</td>
<td>162</td>
<td>154</td>
<td>132</td>
<td>73</td>
</tr>
<tr>
<td>Total Projects</td>
<td>377</td>
<td>375</td>
<td>339</td>
<td>349</td>
<td>211</td>
</tr>
<tr>
<td><strong>Multifamily</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total kWh Savings</td>
<td>14,871,498</td>
<td>9,957,134</td>
<td>16,319,276</td>
<td>13,771,235</td>
<td>6,920,834</td>
</tr>
<tr>
<td>N Electric Projects</td>
<td>87</td>
<td>94</td>
<td>109</td>
<td>102</td>
<td>58</td>
</tr>
<tr>
<td>Total Therm Savings</td>
<td>342,568</td>
<td>279,351</td>
<td>356,822</td>
<td>219,232</td>
<td>144,051</td>
</tr>
<tr>
<td>N Gas Projects</td>
<td>54</td>
<td>67</td>
<td>74</td>
<td>57</td>
<td>40</td>
</tr>
<tr>
<td>Total Projects</td>
<td>101</td>
<td>123</td>
<td>140</td>
<td>107</td>
<td>62</td>
</tr>
</tbody>
</table>

*2021 projects are still having their paperwork processed and data entered through the end of January 2022

The Oregon Commercial Building Code changed significantly in 2019 and 2021 and is now based on ASHRAE 90.1 2019. The new code has made it challenging to implement many of the program’s offerings as the performance pathway (ASHRAE 90.1 2019 Appendix G) of the new
code does not estimate measure level savings compared to a counterfactual code-compliant baseline building and so does not align with Energy Trust’s measure-level cost effectiveness policy. Currently Whole building tracks, including Market Solutions, Whole Building, and PTNZ are being offered under an Oregon Public Utility Commission (OPUC) exception that waives the requirement for the Total Resource Cost (TRC) cost effectiveness test. As the OPUC exception will expire in Q1 2024, Energy Trust is interested in a process evaluation and market research that focused on how program participants and the market, as a whole, are adapting to the new code.

About Energy Trust

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 $4.6 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.

Some of Energy Trust’s requirements in this Request for Proposals (RFP) and in any subsequent negotiating and/or contracting phases are driven by governing law, the provisions of our grant agreement with the OPUC and our funding agreements with each utility.

Program Background & Research Objectives

Trust is interested in understanding the experience of program participants and nonparticipants as well as their trade allies (architects, engineers and contractors) working with the program and how to improve those experiences. The most recent market research on the Oregon commercial new construction market and program was completed in 2018. As the new commercial code is anticipated to impact all projects moving forward, Energy Trust is especially interested in how the new commercial code is impacting the overall market and how the program can best support the market in designing and building beyond the current code. Many of the currently active projects are still being built to an earlier code and are thus are not covered by the OPUC exception described above (Table 2).

Table 2. Active Projects by Exception Status, Track, and Year of Forecast Completion

<table>
<thead>
<tr>
<th>Forecast Payment Year</th>
<th>Under Exception?</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
<th>2028</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Center</td>
<td>YES</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Market Solutions</td>
<td>YES</td>
<td>10</td>
<td>69</td>
<td>79</td>
<td>33</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>191</td>
</tr>
<tr>
<td>Path To Net Zero</td>
<td>YES</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Whole Building</td>
<td>YES</td>
<td>8</td>
<td>42</td>
<td>35</td>
<td>18</td>
<td>7</td>
<td>3</td>
<td>1</td>
<td></td>
<td>114</td>
</tr>
<tr>
<td>YES Total</td>
<td></td>
<td>21</td>
<td>116</td>
<td>116</td>
<td>51</td>
<td>7</td>
<td>3</td>
<td>1</td>
<td></td>
<td>315</td>
</tr>
<tr>
<td>NO</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Data Center</td>
<td>NO</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Market Solutions</td>
<td>NO</td>
<td>3</td>
<td>33</td>
<td>31</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>76</td>
</tr>
<tr>
<td>Path To Net Zero</td>
<td>NO</td>
<td>6</td>
<td>7</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>17</td>
</tr>
<tr>
<td>System Based²</td>
<td>NO</td>
<td>112</td>
<td>337</td>
<td>139</td>
<td>59</td>
<td>49</td>
<td>4</td>
<td>2</td>
<td>4</td>
<td>706</td>
</tr>
<tr>
<td>Whole Building</td>
<td>NO</td>
<td>4</td>
<td>12</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>22</td>
</tr>
<tr>
<td>NO Total</td>
<td></td>
<td>127</td>
<td>389</td>
<td>178</td>
<td>69</td>
<td>50</td>
<td>4</td>
<td>2</td>
<td>4</td>
<td>823</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td>148</td>
<td>505</td>
<td>294</td>
<td>120</td>
<td>57</td>
<td>7</td>
<td>3</td>
<td>4</td>
<td>1,138</td>
</tr>
</tbody>
</table>

*2021 projects are still having their paperwork processed and data entered through the end of January 202

Currently the program has five major tracks: System Based, Whole Building, Market Solutions, Path-to-Net-Zero and Data Center. The System Based track encompasses both prescriptive and custom measures analyzed and offered on an individual basis. The Whole Building track is for projects that conduct whole-building energy modeling and takes an integrated design approach to improving building efficiency. Market Solutions offers a package of incentives that have been developed and deployed for small- to mid-size commercial customers; many of these packages have incentives based on project square footage and offer good/better/best/very best efficiency levels. The Path to Net Zero track provides assistance to projects that are committed to meeting the Architecture 2030 energy efficiency and renewables targets, with a goal of achieving net-zero energy buildings. The Data Center track addresses a range of efficiency opportunities in standalone data centers locating in Oregon that can vary from enterprise to co-location facilities.

Beyond offering incentives for energy saving measures and designs, the program tries to influence projects early on with the offer of early design assistance and energy studies. Table 3, below, shows the relative number of active projects that have received early design and energy study services. Commissioning is also offered to projects upon completion to add another level of assurance to the forecast savings.

Table 3 provides more detail on the 315 currently active projects under exception that are forecast to be completed over the next six years. About two-thirds of the projects involved multifamily/assisted living projects. Large projects, over 50,000 square feet comprise just over half of the forecast project pipeline. Over 43% of these projects have already received Early

² System Based track projects are not under exception as their savings and costs are estimated at the measure level.
Design Assistance through the program, while less than 1% have had an energy study performed. Additional projects are being added to the pipeline on an ongoing basis.

Table 3. Active Projects Under Exception by Building Type, Size, Services Received, and Year of Forecast Completion

<table>
<thead>
<tr>
<th>Building Type</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assembly/Community</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>College/University</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Data Center</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>Hospital</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Infrastructure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Institution/Government</td>
<td>4</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td>4</td>
<td>1</td>
<td>1</td>
<td>35</td>
</tr>
<tr>
<td>K-12 School</td>
<td>3</td>
<td>14</td>
<td>7</td>
<td>8</td>
<td>2</td>
<td>1</td>
<td></td>
<td>35</td>
</tr>
<tr>
<td>Lodging/Hotel/Motel</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Multifamily/Assisted Living</td>
<td>11</td>
<td>76</td>
<td>90</td>
<td>34</td>
<td></td>
<td></td>
<td></td>
<td>211</td>
</tr>
<tr>
<td>Office</td>
<td>1</td>
<td>6</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td>Restaurant</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>21</td>
<td>116</td>
<td>116</td>
<td>51</td>
<td>7</td>
<td>3</td>
<td>1</td>
<td>315</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Size</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;50,000 sqft</td>
<td>15</td>
<td>62</td>
<td>68</td>
<td>13</td>
<td>2</td>
<td>1</td>
<td></td>
<td>161</td>
</tr>
<tr>
<td>&gt; 50,000 sqft</td>
<td>6</td>
<td>54</td>
<td>48</td>
<td>38</td>
<td>5</td>
<td>3</td>
<td></td>
<td>154</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Services</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Design</td>
<td>10</td>
<td>53</td>
<td>48</td>
<td>19</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>105</td>
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<tr>
<td>Study</td>
<td>2</td>
<td>6</td>
<td>6</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
<td>12</td>
</tr>
</tbody>
</table>

Energy Trust and Program staff are interested in answering the following research questions:

*Market and the New Code*
  - What portion of the broader commercial new construction market, subject to the 2019/2021 codes, is using the performance code pathway versus the prescriptive and energy cost budget pathways?
  - Do designers/owners/developers expect that they will pursue the performance-based code compliance path more in the future, as the prescriptive code continues to get more stringent?
  - What portion of commercial new construction projects using the performance code pathway are going through the New Buildings program?
• How are code officials assessing code compliance under the 2019/2021 codes for projects being submitted under the different code pathways?
  o Are all projects required to submit a COMCheck?
  o Are code officials reviewing models or model outputs for projects being submitted under the performance pathway?
• How are building designers and developers working with the 2019/2021 codes and selecting a code compliance pathway? In what cases do they select the performance pathway and why?
• How are building designers and developers planning projects and making decisions to meet or exceed the new code? How are building designers and developers dealing with the new code?
  o What is their decision-making process, and what criteria do they use, for selecting efficiency options to meet and exceed code?
  o How do they cost out buildings and different efficiency options to meet or exceed code?
  o How do they view the costs and benefits of energy efficient buildings that exceed code? How do they make investment decisions at each stage of a project related to building design and energy efficiency options?
  o How do these things differ by building sector, customer type, and level of engagement with Energy Trust?
  o How have these things changed since the previous commercial code?
• What opportunities do building designers and developers see for integrated design solutions to meet or exceed code for future projects?

Program

• Is the New Buildings program’s impacting building designers and developers code compliance pathway selection under the 2019/2021 codes? How do these things differ by building sector, customer type, and level of engagement with Energy Trust?
• What portion of program projects and savings are using a whole building or market solutions program tracks where TRC cost-effectiveness cannot be determined? Are there any trends?
• How much is the New Buildings program influencing building designers and developers, through the whole building and market solution tracks, to create energy efficient buildings that exceed the 2019/2021 codes?
• What would be different for project teams if New Buildings incentives and services did not exist for whole building and market solutions projects?
• How much is the program influencing building efficiency overall?
• How much do program incentives influence building efficiency at each stage of a whole building or market solutions project?
• How much do program training and education services influence building efficiency for whole building or market solutions projects?
• How do building designers access the programs training and education services?
• What would designers and developers have done differently without the whole building or market solutions incentives and services provided by the program at each stage of a project?
How energy efficient would their buildings be without the whole building or market solutions incentives and services provided by the program?

How do these things differ by building sector, customer type, and level of engagement with Energy Trust?

How have these things changed since the previous commercial code?

What do building designers and developers see as the benefits of the New Buildings program in working with the 2019/2021 codes for whole building and market solutions projects?

How has the program helped building designers and developers navigate the new codes and improve the efficiency of buildings?

Are there any drawbacks or costs to working with the program?

How difficult is it to work with New Buildings on whole building and market solutions projects under the new code, and is it worth the hassle for building designers and developers?

How does this differ by building sector, customer type, and level of engagement with Energy Trust?

How have these things changed since the previous commercial code?

How well is New Buildings, as currently designed, supporting the new construction market and influencing it to exceed the 2019/2021 codes?

How much is the New Buildings program influencing the broader commercial new construction market?

What is the program doing well to support the market?

What could the program do differently to better support the market?

How could the program redesign its incentives and technical services to better support the market?

How could the program redesign its training and education programming to better support the market?

How could enhanced design and education services benefit customers and improve building efficiency?

How is the program progressing on its diversity, equity and inclusion (DEI) goals?

What is the overall satisfaction with the program and its implementors?

What is the market potential for savings and carbon reduction for beyond code new commercial and multifamily construction in 5-10 years?

How can the program effectively approach and serve major renovation projects, through the whole building and market solutions tracks to exceed the 2019/2021 codes?

What about renovations of historic buildings?
Evaluation Tasks

The process evaluation framework consists of a set of seven tasks designed to answer and report on the above research questions. The seven tasks are described below. The tasks are:

Task 1 Review of Documents

Contractor will collect and review documents relevant to the New Buildings program and the Oregon and Washington new construction market. Documents to be considered are:

- Program and other market research documents
  - Implementation Manual
  - NB Quarterly and Annual program reports
  - Program project and measure data
    - Project files
    - Measure and project database
    - Project pipeline report and data
  - Prior Energy Trust NB process and impact evaluations
  - Other utility and national commercial new construction reports and evaluations
  - Oregon and Washington Commercial Building code
  - National and regional commercial new construction initiatives
  - Training and education materials developed by Energy Trust, including trainings in collaboration with other agencies (e.g., NEEA, ODOE, others)

- Market research reports and documents
  - Other utility, regional and national commercial new construction reports and evaluations
  - Oregon and Washington Commercial Building code
  - National and regional commercial new construction initiatives

Deliverables:
- Chapter in interim report July 2022
- Chapter in first year report April 2023

Task 2 New Construction Market Characterization

Contractor will develop a detailed characterization of the new commercial and multifamily construction market in Oregon. The new construction market characterization will use data from public and proprietary databases (e.g. Dodge, CoStar, CBSA, Energy Trust Project Tracker, etc.) as well as the information contained in the documents reviewed in Task 1. The market characterization will detail the market by:

- Building type
- Ownership model
- Size
- Geography
• Major renovation and new construction
• Market actors
• Program Participation Status

Contractor will identify any major new construction trends based on the data or documents reviewed. Such as:

• Shifts in technologies/strategies, such as:
  o PV
  o CLT and other wood construction
  o Windows
  o Dedicated outdoor air systems
  o Passive building
  o Controls
  o Commissioning
  o Other

• Building code
  o Code pathway used
  o Energy modelling software

• Upcoming global, national, state level trends/events that may influence the new construction market
  o Refrigerant changes
  o Decarbonization/GHG
  o Remote work
  o Repurposing of buildings
  o Resiliency
  o Integrated solar
  o National programs, initiatives, tax credits
  o Interest rates
  o Changes in ownership models (e.g. REITs)

The initial market characterization will be based on existing data and information gleaned from reports. It will be adjusted/updated as further information is obtained from the collection of primary data and the interviews with market actors in the following tasks.

**Deliverables:**
  o Chapter in Interim report July 2022
  o Chapter in first year report April 2023

**Task 3 Program Staff interviews**

Contractor will interview program staff twice during the process evaluation. The first set of interviews will take place at the beginning of the evaluation (Q1 2022) to obtain a clear view of
the program goals, operations, achievements, concerns and challenges. The second set of interviews will occur at the end of the first full year of program operations (Q1 2023) using the new program design to obtain feedback on how the programs is doing in progressing towards its goals.

**Deliverables:**
- Draft and final interview guides
- Chapter in interim report July 2022
- Chapter in first year report April 2023

**Task 4 Participant market actor interviews by code cycle, track and service**

Contractor will interview a representative sample of market actors that recently received program services and incentives during the period Q4 2021 and Q4 2022. As the focus of this evaluation is forward looking, projects that are being constructed using the new code will be the population from which research samples are drawn. Market actors involved in participating projects will be interviewed once they have received specific program services or incentives—and the interviews will not be delayed until the project has been completed. These interviews will be carried out on an ongoing basis on a sample of participating projects as they receive program services/incentives during different project phases. During the interviews, market actors will be asked to provide feedback and information on:

- Characteristics of their firm
  - New construction services the firm provides
  - Major markets the firm works in
  - # of projects in Oregon
  - # of projects enrolled in Energy Trust program
  - Code path of projects
- Feedback on how the program is doing in providing services that support designing, developing and construction of new buildings and major renovation projects that go beyond the new code
- Challenges and concerns with the new code and suggestions for changes
- Short (next three years) and long-term market trends and trends impacting the market
- Recommendations for changes or additions to the program
- For those projects not participating in the program that the market actor is involved in:
  - Project characteristics
  - Reasons for not enrolling
- Training and education
  - Training needs in general
  - Use/value of Energy Trust training and education resources
  - How trainings help inform decisions on energy efficiency

The interviews will be analyzed and reported on twice during the project. The first analysis will report on interviews completed through May 2022. The first-year report will report on the interviews of projects that received services through December 2022.
Deliverables:
- Draft and final interview guides
- Chapter in interim report July 2022
- Chapter in first year report April 2023

Task 5 Nonparticipating project review and non-participant market actor interviews

Contractor will sample and collect the characteristics of a representative sample of commercial and multifamily projects that are being built following the 2019/2021 Code and are not participating in the program. Sources of this data to be considered are proprietary databases (e.g. Dodge, Costar, etc.) or city and county building permit offices. These data on nonparticipating projects will be used to update and adjust the overall market characterization.

A sample of market actors working on the selected nonparticipating projects will be asked to provide feedback and information on:
- Characteristics of their firm
  - New construction services the firm provides
  - Major markets the firm works in
  - # of projects by building type in Oregon
  - # of projects enrolled in Energy Trust program
  - Code path of projects
  - Modelling software
- Feedback on awareness of program and its services, reasons for not participating and suggestions on how program design, actions and services could be made more attractive to nonparticipants
- High level information on the firm’s level of involvement with the program, if they also work on projects participating in the program
- Challenges and concerns with the new code and suggestions for changes
- Perceived short- (next three years) and long-term market trends and trends impacting the market
- Training and education
  - Training needs in general
  - Use/value of Energy Trust training and education resources
  - How trainings are informing decisions on energy efficiency

Deliverables:
- Draft and final interview guides
- Chapter in interim report July 2022
- Chapter in first year report April 2023

Task 6 Market Actor Interviews

Market actors not interviewed elsewhere will be interviewed to obtain their perspective on the new code, application and review of new code, current new construction market, market trends
and feedback on how the program is working in the market. Market actors to be interviewed include:

- Code Officials
- Industry experts (NEEA, NBI, LBNL, AIA, etc.)
- Building services and technology suppliers (Controls, HVAC, Commissioning, etc.)

**Deliverables:**

- Draft and final interview guides
- Chapter in interim report July 2022
- Chapter in first year report April 2023

### Task 7 Analysis and Reporting

The selected Contractor will provide Energy Trust with an interim report on July 15, 2022. The interim report will provide an overview of the program and Oregon commercial code history. The Program’s current design, goals and implementation strategies to support commercial and multifamily construction and renovation that go beyond code will be summarized using the existing documents as well as program staff interviews. Feedback on how the program is doing in meeting its goals will come from Program staff and market actor interviews as well as an analysis of the program participation data. The report will also contain a section that characterizes the current commercial new construction market and an analysis of Program and market trends. The initial market characterization will be developed using existing data and reports as well as information gleaned from market actor interviews that were completed at the time of the analysis. The interim report will summarize customer and project team interviews.

The first-year report (April 7, 2023) will be similar in structure to the interim report. Any changes to the program will be reported on. Program staff and market actor interviews will continue to provide feedback on how the program is progressing towards its goals, addressing market needs and supporting the market in designing and constructing buildings that go beyond code.

The selected evaluator will provide Energy Trust with evaluation reports in draft form that summarize all evaluation activities and findings. All evaluation reports must include, at a minimum, executive summary, methodologies, findings, and conclusions and recommendations sections. Findings and conclusions shall be based on the information collected by the contractor and referenced in the report. The use of tables and graphs is recommended for material that does not lend itself well to narrative form, as well as for important findings. Where applicable, data, phone conversations, non-confidential sources, publications, and other media used in the report must be referenced and cited. It is anticipated that any respondents or sources can be promised confidentiality in terms of attribution of responses. Draft reports will be reviewed and commented on by Energy Trust and other parties deemed appropriate by Energy Trust. Based upon these comments, the contractor shall make revisions and deliver to Energy Trust a final version of each report. Achieving an acceptable final report may take more than one iteration between the selected evaluator and Energy Trust.
The selected evaluator will be required to submit monthly status reports presenting (1) a summary of accomplishments during the previous month, (2) current month’s activities/plans; (3) variances in schedule and budget, including any necessary explanations; and if applicable, (4) issues or concerns to be addressed with proposed solutions. These reports are due by the 10th of every month and must accompany the invoice, starting with the first month after the final work plan has been delivered.

**Deliverables:**
- Draft and final interview guides
- Draft interim report July 15, 2022
- Final interim report two weeks after receiving Energy Trust comments
- Draft first year report April 7, 2023
- Final first year report two weeks after receiving Energy Trust comments
- Monthly status reports

**Schedule Assumptions**

Energy Trust anticipates holding the kick-off meeting with the contractor approximately two weeks after Energy Trust enters into a contract with the contractor. The contractor will deliver a draft interim report to Energy Trust by July 15, 2022. The contractor will deliver a draft first year report to Energy Trust by April 7, 2023. The contractor will deliver final reports within two weeks of having received all comments and edits on the submitted drafts. The contractor is required to provide a monthly evaluation update to Energy Trust on the 10th of every month.

**Budget Assumptions**

It is anticipated that the budget for the scope as described in this RFP will be about $150,000; however, Energy Trust reserves the right to revise budget assumptions at any time. The proposal should be bid as a time-and-materials, “not-to-exceed” type contract.

**Proposal Requirements**

Proposals must be clear, complete, and concise. Pages must be numbered, sections must be clearly titled, and fonts must not be smaller than 11 point. Respondent’s proposal must contain each of the elements listed below. Failure to include any required elements may result in the rejection of respondent’s proposal. Please note the **30-page limit** for the proposal content. This page limit does not include resumés, insurance coverage information, conflict of interest disclosure, or representations page. These items should be included in attached appendices.

1. **Proposal Content**

   **Qualifications:**

   Proposals should provide an overview of the lead firm and any subcontractors. We encourage respondents to create a team of firms with specialized expertise to fill different project roles. Potential subcontractor roles include but are not limited to sample design and
sampling, analysis, survey testing, recruiting assistance, and call center and phone survey support. Proposals should describe the respondent team’s qualifications and experience doing similar work and identify specific aspects of the study where the respondent team’s experience will be particularly relevant or important. **Not to exceed 5 pages.**

**Staffing plan:**

Describe the project team structure, role of each key team member, subcontractor roles, and the management plan. **Not to exceed 2 pages.**

**Technical proposal:**

Provide a detailed technical proposal describing respondent’s proposed approach to the study overall and to the specific tasks identified in the “Tasks” section above. **Not to exceed 17 pages.**

**Supplier diversity requirements:**

Proposals should indicate if respondent’s firm or subcontractors are certified with the Certification Office for Business Inclusion and Diversity (COBID) of Oregon, or equivalent in another state, as one or more of the following: Minority Business Enterprise, Women Business Enterprise, or Service-Disabled Veteran Business Enterprise.

*It is required that a minimum of 20% of the value of any resulting contract be directed towards firms that meet the above criteria.* This should be reflected in the staffing plan and budget proposal. **Please describe how this requirement will be met. Not to exceed 1 page.**

**Schedule:**

Provide a schedule of major activities and deliverables listed in the Tasks section above, with approximate dates. The schedule should assume that a project kick-off meeting will be scheduled within two weeks of awarding the contract. **Not to exceed 1 page.**

**Budget:**

Provide a detailed budget proposal, based on your proposed methods and staffing plan. Proposals should describe their underlying budget assumptions and describe any cost drivers that can be modified without compromising the integrity of the study and their estimated budget impact. Please use the budget template provided below. Key staff should be identified by name, with billing rates for each. **Not to exceed 3 pages.**
Budget template:

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Firm</th>
<th>Hourly Rate</th>
<th>Hours Per Task</th>
<th>Total Hours</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Task 1</td>
<td>Task 2</td>
<td>Task…</td>
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<tr>
<td>Staff Member 1</td>
<td></td>
<td></td>
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<td>Staff Member 2</td>
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</tr>
<tr>
<td>Staff Member…</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Hours Per Task</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Direct Costs |    |             |                |             |            |
| Total Cost Per Task | |             |                |             |            |

Data security and confidentiality:

Proposals should provide a brief description of respondent’s approach to data security and confidentiality. Please describe how respondent will ensure that customer information and responses are kept secure and confidential during fielding, data transfers, storage, and analysis. **Not to exceed 1 page.**

2. Resumés

Proposals should include resumés of all key team members, from the lead firm and any subcontractors who will be performing work. These should be included in an appendix to the proposal. **No page limit.**

3. Insurance Coverage Information

Energy Trust requires its contractors to maintain, at a minimum, workers compensation insurance, adequate commercial general liability insurance coverage, and automobile liability insurance. Cyber liability coverage may also be required. Provide a description of the insurance coverage provided by respondent for performing the impact evaluation work, including:

- Whether such coverage is on a “comprehensive” or “commercial” form
- Whether such coverage is on a “claims made” or “occurrence” basis
- All endorsements excluding coverage of any nature, if any
- All limits, including aggregate limits and the current remaining coverage amounts under those limits
- Effective date

This information should be provided in an appendix to the proposal. **No page limit.**

4. Conflict of Interest Disclosure

Respondent must disclose any direct or indirect, actual, or potential conflicts of interest respondent may have with Energy Trust in its proposal. A “direct or indirect conflict” is defined as any situation in which an individual or a 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, 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 a potential conflict of interest is identified by the respondent, then the respondent should identify strategies to mitigate the conflict. If no conflict is identified by respondent, the respondent will explicitly provide such a statement in their RFP response. The determination of whether a conflict of interest exists is left to the sole discretion of Energy Trust. This information should be provided in an appendix to the proposal. **No page limit.**

5. **Representations and Signatures Page**

Respondent’s proposal must contain the signature of a duly authorized officer or agent of the respondent company submitting the proposal. Respondent’s duly authorized officer or agent shall sign **Appendix A** certifying to the representations stated on **Appendix A**. The signed page should be provided as an appendix to the proposal.

### Proposal Selection Criteria

Proposals will be judged on the criteria listed below. As noted above, failure to meet the proposal requirements may result in the rejection of a proposal without scoring.

- Technical proposal
- Qualifications and experience of team
- Proposed budget
- Meeting Energy Trust supplier diversity requirements
- Data security and confidentiality

### RFP Schedule & Administration

**RFP Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 13, 2022</td>
<td>RFP issued</td>
</tr>
<tr>
<td>February 11, 2022</td>
<td>Questions/request for additional information due</td>
</tr>
<tr>
<td>February 15, 2022</td>
<td>Clarifications/question responses posted to website</td>
</tr>
<tr>
<td>February 25, 2022</td>
<td>Proposals due</td>
</tr>
</tbody>
</table>

**Requests for Additional Information and Proposal Submission**

Any questions and/or requests for clarification regarding this RFP, as well as stating intent to bid on the project, must be submitted via email to the contact named below by **February 11, 2022**. Responses to questions and requests for additional information will be posted on Energy Trust’s website no later than **February 15, 2022**. Energy Trust cannot accommodate individual phone, mail, or fax inquiries about the RFP. All questions must be submitted via email.

Only electronically submitted proposals (in PDF form) will be accepted; faxed or print proposals will not. A signed letter of transmittal (cover letter) is required and should be scanned and submitted along with the proposal. All proposals must be received by 5 PM Pacific Time on **February 25, 2022**. Energy Trust will not be obligated to consider information received outside this time interval for the purposes of this RFP.
Please submit questions proposal to:
Phil Degens
Evaluation Manager
Energy Trust of Oregon
Email: phil.degens@energytrust.org

Revisions to RFP
If it becomes necessary to revise any part of this RFP, an addendum will be issued by Energy Trust and will be posted on the website. Respondent should contact Energy Trust if they find any inconsistencies or ambiguities to the RFP. Clarification given by Energy Trust may become an addendum to the RFP.

Withdrawal and Modification of Proposals
Respondents may withdraw their proposal and submit a revised proposal prior to the response deadline. After the response deadline, respondent-initiated changes will not be accepted. Respondents may withdraw their proposal from consideration at any time.

Proposal Evaluation and Notification for Negotiations
Energy Trust will review the proposals as received and may initiate negotiations with the leading respondent(s).

RFP Governing Provisions
All submitted proposals are subject to the following additional provisions.

Right to Accept or Reject Proposals, Multiple Awards
Energy Trust reserves the right to make multiple awards, reject any and all proposals and to waive any nonconformity in proposals received, to accept or reject any or all of the items in the proposal, and award the contract in whole or in part as it is deemed in Energy Trust’s best interest. Energy Trust may also choose to negotiate any of the details of proposals prior to contracting.

Confidentiality
Respondents shall clearly identify only those portions of their proposals that they do not want revealed to third parties and label such portions as “Confidential Information”. Except as required under law or for regulatory purposes Energy Trust will maintain confidentiality of such information. Energy Trust will not accept proposals or other documents that are marked to indicate the entire document is the confidential or proprietary information of the sender or that restricted handling is required. Normal business practices will be observed in handling proposal materials.

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

**No Verbal Addendums**

No verbal agreement or conversation made or had at any time with any officer, agent, or employee of Energy Trust, nor any oral representation by such party shall add to, detract from, affect or modify the terms of the RFP, unless specifically included in a written addendum issued by Energy Trust.

**Proposal Costs**

Each proposal prepared in response to this RFP will be prepared at the sole cost and expense of the respondent and with the express understanding that there will be no claims whatsoever for reimbursement from Energy Trust.

**Waiver of Claims**

Respondent waives any right it may have to bring any claim, whether in damages or equity, against Energy Trust or its officers, directors, employees, or agents, with respect to any matter arising out of any process associated with this RFP.

**Energy Trust Rights Reserved**

Energy Trust reserves the right, in its sole discretion, to reject any or all proposals in whole or in part, to waive any minor irregularities or informalities in a proposal, and to enter into any agreement deemed to be in its best interests. In addition to any other enumerated reserved rights and/or options as stated in this RFP, Energy Trust may in its sole discretion do any one or more of the following:

- Determine which proposals are eligible for consideration for this RFP.
- Disqualify proposals that do not meet the requirements of this RFP, in the sole determination of Energy Trust.
- Negotiate with any respondent to amend any proposal.
- Select and negotiate and/or enter into agreements with respondent(s) who, in Energy Trust's sole judgment, are most responsive to the RFP and whose proposals best satisfy the interests of Energy Trust, in its sole discretion, and not necessarily on the basis of price alone or any other single factor.
- Issue additional subsequent solicitations for proposals, including withdrawing this RFP at any time and/or issuing a new RFP that would supersede and replace this one.
- Vary any timetable or schedule, add or change any provisions discussed herein.
- Conduct any briefing session or further RFP process on any terms and conditions.
- Suspend or modify the RFP process at any time.
- Enter into relationships with more than one respondent.

**Resulting Contract(s)**

The selected respondent will be required to execute a written contract(s) with Energy Trust to perform the evaluation work. No award will be considered a commitment, and no obligations or legal relations shall exist between Energy Trust and the selected respondent until a final and binding contract has been executed by and between Energy Trust and the contractor. Time is
of the essence with regard to this program evaluation work, and prolonged contract negotiations will not be undertaken. In general, Energy Trust strongly prefers contracts that are consistent with Energy Trust’s standard terms and conditions; negotiations for such contracts can generally be completed quickly. In some cases, a few terms and conditions may need to be substituted or waived, in accordance with contract negotiations. Any party involved in these contract discussions can terminate negotiations at any time and for any reason. If it appears that contract negotiations are not proceeding in a timely manner, Energy Trust may opt to terminate the discussions and select another respondent.
Appendix A: Representations and Signature page

I, the undersigned declare that;

1. I am an authorized agent of the respondent and have authority to submit this proposal on behalf of the respondent.

2. The information provided in this proposal is true and correct to the best of my knowledge.

3. I have read this Request for Proposals in its entirety and agree unconditionally to all of its conditions and requirements.

4. The respondent has not directly or indirectly induced or solicited any other respondent to submit a false or sham proposal.

5. The respondent has not solicited or induced any other person, firm, or corporation to refrain from proposing.

6. The respondent has not sought by collusion to obtain for itself any advantage over any other respondent or Energy Trust.

7. The respondent’s proposal is genuine; not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; and is not submitted in conformity with an agreement of rules of any group, association, organization, or corporation.

8. I understand and accept that the approval or rejection of respondent’s request is within the sole discretion of Energy Trust and that there is no legal commitment until all due diligence has been performed and a properly authorized contract has been duly and properly executed.

9. I authorize the representatives of Energy Trust to investigate the business financial credit history of respondent, its affiliates, and all associated partners, principals and management and authorize the release of all said information.

10. I agree that I will report immediately in writing to Energy Trust any changes to the information contained herein at any time while I am under consideration for funding.

The information contained in this proposal and any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to Energy Trust is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead Energy Trust as to any material fact.

Date: ____________________________________________

Authorized Signature: ____________________________________________

Name and Title: ____________________________________________

(please print)