



Energy Trust of Oregon

Request for Proposals:

Impact Evaluation of 2023 New Buildings Program

RFP Issued: June 25, 2024

Intent to Bid and Questions Due: July 10, 2024

Proposals Due: July 26, 2024

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About Energy Trust

Energy Trust of Oregon is an independent nonprofit organization dedicated to delivering energy efficiency and renewable power benefits to 2.4 million utility customers. We are funded by and serve Oregon customers of Portland General Electric, Pacific Power, Cascade Natural Gas and Avista, and Oregon and Washington customers of NW Natural. A non-stakeholder board of directors guides our work with input from three advisory councils, and we are overseen by the Oregon Public Utility Commission. Since 2002, our technical services, cash incentives and energy solutions have helped participating customers save \$7.2 billion on their energy bills. The cumulative impact of our leadership has been a contributing factor in keeping our state's energy costs as low as possible, adding renewable power to the grid from small and medium-scale projects, and building a sustainable energy future. More information about Energy Trust's background, funding sources, strategic plan, budget and action plans, policies, and programs are available on our website at www.energytrust.org/about.

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

Introduction

Energy Trust is seeking proposals for a contractor to perform an impact evaluation of its commercial new construction energy efficiency program, the New Buildings program (New Buildings), for energy savings claimed in 2023.

New Buildings began in August 2003 and is implemented by a Program Management Contractor (PMC) on behalf of Energy Trust. The current PMC is CLEAResult. New Buildings serves new commercial construction, major renovations, tenant improvements, and building additions, including multifamily buildings. New Buildings helps customers design and build energy efficient buildings from early design to post-occupancy, utilizing a variety of services and incentives, including early design assistance, technical service incentives, technical review, installation incentives, and building commissioning incentives. In addition, the program provides regular industry training for professionals in the commercial building industry, and it supports state efforts to update commercial energy codes. After the new, ASHRAE-based energy codes were adopted in Oregon in 2019 and 2021, the program had to adapt its approach to modeling energy savings for whole building projects. This is because the performance path of the updated energy code no longer provides a simple way to estimate project incremental costs, given that there is no single way to minimally comply with the code. As a result, the whole building program tracks operate under a cost-effectiveness exception to the total resource cost (TRC) test from the OPUC, since the TRC benefit-cost ratio can no longer be computed. 2023 was

the first program year that New Buildings processed a large volume of projects subject to the new energy codes, due to the long lead times for new construction projects.

During the 2023 program year, 247 energy efficient commercial new construction and renovation projects were completed at 248 distinct commercial sites, with reported annual energy savings of approximately 61 million kilowatt-hours and 192,000 therms (Table 1). The 2023 energy savings achievements follow the recent trend of declining program gas savings during the previous several years (Figure 1), but program electricity savings have recently increased dramatically as a direct result of an uptick in data center projects, which tend to have very high electricity consumption and savings potential.

Table 1: Savings Achieved and Projects Completed in 2023.

Year	Sites	Projects	Reportable kWh Savings	Reportable Therms Savings
2023	248	247	60,670,367	191,641

Note: Number of projects and total savings may differ from official Energy Trust reports. Savings represent first-year, reported savings from each project.

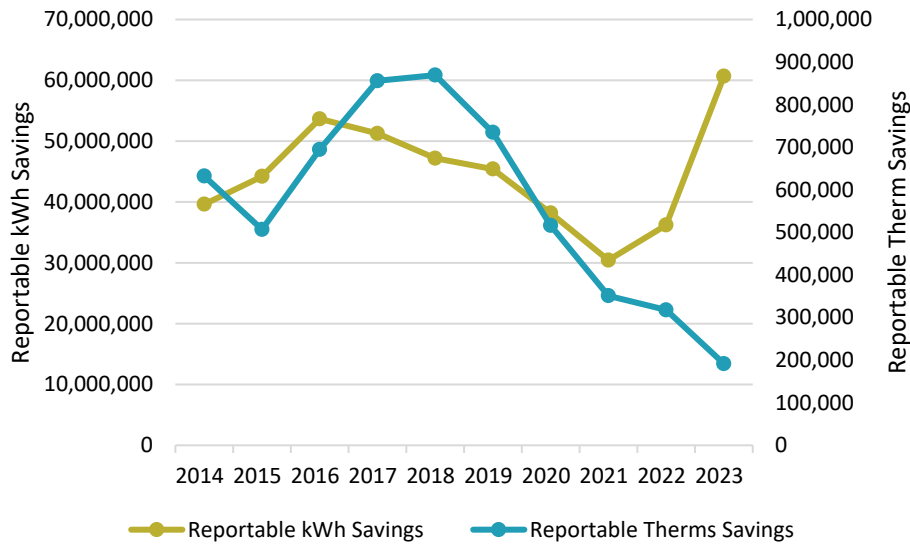


Figure 1: Savings Achieved by Program Year, 2014-2023.

New Buildings has several tracks that use different approaches to help customers select energy efficiency measures and quantify energy savings and incentive amounts.

- The **data center** track focuses specifically on data center opportunities.
- The **market solutions** track streamlines participation by presenting customers with “Good”, “Better”, “Best”, and “Very Best” packages of measures specific to multifamily buildings. This track uses workbooks based on pre-modeled prototype buildings to calculate semi-prescriptive energy savings and incentive. Other building types were included in the past, but in the 2023 program year, only multifamily buildings were served through this track.

- The **system-based** track uses a combination of individually selected prescriptive and custom calculated measures to quantify savings and incentives for individual systems within a building.
- The **whole building** track employs custom building simulation models to quantify whole building and measure-level energy savings. This track is typically reserved for large or complex projects expected to achieve relatively high savings. Path to Net Zero (PTNZ) began as a pilot to push innovative designers and developers to try to achieve net zero energy use. These projects are now part of the whole building track but are unique because of their aggressive goals, higher incentive levels, and use of on-site renewables.

There is some crossover of analysis methods between tracks, especially for standard equipment measures, which use prescriptive savings based on standard assumptions and calculations. The mix of 2023 projects by program track, building type, measure category, and applicable building code is listed in the following tables.

Table 2: Savings and Projects Completed in 2023, by Track.

Program Track	Projects	Reportable kWh Savings	Reportable Therm Savings	% Total kWh Savings	% Total Therm Savings
Data Center	3	42,393,803	0	70%	0%
Market Solutions	57	6,990,511	51,847	12%	27%
Path To Net Zero*	6	745,879	2,886	1%	2%
System Based	169	7,729,854	90,205	13%	47%
Whole Building	12	2,810,320	46,703	5%	24%
Total	247	60,670,367	191,641	100%	100%

Note: Number of projects and total savings may differ from official Energy Trust reports. Savings represent first-year, reported savings from each project.

* As noted above, Path to Net Zero is a component of the Whole Building track.

Table 3: Savings and Projects Completed in 2023, by Measure Category.

Measure Category	Projects*	Reportable kWh savings	Reportable Therm savings	% Total kWh Savings	% Total Therm savings
Other measure**	33	45,346,633	38,710	75%	20%
Market Solutions	46	5,264,840	39,919	9%	21%
Lighting	167	6,164,937	0	10%	0%
HVAC	60	2,000,851	69,485	3%	36%
Domestic hot water	45	352,713	38,149	1%	20%
Motors and Pumps	18	951,325	0	2%	0%
Ventilation	9	202,219	2,212	0%	1%
Appliance	19	132,141	1,200	0%	1%
Food equipment	8	68,846	1,966	0%	1%
Shell	4	121,449	0	0%	0%
Server Closet AC	34	46,832	0	0%	0%

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Heat pump	8	17,580	0	0%	0%
Total	247	60,670,367	191,641	100%	100%

Note: Number of projects and total savings may differ from official Energy Trust reports. Savings represent first-year, reported savings from each project.

* Projects counts do not sum to total as one project may contain many different types of measures.

** "Other measure" includes data center measures and other custom measures.

Table 4. Savings and Projects Completed in 2023, by Building Type.

Building Type	Projects	Reportable kWh savings	Reportable Therm savings	% Total kWh Savings	% Total Therm Savings
Data Center	3	42,393,803	0	70%	0%
Multifamily*	67	7,680,109	60,358	13%	31%
Warehousing and Storage	11	2,582,171	5,830	4%	3%
Office	34	2,553,508	4,929	4%	3%
K-12 School/ Education	33	889,951	29,682	1%	15%
Lodging/ Hotel/ Motel	9	673,309	28,476	1%	15%
Arts, Entertainment and Recreation	9	394,224	25,534	1%	13%
Grocery/ Convenience	3	895,980	1,045	1%	1%
Hospital/Healthcare	18	712,048	1,205	1%	1%
Car Dealership/ Maintenance	6	171,343	16,687	0%	9%
College/University	12	538,086	2,829	1%	1%
Mfg./ Food Processing**	6	324,162	6,989	1%	4%
Assembly	5	297,588	1,866	0%	1%
Retail	11	264,977	1,265	0%	1%
Other	6	231,160	0	0%	0%
Government/ Municipal/ Public	6	26,863	3,475	0%	2%
Restaurant	6	16,876	1,471	0%	1%
Parking Structure/ Garage/ Lot	2	24,208	0	0%	0%
Total	247	60,670,367	191,641	100%	100%

Note: Number of projects and total savings may differ from official Energy Trust reports. Savings represent first-year, reported savings from each project.

* Multifamily properties contained an average of 45 dwelling units.

** New Buildings provides incentives for the construction of new industrial facilities for measures not related to production processes. Energy Trust's Production Efficiency program provides incentives for efficient production processes and equipment and maintains the relationships with industrial customers.

Table 5: Savings and Projects Completed in 2023, by Energy Code.

Energy Code	Projects	Reportable kWh savings	Reportable Therm savings	% Total kWh Savings	% Total Therm savings
2014	9	1,416,190	36,022	2%	19%
2019	101	52,322,291	110,164	86%	57%

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2021	137	6931885.95	45455.48	11%	24%
Total	247	60,670,367	191,641	100%	100%

Note: Number of projects and total savings may differ from official Energy Trust reports. Savings represent first-year, reported savings from each project.

Table 6: Savings and Projects Completed in 2023, by Track and Energy Code.

Program Track	Building Code	Projects	Reportable kWh savings	Reportable Therm savings	% Total kWh Savings	% Total Therm savings
Data Center	2014	0	0	0	0%	--
	2019	3	42,393,803	0	100%	--
	2021	0	0	0	0%	--
	Total	3	42,393,803	0	100%	--
Market Solutions	2014	5	609,833	10,548	9%	20%
	2019	39	5,269,338	39,162	75%	76%
	2021	13	1,111,340	2,137	16%	4%
	Total	57	6,990,511	51,847	100%	100%
Path To Net Zero*	2014	1	31,648	2,781	4%	96%
	2019	2	359,590	0	48%	0%
	2021	3	354,641	105	48%	4%
	Total	6	745,879	2,886	100%	100%
System Based	2014	2	146,679	0	2%	0%
	2019	48	2,441,821	47,928	32%	53%
	2021	119	5,141,354	42,277	67%	47%
	Total	169	7,729,854	90,205	100%	100%
Whole Building	2014	1	628,030	22,693	22%	49%
	2019	9	1,857,739	23,074	66%	49%
	2021	2	324,551	936	12%	2%
	Total	12	2,810,320	46,703	100%	100%

Note: Number of projects and total savings may differ from official Energy Trust reports. Savings represent first-year, reported savings from each project.

* As noted above, Path to Net Zero is a component of the Whole Building track.

In Table 7, we show the overlap in gas and electric savings for the program in 2023. Projects here are grouped by savings type, with the dual fuel, electric only, and gas only categories indicating which fuels were saved.

Table 7: Savings and Projects Completed in 2023, by Project Savings Type

Savings Type	Projects	Reportable kWh Savings	Reportable Therm Savings	% Total kWh Savings	% Total Therm Savings
Dual Fuel	51	4,358,898	116,483	7%	61%
Electric Only	222	56,311,469	0	93%	0%
Gas Only	49	0	75,158	0%	39%
Total	247	60,670,367	191,641	100%	100%

Note: Number of projects and total savings may differ from official Energy Trust reports. Savings represent first-year, reported savings from each project.

An additional table displaying 2023 NB program projects and savings by both program track and building type is provided in Appendix C. More information about the design, budget, goals and accomplishments of New Buildings, as well as past impact evaluation reports, can be found on Energy Trust’s website at: <https://www.energytrust.org/about/reports-financials>.^{1,2,3}

Research Objectives

Energy Trust regularly performs process and impact evaluations of its major programs. Impact evaluations provide an important accountability role, to ensure that the energy savings that Energy Trust invests in, and reports to its stakeholders, are achieved. The evaluation results, specifically the savings realization rates, are incorporated into Energy Trust’s Savings Realization Adjustment Factors (SRAFs)⁴ which are applied to Energy Trust savings claims for each fuel prior to reporting them. The most recent New Buildings impact evaluation will be completed in 2024, covering the 2021 and 2022 program years.

Energy Trust has a separate process for very large and complex commercial and industrial projects, including New Buildings projects. These projects are evaluated on an individual basis with their own evaluation plan due to their large savings, complexity of the projects, and the need to evaluate them on a different schedule than allowed by the program-wide impact evaluation. There are currently four large New Buildings projects from 2023 that are being evaluated through this separate process, including three data centers. Those four large projects are included in the savings summaries provided above, representing about 71% of program electricity savings but only 2.7% of therm savings in

¹ 2018-2019 New Buildings Program Impact Evaluation can be found at: https://www.energytrust.org/wp-content/uploads/2021/10/2018-19-New-Buildings-Program-Evaluation_Final_wSR.pdf

² Energy Trust’s 2023 Approved Annual Budget and Action Plan can be found at: https://www.energytrust.org/wp-content/uploads/2022/12/2023-2024-Final-Proposed-Budget_APPROVED.pdf

³ Energy Trust’s 2023 Annual Report can be found at: <https://www.energytrust.org/wp-content/uploads/2024/04/Energy-Trust-of-Oregon-2023-Annual-Report.pdf>

⁴ SRAFs (Savings Rate Adjustment Factors) are a combination of line loss adjustments and three-year rolling averages of the most recent program or track level evaluated realization rates for each fuel.

2023. These large projects must either be removed from the sample frame for the 2023 program impact evaluation, or the results will need to be integrated into the program-wide evaluation results. This will largely depend on how well the timing of the large project evaluations aligns with this program evaluation.

The methodology of this evaluation will need to account for the ongoing effects of the coronavirus pandemic, to collect evaluation data and determine what long-term, typical building operations will be. There have been fewer staff on site in recent years, as well as lower evaluation response rates overall, for commercial program evaluations. We propose using incentives in this evaluation to help with recruiting project contacts. We propose addressing the lack of on-site facilities staff by conducting some site visits virtually, when feasible, relying on site contacts to provide project information over the phone or by email, and using EMS and utility data whenever possible. With many commercial buildings in Oregon still having low occupancy, some data collection activities may not make sense, or may need to be delayed. In addition, when we encounter facilities that are not fully occupied or operating at full capacity, we may need to make assumptions about typical building operations and expected occupancy that are reflective of long-term post-pandemic trends.

The goals of the 2023 impact evaluation are to:

- Develop reliable estimates of verified New Buildings program gas and electric savings and realization rates for the 2023 program year.
 - Additionally, provide gas and electric realization rates by program track, building type, and measure category.
 - Understand the impact of the 2019 and 2021 ASHRAE-based Oregon energy codes on savings realization rates for whole building projects.
 - Results will be used to develop program SRAFs for program savings projections, budget development, and reporting savings to stakeholders.
- Develop estimates of electricity and gas utility system peak demand savings for the program overall for the 2023 program year.
 - Provide electricity and gas utility peak demand savings estimates by program track, building type, and measure category.
- Report important observations about New Buildings projects and make recommendations for specific changes that will help Energy Trust improve the accuracy of *ex-ante* savings estimates, whole buildings models, engineering analysis, and the results of future impact evaluations.

This impact evaluation represents the third program year with projects completed under Oregon's ASHRAE-based energy codes, adopted in 2019 and updated in 2021. As seen in the tables above, projects subject to the new codes made up the large majority of projects and savings in 2023. The savings methodology and evaluation of whole building projects subject to the ASHRAE-based codes are nuanced and require a detailed understanding of the code as well as careful review of how New Buildings handles the baseline and savings calculations. ***These issues should be anticipated and explored in respondents' proposals.***

Tasks

It is anticipated that the selected evaluator will be required to undertake the following major tasks outlined below. ***Respondents should address each task in their technical proposal and describe their approach. Respondents do not need to belabor minor or administrative tasks like the kick-off meeting, reporting, or project management, but should instead focus their technical proposal on the core evaluation tasks and methodologies. In addition, proposals should identify any key challenges the respondent foresees in implementing these tasks and recommend solutions.***

Task 1. Conduct Study Kick-off

The selected evaluator is expected to work closely with PMC staff and Energy Trust program and evaluation staff throughout the project. The selected evaluator will have an opportunity to meet with Energy Trust and PMC staff at a virtual kick-off meeting to establish points of contact with the program, discuss points of coordination, and present a proposed evaluation work plan and project schedule.

Prior to the kick-off meeting, Energy Trust evaluation staff will provide the evaluator with the program's technical guidelines, documentation, and project tracking data for the program years to be evaluated, which will serve as the sample frame. The evaluator should familiarize themselves with the program design, technical documents, and sample frame prior to the kick-off meeting to ensure a productive meeting. The evaluator will also provide Energy Trust with a proposed evaluation framework so that Energy Trust and PMC staff may review it in advance to help facilitate discussion during the meeting.

At the kick-off meeting, the selected evaluator will present the proposed evaluation framework, including sample design, protocols for contacting and communicating with participants, research methodologies (including data collection and analysis), and report preparation. The evaluator will also discuss the project schedule, including a timeline of activities that require input from program staff. The kick-off meeting will allow the evaluator to obtain input on the proposed evaluation framework from Energy Trust and PMC staff, which will feed into the work plan described in Task 2. The selected evaluator will also use the kick-off meeting to establish points of contact with the program to support a successful evaluation.

Deliverables:

- Proposed evaluation plan
- Participation in a kick-off meeting

Task 2. Develop Work Plan and Coordinate with Program Staff

Energy Trust will provide the evaluator with completed 2023 project data, along with other project documentation necessary to develop a sampling plan. Based on feedback received on the proposed evaluation framework at the kick-off meeting, and their review

of program data and documents, the selected evaluator will develop a detailed final work plan, containing the following elements:

- Evaluation goals (outlined in the Research Objectives section)
- Sampling plan
- Evaluation methodologies
 - Determining level of rigor and scope of evaluation activities for each project (e.g. when to conduct an interview vs. collect data on site)
 - Data collection strategies
 - Analysis methods
- Report preparation
- Communications plan
- Coordination with PMC staff
- Schedule of tasks and deliverables

Many of these items will be addressed in the proposed evaluation framework described in Task 1 but will be formalized and approved in the work plan.

Sampling Plan

The sample should comprise projects representing most program electric and gas savings. Stratified random sampling will be used to maximize the precision of the results and allow for analysis of specific components of the program. The sample frame will first be stratified into 6-10 major building type groups, consistent with prior program evaluations, then by applicable energy code. The projects in each group may be further stratified, as needed. Projects will then be randomly selected within each stratum, with the sampling probabilities weighted by the *ex-ante* energy savings of each project. This will ensure that larger projects with higher savings are more likely to be included in the sample. We would like to avoid sampling large projects with certainty, as this has caused issues in the past when certainty projects could not be recruited.

Proposals should describe the expected evaluation sampling plan. Proposals should specify estimated sample sizes for the evaluation that are sufficient to achieve the following targets:

- ***10% relative precision at a 90% confidence level for...***
 - ***Program-level electric savings and realization rates for each year***
 - ***Program-level gas savings and realization rate for each year***
- ***15% relative precision at a 90% confidence interval for...***
 - ***Track-level electric and gas savings and realization rates***
 - ***Building type-level electric and gas savings and realization rates***
 - ***Energy code cycle-level electric and gas savings and realization rates***

In addition, the sampling plan will include, at a minimum, a description of the stratification scheme, probability weighting, number of projects to be selected within each stratum, program areas that will be over- or under-sampled, and expected confidence and precision levels of results.

Evaluation Methodologies and Report Preparation

These activities are described in Tasks 4, 5, and 6.

Communications Plan

The communications plan will detail how customer communications will be handled and coordinated between the selected evaluator, Energy Trust program and evaluation staff, and PMC staff. The goal is to make the evaluation run efficiently, ensure convenience to participants, and preserve the relationship between participants and the program. Due to the close, continuous nature of relationships between the program and participants, care must be taken in requesting time and information from customers—program staff input from the kick-off meeting will be used to formulate the communications plan. Specifically, the selected evaluator will work with PMC staff to make the initial contact with participants as part of the recruitment process. The selected evaluator will also meet directly with the PMC outreach team before beginning customer outreach to ensure a smooth process.

For large projects and key customers, participant recruitment and communication will be handled with additional sensitivity, including closer coordination and direct interface with PMC staff. The selected evaluator must consider that large commercial customers with complex projects often take longer to arrange site visits (in-person and remote) with and fulfill data requests.

Due to low participation rates in recent years for commercial evaluations, incentives should be offered to site contacts during the recruiting process to encourage them to participate in the evaluation. Some site contacts may not be able to accept an incentive, or may feel uncomfortable receiving one, so an alternative option should also be provided. We recommend an incentive of at least \$75, although the amount may vary depending on the amount of time and effort required from the site contact for a given project. The incentives must be clearly provided by the selected evaluator, not Energy Trust, and the selected evaluator will be solely responsible for any required tax reporting.

Proposals should describe a general approach to customer communications, recruiting, and coordination, and present strategies to improve response rates.

Coordination with PMC Staff

The work plan will identify major coordination points with Energy Trust and PMC staff and build in review periods for each work product. These coordination points are the:

- Work plan
- Review list of sampled sites (Task 3)
- Meeting to discuss customer outreach (Task 3)
- Data collection tools (Task 3)
- Site-specific evaluation plans (Task 3)
- Site-specific analysis results (Task 5)
- Review of draft report (Task 6)

Follow-up meetings may be necessary to discuss certain topics in-depth. Review of major work products and possible follow-up meetings may require significant work and communication on the part of both the evaluator and PMC staff.

Schedule of Tasks and Deliverables

In the work plan's schedule, the selected evaluator will set reasonable timelines for review of each work product and include timelines for each deliverable. The selected evaluator will schedule the evaluation so that recruiting and data collection for projects that may take longer to achieve full occupancy, or typical operations, will be evaluated as late in the schedule as possible. Energy Trust expects the selected evaluator to manage all aspects of the evaluation to meet the approved schedule.

A draft evaluation work plan will be presented to Energy Trust evaluation staff for review and approval. The selected evaluator will provide a final work plan addressing any feedback from the Energy Trust evaluation staff.

Deliverable:

- Draft and final work plan

Task 3. Draw Sample, Develop Data Collection Tools, and Site-Specific Evaluation Plans

Once the sampling plan and work plan are finalized, the selected evaluator will draw the sample and provide a list of sampled projects to Energy Trust and PMC staff to review. Based on feedback received from PMC staff, some sites may need to be removed and replaced in the sample. It will also be necessary to identify any industrial sites in the sample and coordinate with the Production Efficiency program on any planned customer contact or site visits related to those projects. The selected evaluator will meet with the PMC outreach team to discuss the customer communication plan, including coordination with PMC staff on outreach and recruiting. The selected evaluator will also confirm with PMC outreach staff that they have the best and most up-to-date site contact for each sampled project.

Energy Trust evaluation staff will provide the selected evaluator with detailed project files for each selected project, documenting the building details, savings methodology, and incentives provided. If important project documentation appears to be missing from a project folder, the selected evaluator will work directly with the PMC team to obtain the required files. For projects with prescriptive measures, Energy Trust will provide the relevant measure approval documents (MADs) describing the qualification criteria and assumptions built into the savings estimates.

In addition, Energy Trust will identify any sites that overlap with its large/complex New Buildings project evaluation process. This process diverts a small number of projects each year to receive their own standalone impact evaluations with much earlier engagement with customers and closer coordination of evaluation activities. These projects may be removed from the sample frame, or their results may be integrated into

this impact evaluation, depending on the timing. The projects completed to date are included in the program savings totals and tables presented above.

The selected evaluator will develop a general data collection tool and facility operator interview guide to use during site visits (in-person or remote). These tools should cover the types of measures and end uses observed in the sites selected for evaluation. The drafts will be provided to Energy Trust and PMC staff for review before being finalized and used in the field. The selected evaluator will incorporate any staff feedback into the final tool and interview guide.

For the sample of selected sites, the evaluator will prepare site-specific evaluation plans that detail the level of rigor, type of information to be collected, and the methods of data collection (e.g., facility operator interview, on-site or remote inspection, equipment metering, Energy Management System (EMS) trend data, email request to participant, etc.). It is anticipated that these plans will be more complex for whole building projects, projects with measures based on custom engineering analysis, and projects with very high savings. Path to Net Zero projects should include collection and analysis of energy production data in addition to evaluating the performance of the energy efficiency measures. Site-specific evaluation plans should adhere to standard industry guidelines, such as IPMVP and Uniform Methods Project. The plans must account for disrupted building operations and lower than expected occupancy.

The site-specific plans will be less complex for Market Solutions projects, system-based projects with deemed or calculated savings measures, and projects with low savings. We anticipate that the Market Solutions projects will be evaluated as semi-prescriptive, by reviewing the savings workbooks for calculation errors and updating the measure inputs in the workbooks. We do not foresee a need to review the underlying Market Solutions prototype models in this evaluation. The evaluator will provide site-specific evaluation plans to Energy Trust and PMC staff for review for the five largest projects in the sample and a representative sample of ten smaller projects. The selected evaluator will incorporate staff feedback into the final site-specific evaluation plans.

Proposals should describe respondent's process for developing site-specific evaluation plans and data collection tools, including criteria used to determine the level of rigor and data collection methods used.

Deliverables:

- Draft and final list of sampled sites
- Meeting with PMC outreach team to discuss communications plan and best site contact for each project
- Draft and final data collection and facility operator interview guide(s)
- Draft and final site-specific evaluation plans

Task 4. Conduct Data Collection Activities

Once the list of sampled sites and site-specific evaluation plans are finalized (Task 3), PMC staff will provide an introduction to the appropriate participant contact for each sampled project, according to the communications plan developed in Task 2. The

selected evaluator will then contact and recruit the sampled participants and perform primary data collection activities in accordance with the site-specific evaluation plans. Site visits (in-person or virtual), facility operator interviews, and other data collection activities will be coordinated with customers to minimize disruption to site personnel. The selected evaluator will follow the communications plan throughout the process. As noted above, data collection activities at some sites may need to be delayed until later in the evaluation schedule to obtain operations and energy usage data from a time period where buildings are operating normally and are fully occupied, to properly assess energy savings.

Data collection may include a range of activities to verify the correct equipment was installed and reduce uncertainty in the energy savings reported. This may include collection of nameplate information, equipment operations, as-built conditions, building schedules, occupancy trends, and energy usage data, depending on the complexity of the project. In every case, data collection activities should be designed to collect the information necessary to confirm or recalculate energy savings.

For all site visits (in-person or virtual), the selected evaluator will physically or virtually inspect and verify the installation of incented measures and equipment. This includes verifying that equipment is operating correctly, meets program requirements, and recording model numbers, equipment efficiencies, capacities, fuel used, and other pertinent information. For measures with deemed or calculated savings, verification of installation, operation, equipment specifications, and any calculation inputs may be all that is required to evaluate the energy savings. Complex projects and measures with very high savings, large uncertainty in their assumptions, or custom engineering analyses will necessitate more detailed data collection and analysis. In some cases, this will include obtaining utility meter energy usage data, EMS trend data, or conducting spot metering and short-term equipment metering. Not every sampled site will require a site visit, and many site visits may be conducted virtually, depending on the planned activities.

For sites with savings based on building simulation modeling, the selected evaluator must collect sufficient building characteristics and operations data to perform a rigorous, calibrated, building simulation model in accordance with ASHRAE guidelines. The calibrated as-built simulation model will then be compared to a model assuming minimally code compliant construction and operating conditions. For projects under the 2019 and 2021 Oregon energy codes, the process is different in that an ASHRAE 90.1 Appendix G model is created, with modified building performance factors applied to determine the code baseline energy use. New Buildings also applies a set of fuel ratio factors to adjust calculated energy savings to the correct fuels. Energy Trust will provide the original simulation models and energy usage data from utility bills for applicable sites.⁵ Other data, such as trend data from an EMS, or AMI energy usage data, may be obtained directly from the participant by the selected evaluator.

⁵ In order to receive energy usage data, the selected evaluation firm and all employees handling energy usage data must sign Energy Trust's Utility Customer Information Confidentiality Agreements (see Appendix B for language of these agreements).

Facility operator interviews should be conducted for all sampled sites, and may be sufficient for some projects, especially when accompanied by photos or site data obtained from the customer contact. Facility operators will be interviewed to provide necessary information about building operations and installed equipment. For sites receiving site visits (in-person or remote), it is expected that interviews will be done as part of that process, but, if necessary, additional interviews may be performed. The content and complexity of interviews will be scaled according to project savings and complexity. Data collected from customer sites and interviews will be used to estimate gross kWh and therm savings for each measure and project, as described in Task 6.

Proposals should specify the estimated number of site visits (in-person and virtual) that the budget can accommodate, along with the estimated number of projects to be evaluated using other means. Proposals should also describe respondent's approach to virtual site visits, what is entailed, and when they can be used in a place of in-person site visits. Proposals should specify the estimated number of site visits with equipment metering that the budget can accommodate and describe the logistics of installing and retrieving metering equipment. Lastly, proposals should describe how respondents plan to handle cases where buildings appear to not be fully occupied, fully loaded, or operating in a typical or consistent manner.

Deliverable:

- Chapter in final report documenting the data collection methods

Task 5. Impact Analysis

The selected evaluator will analyze the data collected in Task 4 to develop:

- Estimates of total program electric savings, electricity peak demand savings, gas savings, and gas peak demand savings for the 2023 program year, with a breakdown by building type, measure category, program track, and code cycle.
- Estimates of program electric and gas savings realization rates for the 2023 program year, with a breakdown by building type, measure category, program track, and code cycle.

To estimate program-level energy savings and realization rates, measure-level and site-level evaluated savings will be aggregated through a savings-weighted expansion, based on the sample stratification scheme. Energy Trust will provide utility peak period definitions and load coincidence factors (at the measure category level) to estimate electricity and gas peak demand savings. Load shape information for each fuel and measure category will also be available from Energy Trust's catalog of load shapes or from the RTF.

It is expected that site-level energy savings will be estimated through one or more of the following techniques:

- Verification
- Engineering calculations
- Analysis of metering, billing, and/or EMS data

- Calibrated building simulation models

Verification: The selected evaluator will physically (or virtually) verify installed equipment during site visits (on-site or remote) and collect basic equipment information. The selected evaluator will compare this information to program records to determine if there are any discrepancies; if equipment meets program requirements; if installed quantities, capacities, efficiency ratings, and fuel types are recorded correctly; and, if measures are operating as intended.

Engineering calculations: The evaluator will review the engineering calculations and input parameters that were used to estimate savings. Implementer savings calculations will be reviewed for accuracy, but the original algorithms should be used as a starting point and updated, assuming they are deemed to be appropriate. Input parameters that were derived from on-site or virtual data collection, EMS data, and interviews will be used to re-estimate savings and compare them with the *ex-ante* savings estimates.

Analysis of metering, billing, and/or EMS data: Short-term metering of equipment, available EMS data, or utility billing data, might provide the evaluator greater insight into the operation of the building, its equipment and schedules, setpoints and operating parameters, and actual energy loads. This will allow for a more accurate assessment of energy savings, especially for more complex measures and projects. Custom engineering calculations may be used to re-estimate savings and compare them with the *ex-ante* savings estimates.

Simulation models: The evaluator will review the building energy simulation models that were run and developed by the PMC or program allies. The evaluator will calibrate the simulation models to actual utility billing data using the as-built and as-operated information collected on-site (or virtually) and from interviews, EMS data, and short-term metering. The calibrated simulation models will be run and measure-level and whole building savings will be estimated. Calibrated energy savings will be compared to the *ex-ante* savings estimates and calibrated energy use intensity metrics will be compared to the program models.

The evaluator will provide site-specific analysis results to Energy Trust and PMC staff to review for the 20 largest projects in the sample (only those utilizing custom engineering analysis or whole building simulation modeling). The analysis results should include site-specific evaluated savings and realization rates, as well as a description of parameters that were adjusted and the rationale. The evaluator will incorporate staff feedback into the final results as needed.

Proposals should describe respondent's approach to estimating measure- and project-level energy savings and realization rates for the different analysis types and how these values will be aggregated to the desired levels. Proposals should also describe how electricity and gas peak demand savings will be estimated.

Deliverables:

- Draft site-specific analysis results for the 20 largest projects
- Chapter(s) in final report on the analysis methods and findings, including electricity demand savings

Task 6. Reporting

The selected evaluator will be required to provide Energy Trust with a final evaluation report, not to exceed 30 pages, summarizing the evaluation activities and findings. The draft report will be reviewed and commented on by Energy Trust staff, PMC staff, third-party reviewers, and other parties deemed appropriate by Energy Trust. Based upon these comments, the selected evaluator shall make revisions and deliver to Energy Trust a final version of the report. Achieving an acceptable final report may take more than one iteration between the evaluator and Energy Trust. 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. Findings and conclusions shall be based on the information collected by the selected evaluator and referenced in the reports.

Evaluation reports must include, at a minimum, executive summary, methodology, findings, and conclusions and recommendations sections. 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. Detailed methodologies, detailed findings, data collection instruments, and other relevant reference material, may be included as appendices to the report.

Beyond reliable program savings estimates and realization rates, the evaluation report should include the selected evaluator's observations from the field and recommendations to more accurately forecast energy savings. Specifically, Energy Trust is interested in having the selected evaluator answer the following questions in the final evaluation report:

- Were recommendations from past impact evaluations incorporated into the program's processes for quantifying and claiming savings?
- Are there any specific aspects of the energy simulation models, engineering calculations, analytic approaches, or baselines used in the energy savings analyses that may be of concern to Energy Trust or need to be updated?
- How did the program's adaptations to the ASHRAE based 2019 and 2021 codes affect the savings realization rates?
- Are there any obvious errors in the assumptions used in the energy savings analyses reviewed?
- Were any analytical or accounting errors made either in the original savings estimates or during the savings verification process?
- What factors resulted in large variances in *ex-ante* vs evaluated savings (assumptions too conservative, incorrect hours of operation, etc.)?
- What building types and measure categories had large variances in *ex-ante* vs evaluated savings and what were the causes?

In addition to the impact evaluation report, the selected evaluator will provide Energy Trust with brief site reports containing site-specific results for the 20 largest evaluated sites in the sample. These site reports should contain a description of the measures analyzed, *ex-ante* savings, evaluated savings, realization rates, and descriptions of on-site (or virtual) findings, and any adjustments made to inputs and assumptions. For whole building simulation projects, a list of the parameters that were adjusted, the specific changes that were made, and the rationale for adjusting them will be included. All whole building project site reports should be accompanied by the calibrated modeling files that were used to evaluate savings. These site reports may be provided back to the participants or their design teams to help improve simulation modeling and energy savings estimation for future projects.

Lastly, the selected evaluator will create and deliver a 30-minute presentation of the evaluation findings at a public evaluation webinar hosted by Energy Trust's evaluation team. These public webinars provide an opportunity for Energy Trust staff and stakeholders, and other industry professionals, to see the results of Energy Trust's evaluation and research projects. The webinars also help to disseminate evaluation findings and lessons learned and make Energy Trust's programs more transparent.

Deliverables:

- Draft and final evaluation report
- Site reports for 20 largest evaluated projects
- Calibrated modeling files for whole building projects
- Presentation of findings at public webinar

Task 7. Project Management

The selected evaluator will manage all aspects of this evaluation project to ensure that it remains on-schedule and below the contract budget cap. Project management will also include hosting regular check-in meetings with Energy Trust staff during the fielding of the impact evaluation. The selected evaluator will provide tracking and dispositions for site recruiting, site visits and data collection, and site-level analysis to Energy Trust during the evaluation fielding process. The selected evaluator will also proactively advise on ways to maximize study quality and response prior to, during, and post data collection.

The selected evaluator must submit monthly status updates by the 10th of each month, accompanying the monthly invoice, that present the following:

1. Current and total amounts invoiced to date compared to the approved budget;
2. Summary of accomplishments during the previous month;
3. Current month's activities and plans;
4. Variances in the project schedule or budget, including any necessary explanations;
5. If applicable, any issues or concerns to be addressed, with proposed solutions;
6. Compliance with supplier diversity requirements, including the current and total amounts invoiced to date for certified subcontractors relative to total contract spending.

Deliverables:

- Regular check-in meetings with notes supplied afterward
- Frequent study updates during fielding
- Monthly status reports

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 **23-page limit** for the proposal content. This page limit does not include the supplemental information requested—the work product example, resumés, insurance coverage information, conflict of interest disclosure, and representations page. These items should be included in attached appendices.

1. Proposal Content

Firm 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, recruiting assistance, review of project files, site visits and data collection, quality control of results, and analysis tasks. 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 4 pages.**

Staffing and subcontracting plan:

Describe the project team structure, role of each key team member, subcontractor roles, and a management plan. We encourage respondents to create a team of firms with specialized expertise to fill different project roles. **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. Respondents should focus on the bolded proposal instructions in the Tasks section and refrain from simply repeating the study tasks. **Not to exceed 10 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 the US Small Business Administration (SBA) as one or more of the following certifications that qualify under Energy Trust’s Supplier Diversity Policy (SDP).

Qualifying COBID certifications:

- Minority Business Enterprise
- Women Business Enterprise
- Veteran Business Enterprise
- Service-Disabled Veteran Business Enterprise
- Emerging Small Business

Qualifying SBA certifications:

- Small Disadvantaged Business
- Women Owned Small Business
- Economically Disadvantaged Women Owned Small Business
- Business Development Program (8a)
- Veteran Owned Small Business
- Service-Disabled Veteran Owned Small Business
- Historically Underutilized Business Zone Certification (HUBZone)

It is required that a minimum of 15% of the value of any resulting contract be directed towards certified firms. This should be reflected in the staffing and subcontracting plan and budget proposal. Please describe how this requirement will be met and list all relevant certifications and certification numbers. **Not to exceed 1 page.**

Proposed schedule

Provide a schedule of major activities and deliverables listed in the Tasks section above, with approximate dates. The schedule should assume that Energy Trust will award a contract within 45 days of the proposal deadline and that a project kick-off meeting will be scheduled within two weeks of awarding the contract. The draft evaluation report should be delivered by **May 31, 2025**. A final report will be delivered within three weeks of having received all comments and edits on the submitted draft. These schedule assumptions may be reassessed once the project begins. **Not to exceed 1 page.**

Detailed Budget Proposal:

Provide a detailed budget proposal, based on the proposed methods and staffing plan. Proposals should assume a time-and-materials contract with a “not-to-exceed” budget cap. Proposals should describe the underlying budget assumptions and any drivers of cost that can be modified without compromising the integrity of the evaluation.

It is anticipated that the budget for the scope described in this RFP **will be approximately \$250,000**; however, Energy Trust reserves the right to revise its budget assumptions at any time. We ask that bidders propose a competitive budget for the project while being realistic about the scope that they can complete within that budget. If the proposed budget will exceed the \$250,000 threshold, we will consider it, but ask that bidders provide a rationale for why it is necessary. In addition, we ask bidders proposing to exceed the budget threshold listed here to provide alternative budget scenarios where they could stay within the budget by making certain trade-offs—either by dropping tasks, reducing complexity, or reducing sample sizes and precision.

Proposals should summarize the budget in a table, breaking out the estimated hours and costs by task and by staff member. Please use the budget template provided below. Staff and subcontractors listed in the budget should be identified by name, with billing rates for each. **Not to exceed 2 pages.**

Budget template:

Staff Name	Title	Firm	Hourly Rate	Hours Per Task			Total Hours	Total Cost
				Task 1	Task 2	Task...		
Staff Member 1								
Staff Member 2								
Staff Member...								
Subcontractor 1								
Subcontractor...								
Total Hours Per Task								
Direct Costs								
Total Cost Per Task								

Diversity, equity, and inclusion experience:

Proposals should describe respondent’s efforts and experiences in integrating diversity, equity, and inclusion into their business operations, both internally and externally, and their experience conducting culturally responsive research and evaluation work. Energy Trust seeks to contract with organizations that share its commitment to building a diverse, equitable, and inclusive workplace and business environment, and that apply a diversity and equity perspective to their work. Respondents must provide responses to each of the questions in **Appendix B. Not to exceed 2 pages.**

Data security and confidentiality:

Proposals should provide any data security certifications (e.g., ISO-27001 or SOC 2) that are held and maintained by the respondent **and** any subcontractors engaged in

the project. Energy Trust recognizes that these certifications can present significant barriers for some firms. If your organization or subcontractor does not hold any relevant data security certifications, please provide a brief description of the **systems, policies, and procedures** used to ensure that Energy Trust provided data and data collected throughout the evaluation are kept secure and confidential during fielding, data transfers, storage, and analysis. **Not to exceed 1 page.**

2. Work Product Example

Proposals should include **one past report** that showcases the respondent team's work on a similar project, as well as their data presentation and reporting capabilities. If needed, the names of people and organizations may be redacted from the report to allow sharing it. The work product example should be included as an appendix to the proposal; if the report is available on a public website, a working link to the report is preferred. **No page limit, but please keep materials to a minimum.**

3. 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.**

4. 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.**

5. Conflict of Interest Disclosure

Respondent must disclose any actual or potential conflicts of interest respondent or its subcontractors may have with Energy Trust in its proposal. A conflict of interest 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 personal or financial interest in any business affairs of Energy Trust that may impair or appear to impair respondent's objectivity in performance of the work in this solicitation or any other Energy Trust contract or situations in which respondent may have an unfair advantage.

The following are examples of actual or potential conflicts of interest that could require a mitigation plan or could be grounds for exclusion from competition in Energy Trust's discretion:

- *A respondent has or had access to nonpublic information (e.g., budget, evaluation criteria, another contractor's proprietary data, etc.) via the performance of another Energy Trust contract or subcontract that provides respondent with an unfair advantage in responding to this solicitation.*
- *A respondent on an evaluation project that would involve evaluating the performance of Program X has an existing subcontract with one of Energy Trust's prime contractors for which it is paid to implement some portion of Program X.*
- *A respondent who has assisted Energy Trust or one of its current contractors in drafting the statement of work in a solicitation on which it now seeks to submit an offer will be automatically excluded from competing on that specific solicitation.*

Respondent's disclosure must specifically address any existing contracts between Energy Trust and the respondent, its staff, or any of its proposed subcontractors. If a potential conflict of interest is identified by the respondent, then the respondent should propose strategies to mitigate the conflict by submitting a mitigation plan which, if acceptable to Energy Trust, will become part of the contract terms if respondent is selected for award. 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.**

6. 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 of the project team and staffing plan, including subcontractors (if applicable)
- Proposed budget
- Supplier Diversity Program eligibility

- Diversity, equity, and inclusion responses
- Data security and confidentiality
- Work product example

RFP Schedule & Administration

RFP Schedule

- | | |
|------------------------|---|
| • June 25, 2024 | RFP issued |
| • July 10, 2024 | Intent to bid due |
| • July 10, 2024 | Questions/request for additional information due |
| • July 16, 2024 | Clarifications/question responses posted to website |
| • July 26, 2024 | Proposals due |

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 **July 10, 2024**. Responses to questions and requests for additional information will be posted on Energy Trust's website no later than **July 16, 2024**. Energy Trust cannot accommodate individual phone, mail, or fax inquiries about the RFP. All questions must be submitted via email.

Stating intent to bid does not obligate a respondent to submit a proposal. 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 **July 26, 2024**. Energy Trust will not be obligated to consider information received outside this time interval for the purposes of this RFP.

Please submit proposal to:

Cody Kleinsmith
Project Manager – Evaluation
Energy Trust of Oregon
Email: cody.kleinsmith@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.

The selected respondent will be required to sign Energy Trust's Utility Customer Information (UCI) confidentiality agreements to gain access to customers' energy consumption data. There is a contractor version of the UCI confidentiality agreement, which can be found here, for reference:

https://energytrust.org/wp-content/uploads/2021/10/LGL_FM0205C.pdf.

There is also an individual version of the UCI confidentiality agreement, which can be found here, for reference:

https://energytrust.org/wp-content/uploads/2021/10/LGL_FM0205I.pdf.

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)

Appendix B: Diversity, Equity and Inclusion Experience

DEI hiring practices and policies

1. Is respondent's firm required to submit equal opportunity employment (EEO) reports? (For companies of 100 staff members or more, the Equal Employment Opportunity Commission requires regular filings of form EEO-1.)
 - a. If so, provide a copy of respondent's most recent EEO-1 report.
 - b. If not, please provide a summary of staff from respondent's firm who would be performing work on this project, using a table format and employment data categories aligning with EEO-1 reporting – see [this sample form](#), specifically, the table in section D.
2. Provide specific examples of activities, projects, or plans developed by respondent that demonstrate how respondent promoted 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 strategy.

DEI planning, evaluation, and research experience

3. Provide specific examples of how respondent has ensured cultural competence⁶ in research or work similar in nature to the work described in this RFP.

⁶ The American Evaluation Association's [Public Statement on Cultural Competence in Evaluation](#) provides a detailed explanation of cultural competence in evaluation.

Appendix C: Additional Data Tables

Table 8: Savings and Projects Completed in 2023, by Track and Building Type.

Program Track	Building Type	Sites	Projects	kWh	Therms
Data Center	Data Center	3	3	42,393,803	0
Market Solutions	Multifamily	58	57	6,990,511	51,847
Path To Net Zero	College/University	1	1	278,402	0
Path To Net Zero	Office	2	2	255,649	0
Path To Net Zero	Car Dealership/Maint.	1	1	31,648	2,781
Path To Net Zero	Arts, Entertainment and Rec.	1	1	108,880	0
Path To Net Zero	K-12 School/Education	1	1	71,300	105
System Based	Warehousing and Storage	11	11	2,582,171	5,830
System Based	Office	29	29	1,408,374	1,056
System Based	Arts, Entertainment and Rec.	8	8	285,344	25,534
System Based	Grocery/Convenience	3	3	895,980	1,045
System Based	K-12 School/Education	29	29	318,487	16,278
System Based	Hospital/Healthcare	17	17	589,254	1,205
System Based	Car Dealership/Maintenance	5	5	139,695	13,906
System Based	Manufacturing/Food Processing	5	5	195,853	6,048
System Based	Assembly	5	5	297,588	1,866
System Based	College/University	11	11	259,684	2,829
System Based	Retail	11	11	264,977	1,265
System Based	Other	6	6	231,160	0
System Based	Multifamily	7	7	148,060	2,614
System Based	Lodging/Hotel/Motel	8	8	45,279	5,783
System Based	Government/Municipal/Public	6	6	26,863	3,475
System Based	Restaurant	6	6	16,876	1,471
System Based	Parking Structure/Garage/Lot	2	2	24,208	0
Whole Building	Lodging/Hotel/Motel	1	1	628,030	22,693
Whole Building	Office	3	3	889,485	3,873
Whole Building	K-12 School/Education	3	3	500,164	13,299
Whole Building	Multifamily	3	3	541,539	5,897
Whole Building	Manufacturing/Food Processing	1	1	128,308	941
Whole Building	Hospital/Healthcare	1	1	122,794	0

Note: Number of projects and total savings may differ from official Energy Trust reports. Savings represent first-year, reported savings from each project.