



REQUEST FOR PROPOSAL
240301 CETA and BPA Compliant
Low Income Energy Assistance Program

The Public Utility District #1 of Clallam County (the District) is requesting proposals from qualified consultants for a Clean Energy Transformation Act (CETA) and Bonneville Power Administration (BPA) compliant low income energy assistance program.

1. Project Overview:

The purpose of this professional services contract is to design and provide a CETA and BPA compliant Low Income Energy Assistance Program (the Program) and to develop a comprehensive manual for the Program. The Program aims to address the energy needs of low-income individuals and families by providing weatherization services, in compliance with CETA regulations and BPA policy. The successful bidder will be responsible for outlining all procedures in the manual.

2. Scope of Work:

- a) The selected contractor will be required to perform the following tasks:
 - Design of a CETA compliant program:
 - a. Develop a program framework that aligns with CETA regulations and BPA policy;
 - b. Identify eligibility criteria for program participants based on income levels and other relevant factors; and
 - c. Design the structure of energy assistance and weatherization services, ensuring compliance with CETA guidelines and BPA's 2024-2025 Rate Period Implementation Manual.
- b) Development of the Program manual:
 - Document all procedures related to the implementation of the Program;
 - Provide a comprehensive guide outlining the application process, participant selection, and benefit distribution and weatherization measure selection; and
 - Include detailed instructions on program administration, reporting requirements, and measures compliance.

3. Deliverables:

The contractor will deliver the following:

- a) CETA-Compliant Low Income Energy Assistance Program Design:
 - Program framework and eligibility criteria; and
 - Benefits structure document.
- b) Low Income Program Manual:
 - Comprehensive manual documenting all procedures; and
 - Clear guidelines on program administration, reporting, and compliance.

4. Timeline:

The project is expected to be completed within six (6) months from the notice to proceed date.

The anticipated timeline for selection of the consultant and delivery of the Program:

2/7/2024	Advertise Request for Proposal
2/29/2024	Last day for questions or clarifications
3/7/2024	Proposals Due
3/7 – 3/27/2024	Evaluations, reference checks, and interviews if needed
3/28/2024	Notice of Award
4/15/2024	Execution of Contract and Notice to Proceed
10/15/2024	Completion of the Program and manual

The District reserves the right to adjust estimated timelines as needed.

5. Proposal Instructions

All proposals must be submitted no later than Wednesday, March 7, 2024, 4:00 p.m., Pacific Time. Proposal must be in a sealed envelope mailed: Attn: Contracts Coordinator, PUD No 1 of Clallam Co., 100 Hooker Road, Sequim, WA 98382.

- Label sealed envelope: RFP 240301 CETA
- Shall not exceed 30 pages, including attachments
- Must be in the official name of the firm/company and will become property of the District
- Pages are to be no larger than 8.5 x 14-inch legal paper size, letter size (8.5x11) is preferred
- Double-sided will be allowed
- Font shall be no less than 11 point.
- Must provide the hourly rate for the professional service and the estimated number of hours required to complete the scope of work.

The District will not be liable for any costs incurred by the consultant in the preparation and presentation of proposal submitted in response to this Request for Proposal.

The firm's response, including all promises, warranties, commitments, and representations made in the successful proposal (as accepted by the District), shall be binding and incorporated by reference in the District's contract with the Consultant.

6. Proposal Submission and Evaluation:

Responses should address and shall be evaluated on the following criteria:

- A. Cover letter (10 points): The principal in charge must sign the cover letter. The cover letter should highlight experience and qualifications with a statement of what differentiates your firm from the competitor.
- B. Experience and expertise of the proposed team (50 points): Include resumes of key personnel who will be involved in the project and relevant experience, certifications, and expertise related to the design and implementation of energy assistance programs and compliance with CETA and BPA Implementation Manual.
- C. Past Experience (20 points): Provide a list of past experience and references in designing and implementing CETA and BPA compliant programs.

- D. Manuals and Program design experience (10 points): Provide a list of previous manual and program design and implementation. Provide references.
- E. Schedule (10 points): Outline a project schedule with proposed tasks and milestones, including the number of hours required to complete each task or product.

7. Review and Selection:

The District will make a selection based on reviews of proposals, scoring, reference checks, and if needed, possible interviews.

The contract will be awarded to the best qualified proposal suited to meet the needs of the District and perform the requested services.

8. Point of Contact:

For inquiries, questions, or clarification on the proposals, please contact:

Mattias Järvegren
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PUD No. 1 of Clallam County
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(o) (360) 565-3263

No inquires, questions, or clarifications shall be taken after February 29, 2024, 2:00 p.m., Pacific time.