

REQUEST FOR PROPOSALS
Grant writing and application review
Oregon Department of Energy | Community Renewable Energy Grant Program

Mid-Columbia Economic Development District (MCEDD) is seeking a grant writer with experience funding renewable energy and/or energy resiliency projects to lead the grant writing for between one and three grant applications for the Oregon Department of Energy (ODOE) Community Renewable Energy Program ([CREP](#)) program.

This effort is a project of the [Hood River County Energy Council](#) (Energy Council), a community-led advisory board supporting implementation of the Hood River County Energy Plan. MCEDD provides staffing support to the Energy Council and will be the contracting agency.

Background

The Energy Council is working with Energy Trust of Oregon (ETO) to support community energy resilience projects that mitigate the impacts of electrical outages caused by hazards like a Cascadia Subduction Zone earthquake, wildfires, ice storms, and other disasters. This project will help the community ensure that critical facilities are operational and potentially available for community shelter during a power outage. Community energy resilience projects will also provide power during non-emergency times which will reduce utility burdens for these partners. ETO and the Energy Council have worked with the project owners to support feasibility and initial diligence on the projects identified below as well as several others.

ODOE CREP will be distributing \$50 million in funds for planning and development community renewable energy and energy resilience projects over several upcoming cycles. Our goal is to secure ODOE CREP funding for local critical facilities, in partnership with the entities noted below.

Project Overviews

Each site and managing entity listed below has confirmed interest in moving forward with this application process.

- *Farmers Irrigation District:* FID is interested in analyzing design options to determine the best approach to developing a hydro or microgrid to increase on-site energy system generation to support operations during an extended outage, offset regular operating costs and enhance operational sustainability. Additional goals include analyzing the potential to provide a specified minimum total generation during a coincident grid outage and water rights curtailment. The project will build on one of the three options presented in the Farmers Irrigation [feasibility analysis](#). The cost for the project is estimated construction cost of the project is between \$6,560,000 and \$12,760,000 depending on which option is selected.
- *Mt. Hood Town Hall:* Mt Hood Town Hall will apply for final design and construction funding for a project that includes solar, energy storage, and a generator backup system. The system will be designed to support operations during an extended power outage as well as enhance the mission of the Town Hall to serve the community. The system will consist of one of two microgrid options presented in Mt. Hood Town Hall's [feasibility analysis](#). The total construction cost is estimated to be between \$244,500 and \$421,500, depending on the final option selected.

- Hood River County School District: The application will be for a planning project that includes design for solar and energy storage system at Wy'East Middle School or the school district's bus barn.. The system will consist of one of two microgrid options presented in Wy'east Middle School's [feasibility analysis](#). The cost is estimated to be between \$1,186,250 and \$781,250, depending on which option is selected.

Scope

MCEDD is seeking a grant writer to collaborate on between one and three grant applications. The selected contractor will be responsible for the following tasks:

1. Collaborating with MCEDD staff, project owner staff, the Energy Council, ETO, and other project specific stakeholders to compile all the information needed for each grant application.
2. Draft the grant narrative, with input from stakeholders. MCEDD will draft initial text focused on local engagement and support for the projects.
3. Preparing supplemental documents as identified in the grant requirements.
4. Completing a final review of the application according to the eligibility, completeness, and competitiveness criteria shared by ODOE.

MCEDD staff will work with the grant writer and each project owner to support communication, coordinate meetings, and help with gathering necessary information. MCEDD staff will also be responsible for working with each entity's governing body to receive the formal approvals required by ODOE for submission and will provide draft language for the application questions that touch on public engagement and the Hood River County Energy Plan. MCEDD will also supply already gathered project information, including feasibility studies for each site.

Tasks

1. Reviewing the application requirements and identify required information to be included.
2. Draft answers to narrative questions, including the project description and management plan and work with MCEDD and project stakeholders to incorporate input.
3. Work with project stakeholders and MCEDD to develop a final grant budget that aligns with program requirements.
4. Ensure the project application addresses all the components outlined in the competitive review guidelines and is complete in preparation for submission.
5. Maintain regular communication with MCEDD staff on project status.
6. Meet with MCEDD and project stakeholders as needed to develop a successful grant application.

Timing

All work is to be completed before the June 10th application deadline.

How to Submit a Proposal

If you are interested, please submit a brief proposal describing the following:

1. Your qualifications.
2. Preliminary ideas on your approach to completing this work.
3. Proposed budget including a fee structure that outlines cost per grant application and any other costs.

4. Proposed staffing plan.
5. Names, phone numbers and contacts for three organizations whom we can call on as references.
6. Location of principal office and branch(es).
7. Any other information you consider to be of value in evaluating your qualifications.

Proposals should be emailed to lindsay@mcedd.org by end of day Monday, May 9, 2022 for first round review. Potential proposers should feel free to reach out to staff with any questions throughout the process.

Review Criteria

Proposers responding to this request for qualifications do so solely at their expense and MCEDD is not responsible for any Proposer expenses associated with the Request for Proposals.

The following will be applied to the evaluation and scoring of proposals:

1. Proposer's capability, experience and past performance in providing similar services, including but not limited to quality of work, ability to meet schedules, price and cost estimates including proposer's track record of working with and serving target populations.
2. Ability to commit qualified staff and resources to the project.
3. Proposer's approach to the scope of work described in this request.
4. Geographic proximity to the MCEDD region as outlined below.

MCEDD reserves the right to reject any or all proposals, to waive any formality in the proposals and to accept the proposal which deems to be in the best interest of MCEDD. MCEDD reserves the right to enter into negotiations with one or more proposers to further define the scope to achieve the best solution for the needs and budget. This RFP does not commit MCEDD to enter into a contract, nor does it obligate MCEDD to pay any costs incurred in the preparation and submission of proposals or anticipation of a contract. For any questions, contact Lindsay McClure, extension 1008 at 541-296-2266 or lindsay@mcedd.org.

About Mid-Columbia Economic Development District (MCEDD)

MCEDD is the regional economic development agency that serves a bi-state area that includes Hood River, Wasco, and Sherman Counties in Oregon and Klickitat and Skamania Counties in Washington. MCEDD provides regional coordination, business assistance, and technical assistance to support economic development efforts throughout the region.