



**Request for Credentials  
for  
Commercial Wood Heating Coaching  
Consulting Services**

This project is coordinated by North Country Resource Conservation & Development and funded through a grant from the USDA Forest Service. North Country RC&D, coordinator of the NH Wood Energy Council, complies with federal nondiscrimination policy and is an equal opportunity provider.

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April 28, 2014

**A. Introduction and Project Overview**

**Proposals due ASAP via e-mail and no later than May 15, 2014.**

The *New Hampshire Wood Energy Council* (NH WEC) is a not-for-profit partnership that provides professional guidance to support growth in commercial and institutional heating with wood. NHWEC brings together individuals, organizations, businesses, industry associations, and government agencies interested in the sustainable use of our renewable forests to help bring energy independence and economic prosperity to the Granite State.

NH WEC is seeking consultants with proven knowledge and experience to assist potential commercial-scale users of wood heating systems in early stages of determining if installing a wood heating system is appropriate for their facility.

***Deadline for proposals:*** Proposals must be e-mailed to the address above no later than 5:00 p.m. local time, Thursday, May 15, 2014.

***Decision to contract:*** Soon thereafter – likely by June 1, 2014.

***Project duration:*** Likely until end of 2015.

## **B. Services Required – The Coaching Service**

- a. The Coach will review application information on projects chosen for Coaching by NH WEC and schedule a site visit with the project personnel.
- b. A site visit will be held and will include the following:
  - In a meeting at the facility, the Coach will provide an overview of using wood for heat in commercial situations. The Coach may want to use Ambassador PowerPoint (already prepared) if appropriate;
  - Verification of the information provided in the application through an interview with project contact person;
  - Conduct a tour of the facility and look at the existing heating system with the project contact person or team;
  - Discuss possible alternatives with project contact person or team and answer questions as they arise;
  - Provide handout materials as appropriate (provided by NH WEC) and discuss financial assistance options available for installation and hardware, should the project come to that.
- c. After the initial on-site visit, the Coach will then use the information in the application, supplemented with information gathered during the site visit, to run one of the available financial analyses programs (to be decided) to determine potential feasibility. A Coach report (see report outline at the end of this document) will then be developed and delivered within 3 weeks of the site visit that will include a recommendation for next steps (one of the options below):
  - Project should not continue – wood heating not a viable option;
  - Project is ready for wood heating system installation (recommend which kind) – provide list of design/build contractors;
  - Project has potential for wood heating system, but pre-feasibility level analysis is recommended next step and reason why are outlined;
  - Project has potential for wood heating system, but feasibility level analysis is recommended next step and reason why are outlined.
- d. Presentation of the report and recommendation to the applicant will be done at a meeting at the applicant's location. Discussion of the next steps will occur at this meeting.
- e. At this juncture the Applicant may or may not be ready to move on the recommendation. Subsequent consultation by the Coach with the Applicant may be required until the Applicant is ready to make a decision.

## **C. Coach Payment**

For two site visits (visit one is info gathering and visit 2 is to present report and recommendations) and preparation of a report according to the outline provided, the Coach will be paid \$1,000. Subsequent consultation and visits will be reimbursed at \$75/hr for up to 7 additional hours of Coaching consultation up to a maximum total of \$1,500, but must be completed within 6 weeks of the Report Presentation.

**D. Ethics Issues** - The Coach recommendation for action could place him or her in a position for further work. NH WEC will need to monitor situations on a case by case basis but Coaches must make decisions and recommendations with the utmost integrity and be able to justify the decision to NH WEC. The NH WEC Ethics Policy dictates (available).

*Note: Once the Coaching service outlined above is complete, the applicant may hire the Coach to continue a consulting relationship at the applicant's cost. This transaction is beyond the control of the NH WEC.*

## **E. Outline for Coach Project Report to the Applicant**

The required report developed by the Coach after the facility site visit has occurred must include at least the following (facility photos and other stock photos provided by NH WEC are required):

- Cover page – includes NH WEC logo and USDA funding recognition and NC RC&D citation
- Executive Summary
- Introduction - Includes description of NH WEC and how this project fits within the effort.
- Analysis Assumptions
- Existing Facility and Heating System(s) Description and Review
- Fossil Fuel Use Assumptions including inflation
- Wood Pellet Cost Assumptions including inflation and
- Wood Chip Cost Assumptions including inflation
- Comparison Cost: Fossil vs. Wood and Methodology for Adequately Sized Wood System
- Life cycle
- Operation and maintenance
- Thermal Storage
- Cost Ranges for Wood Systems
- Emissions and Permitting
- Wood Ash
- Building Envelope and Energy Efficiency
- Project Recommendation – One of the four options for installation of wood heating system
- Financing Opportunities
- Appendices
- Wood Fuel Availability and Forest Sustainability Issues
- Other Information Resources Available

## **F. Required Expertise**

The successful Coaching candidates will:

- Have significant demonstrated commercial wood heating system expertise and preferably with engineering training or demonstrated skills;
- Is willing to work at any commercial facility in NH that has successfully applied to NH WEC for Coaching assistance (geography will be taken into account in assigning Coaches to applicants);
- Be willing to report to the NH WEC Administrative Manager at NH RC&D and work with a committee of NH WEC;

- Be able to commit to availability for at least a year from the time Coach status is awarded by NH WEC.

## **G. Credential Proposals**

Proposals must be no longer than 4 pages, be sent electronically as PDF files, and contain the following:

1. Introduction outlining the reasons why the proposer is well suited for Coaching work as outlined in this RFC;
2. Biography/resume of the individual (and expertise of the firm if appropriate);
3. Information to address Services section of this RFC including past work projects relevant to the Coaching work of this project;
4. An affirmative statement stating willingness to complete a Coaching assignment for the flat fee cost outlined;
5. A statement on how the proposer will address the conflict of interest/ethics issue;
6. References: at least 3 references will be provided that can attest to the proposer's expertise in delivering what the project requires.

## **H. Credential Proposal Evaluation**

Proposals will be evaluated on the basis of the following criteria:

1. Demonstrated experience and success in working on and completing projects related to tasks required by this RFC for NH WEC project Coaching.
2. Quality of examples of past work on issues related to this RFC such as reports developed for similar assignments.
3. References and their opinion about the quality and expertise of the proposer.

*Note 1: Coaches selected will be under a contracting relationship with North Country RC&D and will not be employees.*

*Note 2: While NH WEC will do its best to assure all Coaches selected will receive Coaching work, selection as a Coach does not guarantee that the individual will be assigned to a Coaching job.*

*Note 3: NH WEC and North Country RC&D reserves the right to reject any all proposals and is not responsible for costs borne by those proposing in their preparation of proposals.*

Questions about this RFC are welcome and should be directed to NH WEC Administrator Rick DeMark at (603) 527-2093, [rdemark.ncrcd@metrocast.net](mailto:rdemark.ncrcd@metrocast.net).