



## REQUEST FOR QUALIFICATIONS

Original Date Issued: Tuesday, November 14, 2023  
Deadline for Questions: Tuesday, November 21, 2023, 5pm ET  
Closing Date: Friday, December 1, 2023, 5pm ET  
Date ICMA to confirm intent to partner: Friday, December 15, 2023

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### Subject: **Request for Qualifications No.001/ ICMA/ WindWise: Reducing Distributed Wind Soft Costs/2024 - 2027**

The International City/County Management Association (ICMA) seeks qualifications from eligible Respondents for technical assistance and support across the United States. ICMA anticipates awarding one or more awards as a result of this solicitation. ICMA reserves the right to award more or fewer awards than anticipated above.

All questions concerning this solicitation should be directed to the ICMA Senior Program Manager, Debra Perry, [dperry@icma.org](mailto:dperry@icma.org).

All communications must include the solicitation title, **ICMA/WindWise: Reducing Distributed Wind Soft Costs/2024 - 2027**, in the subject line.

No communication intended to influence this is permitted except by contacting the designated contact above. Contacting anyone other than the designated contact (either directly by the Respondent or indirectly through a lobbyist or other person acting on the respondent's behalf) in an attempt to influence this: (1) may result in a Respondent being deemed a non-responsive Respondent, and (2) may result in the Respondent not being awarded a contract.

This solicitation in no way obligates ICMA to award a subaward, nor does it commit ICMA to cover any expenses incurred in the preparation and submission of materials. The final scopes and budgets will be determined at a later stage.

ICMA bears no responsibility for data errors resulting from transmission or conversion processes. ICMA appreciates your responsiveness and looks forward to a mutually beneficial business relationship.

Sincerely,  
Debra Perry, Senior Program Manager

## **PURPOSE**

International City/County Management Association (ICMA) anticipates being awarded a [cooperative agreement with the Department of Energy \(DOE\) Wind Energy Technology Office \(WETO\) to launch a new program](#) in partnership with the World Resources Institute (WRI), the National League of Cities (NLC), the Cadmus Group, and the National Renewable Energy Lab (NREL). This new program will support localized distributed wind (DW) turbine deployments by incentivizing cities, towns and counties to take actions that reduce soft costs and grow local distributed wind markets. The program will be designed and implemented to likely integrate with SolSmart, an initiative that ICMA has helped develop and lead since 2016 in partnership with DOE and others (for more information about SolSmart, visit [www.SolSmart.org](http://www.SolSmart.org)). Communications, technical assistance and recruitment efforts for the two programs will be designed to help communities easily understand and navigate the process of receiving support and implementing actions that accelerate deployment of both solar and distributed wind.

The WindWise Team will develop a national outreach, training, technical assistance, and designation program that is focused on local governments and designed to reduce soft costs by raising awareness of DW and implementing best practices in permitting, zoning, planning, inspection, community engagement, and financing/incentives.

WindWise is a [Justice40](#) covered program and seeks to ensure that program benefits accrue to those people and places that have not traditionally benefited from federal funding and programming. Similar to the SolSmart Program, the WindWise Team will develop a DW designation program and support local jurisdictions to build their capacity and implement best practices. ICMA has established a goal of designating 200 jurisdictions by December 2026 of which at least 40% will be from disadvantaged communities. The WindWise Team will also develop a robust local government training program that serves at least 1000 local government officials of which 40% are from disadvantaged communities.

ICMA is seeking partners for two areas of focus. Respondents are invited to propose to support one or more of these focus areas and should clearly state this in their submission.

1. **Distributed Wind Training and Technical Assistance.** To build our team's capacity to provide training and technical support, particularly to rural local jurisdictions with high potential for distributed wind deployment, we seek to add partners with technical experience and qualifications in planning, zoning, permitting, and financing distributed wind. Qualified organizations will demonstrate experience providing training or technical assistance in distributed wind.
2. **Integration with SolSmart and other clean energy technologies as appropriate.** To better integrate WindWise and SolSmart programs, including designation criteria, training curriculum, technical assistance, outreach, and recruitment efforts, we seek to add partners who will participate in developing and implementing an Integration Strategy. This Strategy may be expanded to include other clean energy technologies as appropriate. Qualified organizations should have strong familiarity with SolSmart Program. The development of the Integration Strategy is

anticipated to occur from January - June 2024, with the implementation of these efforts ongoing through December 2026.

## **Scope of Work**

### **I. Activities**

The selected partners will engage in one or more of the following activities.

- Support the integration of key functions including contact database management, outreach, recruitment, and technical assistance across the SolSmart and WindWise Programs;
- Engage in outreach to key decision-makers in local governments to recruit participation;
- Provide targeted training to localities across the U.S. that are primed for DW growth;
- Provide technical assistance to support communities seeking to implement best practices in DW;
- Ensure project outcomes align with the Justice40 goals to bring at least 40% of program benefits to people and places that have not traditionally benefited from federal funding and programming;
- Provide direct virtual and in-person technical assistance to local governments, nonprofit organizations, and other technical assistance recipients;
- Lead and support public engagement including but not limited to local community organizing, attending virtual and in person meetings, public forums, workshops, strategic meetings with key stakeholders.
- Author technical reports, guidance, educational and training materials for public use.
- All selected partners will provide ICMA with quarterly progress reports and participate in annual and closeout reporting.

### **ELIGIBILITY**

Eligible entities for selection include both for-profit and nonprofit organizations, as well as community-based organizations, and academic institutions. Some travel is required. Successful organizations will be those whose qualifications include experience in one or more of the following areas.

- Distributed wind technologies
- Distributed wind project development
- Land use planning and zoning
- Technical assistance to municipalities and counties
- Stakeholder engagement
- Clean energy finance and
- Economic development
- Environmental justice
- Federal subaward management

## **ABOUT ICMA**

ICMA advances professional local government worldwide. Our mission is to advance professional local government through leadership, management, innovation, and ethics. ICMA provides member support, data and information, peer and results-oriented technical assistance, and training and professional development to more than 13,000 ICMA members, city, town, and county experts and other individuals and organizations throughout the world. The management decisions made by ICMA's members affect millions of individuals living in thousands of communities, from small villages and towns to large metropolitan areas.

ICMA is a 501(c)(3) nonprofit organization founded in 1914 that offers a wide range of services to its members and the local government community. The organization is an internationally recognized publisher of information resources ranging from textbooks and survey data to topical newsletters and e-publications. ICMA provides technical assistance to local governments in developing and decentralizing countries, helping them to develop professional practices and ethical, transparent governments. The organization performs a wide range of mission-driven grant and contract-funded work both in the U.S. and internationally, which is supported by federal government agencies, foundations, and corporations.

For more information regarding ICMA's programs and services, please go to [www.icma.org](http://www.icma.org).

## **SUBMISSION REQUIREMENTS**

Cover Letter (1 page)	<ul style="list-style-type: none"><li>• A letter transmitting qualifications must be signed by an officer of the firm authorized to bind the respondent as required by this solicitation.</li></ul>
Statement of Qualifications (3 page limit)	<ul style="list-style-type: none"><li>• Identify one or more of the focus areas stated above that you propose to support.</li><li>• Describe your organization's experience and expertise and how it aligns with the goals of the WindWise Program.</li><li>• Describe your organization's experience providing services like those requested in this solicitation. Projects involving proposed key personnel are preferred.</li><li>• Provide brief bios of all key personnel anticipated to participate in WindWise services. Include qualifications, skills, availability, and location of key personnel. (Additionally, please include CV/resume for each key personnel as attachments. Does not count toward the page limit)</li></ul>
Directly Relevant Experience (2 page limit)	<ul style="list-style-type: none"><li>• Provide at least three (3), but not more than five (5) examples of similar projects, including location, client, and type of work performed.</li><li>• For each project also include the contact name, phone number, e-mail address, and website address. References will be contacted as part of the evaluation process.</li></ul>

### **TYPE OF Agreement TO BE AWARDED**

Upon approval by DOE, ICMA anticipates issuing sub-agreements which would include scopes of work based on the mutually agreed upon subrecipient's activities, deliverables, reporting, tasks, etc. per the above areas of focus.

### **ANTICIPATED PERIOD OF PERFORMANCE**

ICMA expects the subawards to cover two budget periods and run until December 30, 2026 as per the anticipated cooperative agreement with DOE. The tentative Period of Performance would be as follows: Budget Period 1 January 1, 2024 to June 30, 2025 and Budget Period 2 is July 1, 2025-December 30, 2026.

### **EVALUATION AND AWARD PROCESS**

Offers will be evaluated based upon each qualification's ability to match the qualifications set forth in this solicitation.

- a. Section 1: Statement of Qualifications (40%)
- b. Section 2: Directly Relevant Experience (40%)
- c. Personnel (20%)

ICMA expects to negotiate with potential partners following the close of this RFQ process.

### **INSTRUCTIONS TO THE RESPONDENTS**

Respondents interested in providing the services described above should submit qualifications following the prescribed format in the Submission Requirements section of this RFQ. Adherence to the qualification format by all respondents will ensure a fair evaluation with regard to the needs of ICMA. Respondents who do not follow the prescribed format may be deemed non-responsive. Packages must be submitted electronically to ICMA Senior Program Manager, Debra Perry, [dperry@icma.org](mailto:dperry@icma.org), with a subject line noting the RFQ title and number found on page one of this solicitation. Please submit all documents as pdf. No phone calls please.

### **GENERAL CONDITIONS**

Qualification Submission - Late qualifications and qualifications lacking the appropriate completed forms will be returned. Faxed qualifications will not be accepted. Qualifications will not be accepted at any other ICMA location other than the email address above. If changes are made to this solicitation, notifications will be sent to the primary contact provided to ICMA from each Respondent. ICMA takes no responsibility for effective delivery of the electronic document. The vendor offer will be rejected if the vendor modifies or alters the electronic solicitation documents.

ICMA anticipates making one or more subawards under this solicitation and may request additional data or material to support the qualifications.

Limitation - ICMA reserves the right to accept or reject any or all qualifications received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in ICMA's best interest.

Disclosure Requirement - The Respondent shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each.

When a Respondent is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of ICMA after the award of a contract, ICMA may exercise its stop-work right pending further investigation, or terminate the agreement.

No Gifts - It is ICMA's Policy that no gifts of any kind and of any value be exchanged between respondents and ICMA personnel. Discovery of the same will be grounds for disqualification of the Respondent from participation in any ICMA's procurements and may result in disciplinary actions against ICMA personnel involved in such discovered transactions.

Equal Opportunity - In connection with the procurement of the specified services, the firm warrants that it shall not discriminate because of race, color, religion, sex, national origin, political affiliation, non-disabling physical and mental disability, political status, matriculation, sexual orientation, gender identity or expression, genetic information, status as a veteran, physical handicap, age, marital status or any other characteristic protected by law.

Small and Disadvantaged Businesses - ICMA shall use good faith efforts to provide contracting and procurement opportunities for SBD's. SDB categories include minority business enterprises (MBE), woman-owned business enterprises (WBE), small veteran and disabled veteran owned businesses, Historically Black Colleges and Universities (HBCUs), predominantly Hispanic Universities (HACUs), small businesses in Historically Under-utilized Zones (HUBZones) and private voluntary organizations (PVOs) principally operated and managed by economically disadvantaged individuals.

### **End of Request for Qualification**