



INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION
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REQUEST FOR PROPOSAL

Original Date Issued: September 24, 2026

Deadline for Questions: September 30, 2026 4pm ET

Closing Date: October 14, 2026 4pm ET

Anticipated Award Date: October 30, 2026

Subject: **Request for Proposal for 2026 Distributed Wind Technical Advisors**

The International City/County Management Association (ICMA) seeks proposals from eligible Respondents to serve as Technical Advisors to the Distributed Wind Smart Program (DWS). ICMA anticipates awarding 2-3 contracts 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 Debra Perry at dperry@icma.org as well as workwithus@icma.org.

All communications must include the solicitation title, **2026 Distributed Wind Technical Advisors**, in the subject line. No communication intended to influence this procurement is permitted except by contacting the designated contacts above. Contacting anyone other than the designated contacts (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 procurement: (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 contract nor does it commit ICMA to pay any cost incurred in the preparation and submission of a proposal.

ICMA bears no responsibility for data errors resulting from transmission or conversion processes.

ICMA appreciates your responsiveness and look forward to a mutually beneficial business relationship.

Sincerely,

Debra Perry, Program Director, Clean Energy

PURPOSE

ICMA leads Distributed Wind Smart (DWS), a national outreach, training, technical assistance, and designation program that focuses on local governments and supports implementation of the best practices in permitting, zoning, planning, inspection, and project development. This program is funded by the U.S. Department of Energy to remove barriers and reduce soft costs associated with distributed wind (DW) energy systems. DWS is modeled after our successful "SolSmart" Program and seeks to support at least 200 local governments to implement best practices over the next three years. DWS, SolSmart, and Charging Smart are all based on a similar program design and outreach, and communications are coordinated under the Energy Ready brand (see energy-ready.org).

ICMA seeks technical support from DW subject matter experts to serve as Technical Advisors. Technical Advisors will support the success of the DWS Program, ensure that the best practices promoted by the program are technically appropriate, and assist the DWS program to develop resources for local governments and related stakeholders that reflect current and best available information.

Eligible respondents include for-profit businesses, nonprofit organizations, and academic/research institutions. Respondents should clearly identify the subject matter expert (SME) who will serve as the DWS Technical Advisor and whose qualifications include DW expertise and firsthand experience in related topics such as project development, siting, permitting, codes and standards, zoning, utility engagement, and DW policy.

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 14,000 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.

SCOPE OF WORK

ICMA anticipates hiring multiple Technical Advisors to adequately cover the range of technical topics necessary to support a successful DWS program. Respondents should identify and demonstrate direct experience and technical qualifications in one or more of the following topics: DW technologies, project development and implementation, siting, permitting, codes and standards, zoning, utility engagement, and DW policy. ICMA seeks Technical Advisors who bring firsthand experience in DW project implementation.

Technical advisors will have an anticipated contract term of one year (November 2026-November 2027) with the potential to extend an additional year. DWS Technical Advisors are anticipated to spend approximately 10-15 hours per month on tasks related to DWS, but this will vary by month.

Specific tasks will include but are not limited to the following:

1. Serve as a program advisor on the technical advisory committee (TAC) with the expectation of attending six to eight meetings per year with some preparation and follow-up.
2. Advise ICMA on current best practices for local governments related to DW (best practices are distilled into program “criteria” and organized into a program guide that defines how a local government can earn designation). Technical advisors help to identify and articulate best practices and define the requirements for local governments to demonstrate implementation of best practices in order to earn designation and national recognition.
3. Participate in two to four webinars or virtual training sessions as a DW subject matter expert, including development and presentation of slides. Sessions are anticipated to be 60-90 minutes and include at least two preparation meetings.
4. Review and comment on technical resources developed for the program which may include zoning recommendations, resources related to wind certification and safety, codes and standards, permitting and inspection, and related topics.

DELIVERABLES

Anticipated deliverables are outlined below:

- Complete quarterly reports throughout the duration of contract to include documentation of participation in quarterly TAC meetings and any additional feedback or input on topics discussed.

- For technical document review (task 4 listed above) provide written comments and participate in 1-hr meeting to discuss feedback. Written comments are typically due within 2 weeks of receiving a draft.
- Provide ICMA with copies of presentation materials from webinars.

SUBMISSION REQUIREMENTS

Section 1. Company profile	• Please provide a brief description (1 page max) of your company including a list of your company's range of relevant services, information on company size, number of employees, and annual revenue.
Section 2. Statement of Qualifications	• Brief description of qualifications, skills, availability, and location of subject matter expert proposed to serve as Technical Advisor to DWS. Please include CV/resume for the proposed Technical Advisor (CV does not count toward the page limit) • Summarize the availability of the SME to devote time to this contract and what other projects this person(s) undertakes at the same time. Please describe any limitations to their availability to start in November 2026. • A description of experience providing services similar to those requested in this solicitation, including presentations and educational programming, review and contribution to reports and guidance documents.
Section 3. Technical Areas of Expertise	• Respondents should clearly identify specific technical areas they are most familiar with and qualified to address in technical reviews and public presentations. Topics may include but are not limited to: DW technologies, project development, siting, permitting, codes and standards, zoning, utility engagement, and DW policy. ICMA seeks to select a set of Technical Advisors that cover a diversity of the technical areas described above. Final selection will consider the total number of technical areas covered across the selected Technical Advisors.
Section 4. References	• At least three (3) examples of relevant work that included significant contributions by the proposed SME; • For each project, include contact name, phone number, e-mail address, and website address. References will be contacted as part of the evaluation process.
Section 5. Pricing	Provide an hourly rate for each Technical Advisor proposed and describe any other non-labor related expenses required to execute the tasks described above.

	Please be advised that ICMA is cost-conscious about procuring outside services.
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TYPE OF CONTRACT TO BE AWARDED

ICMA anticipates issuing a fixed price contract based on a quarterly payment schedule with defined quarterly deliverables.

CONTRACT TERM AND DELIVERY DATES

ICMA expects this contract term to run from November 2026 through November 2027 with the potential to extend up to 12 additional months. Final deliverables schedule will be negotiated upon award.

EVALUATION AND AWARD PROCESS

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

- a. Section 1. Company Profile (10%)
- b. Section 2. Statement of Qualifications (20%)
- c. Section 3. Technical areas of expertise (40%)
- d. Section 4. References (10%)
- e. Section 5. Pricing (20%)

ICMA reserves the right to award under this solicitation without further negotiations. The respondents are encouraged to offer their best terms and prices with the original submission.

INSTRUCTIONS TO THE RESPONDENTS

Respondents interested in providing the services described above should submit a proposal following the prescribed format in the Submission Requirements section of this RFP.

Adherence to the proposal 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. A letter transmitting the proposal must be signed by an officer of the firm authorized to bind the respondent as required by this solicitation.

1. Transmission letter
2. Package no more than 5 pages excluding CV's or resumes and required forms
3. Completed and signed required forms (completed online per instructions below).

Packages must be submitted electronically to Debra Perry at dperry@icma.org as well as workwithus@icma.org with a subject line noting the RFP title and number found on page one of this solicitation. No phone calls please.

Applications received after the closing date stated on the top of page 1 will be rejected.

APPENDICES (REQUIRED ONLINE VENDOR FORMS)

ICMA
Vendor/Supplier
Form



Mobile QR
Code

ICMA Vendor
Application



Mobile QR
Code

ICMA Direct
Deposit Form



Mobile QR
Code

GENERAL CONDITIONS

Proposal Submission - Late proposals and proposals lacking the appropriate completed forms will be returned. Faxed proposals will not be accepted. Proposals 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.

Contract Award - ICMA anticipates making 2-3 award(s) under this solicitation. It may award a contract based on initial applications without discussion or following limited discussion or negotiations. Each offer should be submitted using the most favorable cost and technical terms. ICMA may request additional data or material to support applications. ICMA expects to notify Respondents in approximately 1 month from the proposal due date whether your proposal has been selected to receive an award.

Limitation - This solicitation does not commit ICMA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. ICMA reserves the right to accept or reject any or all proposals 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.