

## **Statement of Work**

**– DRAFT –**

The National Geothermal Collaborative (NGC) has engaged Exeter Associates, Inc., in conjunction with Sustainable Energy Advantage LLC and Wisser Consulting (hereafter, the consultants) to provide a report on Renewable Portfolio Standards (RPS), a state requirement that load serving entities provide their customers with a percentage of energy from eligible renewable resources. Exeter Associates, Inc., will serve as the prime contractor, and Sustainable Energy Advantage LLC and Wisser Consulting will be subcontractors to Exeter Associates, Inc. Kevin Porter of Exeter Associates, Inc., will serve as the primary contact for the NGC.

The consultants will work with the NGC's RPS Working Group as they author a report on state-level renewable portfolio standards. The consultants will compile what is known about RPS systems – how they work, when they break down, how and where RPSs have been successful and criticisms of RPS. The consultants will use this information to set criteria for determining whether a state's approach is successful and will evaluate RPS using the criteria. Finally, the consultants will formulate specific recommendations for the future.

### **Report Content and Outline**

The first portion of the report should be a comprehensive introduction to RPS, including a state by state summary of the current use of RPS. This section of the report should also speak directly to the way each RPS system addresses geothermal power. The consultants will emphasize states with RPS policies that include geothermal resources and cover both regulated and unregulated states. The document will include a brief discussion of other incentives and actions that are aimed at accomplishing the same thing as RPS, such as integrated resource planning, green pricing and green power marketing.

The second section of the report should develop criteria for judging whether any particular RPS is or is not likely to be successful. Once the criteria are in draft form, the consultants and the RPS subcommittee will meet by conference call to finalize the criteria.

The third section of the report will apply the criteria. This portion of the report will constitute an evaluation of existing RPSs, comparing each RPS to the criteria and pointing out the failures and successes in each state. The consultants' work should be augmented by a total of approximately twelve interviews with RPS supporters and detractors for their evaluation of state RPS policies, as well as to receive feedback on the consultants' proposed criteria so that the criteria are likely to enjoy wide acceptance. The consultants will produce a draft list of interviewees. Through e-mail and conference calls, the RPS Working Group will review and offer advice on the interview list. If appropriate, the consultants will use the same supporters and detractors to offer their evaluations and supplement the consultants' own evaluation.

The fourth portion of the report should be an analysis and synthesis to produce a set of responses to the criticisms and a recommended set of principles that should guide stakeholders and policy makers in the future. The consultants and the RPS Working Group will meet by conference call when this section is in draft form. This portion of the report should address the role for geothermal energy in any RPS system. Finally, the report should address the usefulness of credit trading as part of an effective RPS system.

The RPS Working Group will meet via conference call with the consultants on Friday, December 6<sup>th</sup> to begin the project and answer any final questions before the consultants begin work.

The first draft of the report must arrive at RESOLVE by February 28, 2003 (Task 1). The report should be approximately 30-40 pages, exclusive of references and appendices.

## Task List and Deadlines

The consultants will perform the following tasks.

<u>Task</u>	<u>Due No Later Than:</u>
1. <u>Initial Conference Call</u> – The consultants describe the approach and anticipated challenges in completing the report and seek clarification where needed. The consultants, RESOLVE and the RPS Working Group to participate.	December 6 <sup>th</sup>
2. <u>Three Interim Conference Calls</u> – The consultants distribute the outline prior to the first conference call; the consultants distribute the draft criteria (section 2 of the report) and a suggested list to stakeholders to interview (section 3 of the report) prior to the second conference call; the consultants distribute draft principles (section 4 of the report) prior to the third conference call. The consultants, the RPS Working Group and RESOLVE will participate in the calls.	Dec 20 <sup>th</sup> – outline Second and third call dates to be determined
3. <u>First Draft</u> – The consultants submit the first draft to RESOLVE for circulation to the RPS Working Group.	Feb 28 <sup>th</sup>
4. <u>Presentation</u> – The consultants travel to Denver, Colorado, to present and refine the report with the Working Group.	March 4 <sup>th</sup>
5. <u>Final Draft</u> – The consultants submit to RESOLVE the final draft of report, incorporating comments from the RPS Working Group.	April 5 <sup>th</sup> If the extent of the comments is such that additional time is needed to address them, the authors and the RPS Working Group will alter this deadline during the March 4 <sup>th</sup> meeting.
6. <u>Distribution to the NGC</u> – The RPS Working Group and RESOLVE submit the report to the NGC Steering Committee.	April 11 <sup>th</sup>
7. <u>Presentation</u> – The consultants travel to Denver, Colorado, to present the report to the NGC Steering Committee; NGC Steering Committee discuss the report content, take action on the report and discuss dissemination.	April 22 <sup>nd</sup>

## Contracting

RESOLVE will pay the consultants for labor at rates listed in Table 1. Exeter Associates, Inc., will submit monthly invoices to RESOLVE until the project is completed. In addition, the consultants will be reimbursed for travel expenses (hotel, meals and transportation) up to a ceiling of \$4,400 for traveling to Denver, Colorado for two meetings to present the results. The consultants will comply with lodging and daily per diem limits as specified in Federal Travel Regulations. In sum, the consultants' compensation for labor and expenses will not exceed \$45,355.

**TABLE 1**

### **LABOR RATES AND PROJECT BUDGET**

Robert Grace, Sustainable Energy Advantage	\$165/hour
Ryan Wiser, Wiser Consulting	\$140/hour
Steven Estomin, Exeter Associates, Inc.	\$140/hour
Kevin Porter, Exeter Associates, Inc.	\$120/hour
Chase Kappel, Exeter Associates, Inc.	\$ 60/hour
Labor Budget	\$40,955
Travel	4,400
Total	\$45,355

Kathleen Rutherford will serve as the primary RESOLVE contact for questions and/or additional guidance. She may issue technical direction within the Statement of Work; however, she may not alter the tasks within this SOW without consultation with the RPS Working Group and with the consultants.

Should the work necessitate any changes to the budget, the consultant must indicate these clearly to the RPS Working Group through RESOLVE. Changes will be made to the Consultant Work Authorization through the issuance of a modification to that document. Work shall not proceed past the authorized thresholds until the appropriate documentation has been properly executed by both the service provider and RESOLVE.

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Kathleen Rutherford, RESOLVE

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Steven Estomin, Exeter Associates, Inc.

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