



Request for Proposal

Industry Matching Program

Distributed: May 11, 2010
Responses Due: April 30, 2011



Oregon Wave Energy Trust
P.O. Box 8626
Portland, Oregon 97207
(503) 503.729.225

May 11, 2010

RE: Request for Proposal (RFP)

Dear Potential Partner:

The Oregon Wave Energy Trust (OWET) has attached for your consideration an RFP for the Industry Matching Program. The solicitation will be available beginning May 6, 2010 and closes April 30, 2011, or until all funds have been committed.

There are two options within the grant program, commercial scale project development grants and feasibility study grants. There is \$500,000 available in total for the OWET matching grant program, with \$300,000 available for commercial scale projects and up to \$200,000 available for feasibility studies. Individual grants for feasibility studies will not exceed \$50,000, and individual grants for commercial scale projects will not exceed \$150,000. Proposals will be evaluated quarterly. Applicants must meet the eligibility criteria and program requirements. Please include this completed and signed document with a completed application.

To ensure comparability of RFP responses, guidelines regarding the format of responses are detailed in the RFP. We require that all applicants adhere to these guidelines as failure to do so may disqualify your bid.

Thank you for your interest.

Sincerely,

A handwritten signature in black ink, appearing to read "J Busch", is written in a cursive style.

Jason Busch
Executive Director
Oregon Wave Energy Trust



About Oregon Wave Energy Trust

Oregon Wave Energy Trust (OWET) is a nonprofit public-private partnership funded by the Oregon Innovation Council. Its mission is to support the responsible development of wave energy in Oregon. OWET emphasizes an inclusive, collaborative model to ensure that Oregon maintains its competitive advantage and maximizes the economic development potential of this emerging industry. Our work includes stakeholder outreach and education, policy development, environmental assessment, applied research and market development.

RFP Background

The following outlines the program criteria and options for developing a matching grant program for wave energy projects in Oregon. The solicitation will be available beginning May 6, 2010, and closes April 30, 2011, or until all funds have been committed.

There are two options within the grant program, commercial scale project development grants and feasibility study grants. There is \$500,000 available in total for the OWET matching grant program, with \$300,000 available for commercial scale projects and up to \$200,000 available for feasibility studies. Individual grants for feasibility studies will not exceed \$50,000, and individual grants for commercial scale projects will not exceed \$150,000. Proposals will be evaluated quarterly. Applicants must meet the eligibility criteria and program requirements. Please include this completed and signed document with a completed application.

Applicant Eligibility and Program Requirements:

- Project will be sited within Oregon State Boundaries (north and south), not exceeding 12 nautical miles, and connected to an Oregon based electric utility company.
- Projects intending to qualify for the commercial project development funds must be intended to be connected to the utility grid, and must have submitted a Preliminary Application Document (PAD) or equivalent to the proper federal authority.
- Commercial scale projects are eligible to be awarded up to \$150,000 per commercial site.
- Feasibility studies are eligible to be awarded up to \$50,000.
- Matching funds will be distributed upon proof of industry expenditure towards the project.
- Costs incurred prior to May 3, 2010 are not eligible.
- Applicant will be subject to contract terms including reporting requirements and audit procedures developed by OWET.
- All OWET funded components of any project will be accessible to the public.
- Use of local contractors and businesses is preferred.
- Qualified expenditures include the following:
 1. Costs of preparing Federal license application.
 2. Costs of environmental baseline and monitoring programs.
 3. Other costs associated with license/lease acquisition.
 4. Feasibility studies – matching the definition below.
- Preference will be given to companies with demonstrated expertise and experience.
- All financial awards are subject to Board approval.

A feasibility study is a site-specific study of a wave energy project that addresses the essential question of whether or not a project is possible and likely to take place.



Examples of eligible feasibility studies may include:

- Initial energy resource assessments
- Siting and permitting requirements
- Environmental impact assessments
- Transmission and interconnection issues
- Ownership structure and funding mechanisms
- Project costs and economic viability
- Financial incentives
- Available output contracts and price
- Fatal flaw analysis

Your project may be in the first stages of determining what is possible at a given site, or it may be a fully scoped project idea with a specific feasibility issue. Both of these feasibility needs are eligible under the OWET matching grant program.

Please indicate to which program you are applying (commercial or feasibility):

I hereby declare that this project meets all the applicant eligibility requirements and criteria, and I agree to the terms of the application process and matching requirements as outlined above.

Authorized Signature: _____

Name of Signatory: _____

Position: _____

Name of Company: _____

Date: _____



**APPLICATION FOR INDUSTRY MATCHING FUNDS
OREGON WAVE ENERGY TRUST
WAVE ENERGY DEVELOPMENT PROGRAM
[COMMERCIAL SCALE PROJECT OR FEASIBILITY STUDY]**

[TITLE OF THE PROJECT]

SUBMITTED BY:

[NAME]

[BUSINESS NAME]

[ADDRESS]

[CITY, STATE, ZIP]

[TELEPHONE]

[DATE]



INSTRUCTIONS: Although some questions may not apply to your project, please provide as much information as possible.

(1) Project Summary

Location:

County:

Owner/Developer:

Project Life:

Investment:

Number of Wave Energy Converters:

WEC Type:

Rated Capacity:

Deployment Date:

Grid Connection:

Minimum Water Depth:

Max Footprint:

Configuration:

Distance from Coast:

Bottom Type:

Agreements and Permits: *Please explain the status of project as it relates to commercial demonstration. Identify all agreements and permits required to construct the project and their current status.*

Agreement/Permit

Status

Energy Assessment: *Describe the amount of energy expected to be generated from the wave resources utilized in this project.*



(2) Company Information

Operation Description: *Describe your business operation and the relationship of this project to the operation. Also, provide breakdown of ownership interests in the operation and/or proposed project. Describe ownership, including a list of individuals and/or entities with ownership interest, names of any corporate parents, affiliates, and subsidiaries, as well as a description of the relationship, between these entities.*

Personnel: *Identify and describe the qualifications of project managers, key consultants and sub-contractors (name, position, qualifications, etc.).*



(3) Financial Information

Project Economic Assessment: Describe financial performance of the project. Attach or refer to project financial statements (i.e., current balance sheet and income statement, pro forma financial statements reflecting capital costs, start up and operations of business financed by the program).

Detailed Budget: Using the excel template below, complete the spreadsheet showing all sources of capital for completing the project. This template can be edited by double clicking on it and working in it directly. The existing numbers are only for example.

Matching Funds Worksheet
Section 9006 Grant Application
Project Applicant

Source of Funding:	Amount (\$)	Contact Information for Lenders
Total Project Cost	\$500,000	
Applicant	\$60,000	
Other Equity Investors		
Investor A	\$40,000	Bob Smith, 100 Main Street, Rural, WI 50000, 507-222-2222
Investor B		
Investor C		
Total Equity	\$100,000	
Lender A	\$250,000	
Lender B		
Total Debt	\$250,000	
In-Kind Contributions	\$50,000	
USDA Grant	\$100,000	
As Percentage of Project Cost	20%	



(4) Project Development

Logistics

Please explain how local contractors or businesses would be utilized for your project.

Equipment Procurement Plan: *Briefly describe source and availability of the required equipment for the project (include a copy of the manufacturer's equipment sheet if available).*

Equipment Installation Plan: *Briefly describe the plan for site preparation and equipment installation.*

Operations and Maintenance Plan: *Briefly describe operations and maintenance requirements, including major rebuild requirements and major component warranties (if applicable).*

Project Decommissioning Plan: *Briefly describe the plans for dismantling project at end of the project's life.*



(5) Task Description and Funding Request

Matching Funds Itemization: *Using the table below, provide a detailed project timeline with key milestones that will be accomplished with the requested OWET funding. The tasks listed are examples; this table may be edited by entering information directly into it.*

TASK	MILESTONE	COMPLETION DATE	OWET FUNDS	MATCH FUNDS	TOTAL FUNDS
FERC License Application					
Environmental Monitoring					
		TOTALS			



(6) Feasibility Study Description

Please provide a narrative of the feasibility study proposal and address the following issues. Do not exceed five (5) pages.

- *Generally describe the scope of the study and specific deliverables to be provided.*
- *What questions will be answered to determine whether or not the project is feasible? (What is the overall study goal: a price point? Technical design? Approval of utility or local authority?)*
- *What data will be collected and analyzed to answer these questions?*
- *What specific activities will be undertaken to accomplish the study? Offer a rationale for the depth and breadth of the study.*
- *What is the timeframe for the study (anticipated start and end dates) and what are the key factors affecting the timeframe? At what stage is the project development currently?*
- *What is the estimated cost of the study? Provide a budget estimating the amounts and sources of financial support for the project and anticipated expenses.*
- *List any known or anticipated challenges to study and project completion.*
- *The names, contact information, and relevant backgrounds of all key representatives and consultants working on the study.*

The Proposal Narrative must provide a proposed Scope of Work that can be placed into a contract upon award.



OREGON WAVE ENERGY TRUST
OWET INDUSTRY MATCHING PROGRAM
SIGNATURE PAGE

I hereby declare that all factual information provided in this application as well as the accompanying information reflects the status of affairs as at the date of submission. I shall inform the Oregon Wave Energy Trust immediately if there are any subsequent changes to the information in the application.

Authorized Signature: _____

Name of Signatory: _____

Position: _____

Name of Company: _____

Date: _____

3.3.4 Proposed Scope of Work