

Request for Proposals

Capital Region Offshore Wind Industry and Supply Chain Analysis



Albany, NY
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Center for Economic Growth
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www.ceg.org

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Capital Region Offshore Wind Industry and Supply Chain Analysis

1.0 Purpose

The intent of the analysis is to identify existing strengths and capabilities related to the offshore wind industry and support efforts to attract and grow the sector's supply chain in New York's Capital Region. The results will provide insights into unique industry qualifications and an in-depth assessment of manufacturers currently located in the Capital Region who could potentially adapt their operations and/or products and services to become suppliers to the offshore wind industry as well as gaps in the supply chain that could be filled by existing or new manufacturers.

The Center for Economic Growth (CEG) is working in partnership with the Capital Region District Planning Commission (CDRPC) to undertake this project.

2.0 Background Info

About CEG

Established more than 30 years ago, [CEG's](#) mission is to drive economic growth. CEG accomplishes its mission by proactively marketing the region and developing and implementing strategies that attract investment and talent. CEG works to grow manufacturing, technology, and workforce capabilities, leverage industry clusters, and further develop the region's the entrepreneurial ecosystem. It prepares the region to compete and proactively brings partners together to collaborate across public organizations, the private sector, and academia to facilitate. As a regional organization, CEG plays a critical role in convening stakeholders to move high-impact projects forward and is uniquely positioned to take an 8-county macro view. Through CEG's Business Growth Solutions (BGS) team, CEG services small to medium sized companies (SMEs) across several industries. Serving as a Technology Development Center and the Regional Manufacturing Extension Partnership (MEP) center, part of the New York State MEP, a program of the National Institute of Standards and Technology (NIST), CEG has helped drive nearly \$900 million in impact for SME's over the past 18 years. Because of this critical role, BGS will be on the front lines of implementing the output from this analysis.

About CDRPC

[CDRPC](#) was established as a regional planning board in 1967 by a cooperative agreement among the counties of Albany, Rensselaer, Saratoga, and Schenectady. Its original purpose was to perform and support comprehensive planning work, including surveys, planning services, technical services, and the formulation of plans and policies to promote sound and coordinated development of the entire Region. Over time, the mission of the Planning Commission evolved in response to changes in the Region's needs, funding sources, organizational structures, and information technology. While continuing to provide a wide variety of comprehensive planning services, CDRPC has also assumed the functions of Data and Information Center, Economic Development District, Foreign-Trade Zone Administrator, Sustainable Communities Hub (Clean Energy Communities, Climate Smart Communities, Clean Heating and Cooling), and Water Quality Manager.

CEG and CDRPC are seeking proposals from qualified and experienced firms to create an offshore wind industry and supply chain analysis for the Capital Region. The selected consultant will have experience conducting similar studies and developing recommendations with measurable goals, objectives, and actions.

OSW Industry Overview, including the State of New York and the Capital Region

New York State is leading the nation with its goal to develop 9,000MW of offshore wind by 2035, which is critical to meeting its aggressive goal of 70 percent renewable electricity by 2030.

Anchored by Albany, New York's Capital Region is emerging as the manufacturing hub for component parts to serve the offshore wind industry in New York State and beyond. The Port of Albany is developing the nation's first offshore wind tower manufacturing facility in partnership with Equinor and Marmen/Welcon. The region is also realizing investments by Equinor in gravity-based foundations at the Port of Coeymans and by Ørsted/Eversource in the fabrication of secondary steel pieces.

Home to New York's northern-most, year-round seaport with critical rail connections and located at the nexus of Interstates 87 and 90, the region provides strategic access to multi-state supply chains. New York's Capital Region has the manufacturing capability, port infrastructure, R&D assets, adaptable workforce, and sites to support the offshore wind industry.

Geographic Study Area

The Capital Region is an eight-county region that includes Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren, and Washington counties. The region spans 5,336 square miles. Additional information on the region is available [here](#).

3.0 Scope of Work

The selected consultant will help CEG and CDRPC develop an offshore wind industry and supply chain analysis for the Capital Region. The consultant will engage with manufacturers and other stakeholders as necessary to complete the study.

A. Components

- 1) Determine the offshore wind supply chain market opportunity related to the Capital Region
- 2) Determine an inventory of Capital Region manufacturers that are already participating in the wind industry
- 3) Develop a profile inventory of manufacturing companies that could adapt their operations and/or products and services to become suppliers to the offshore wind industry
- 4) Conduct an extensive NAICS Code evaluation
 - a. Sources could include D&B, Industry Select, Hoovers, Thomesnet, CEG, etc.
- 5) Cross reference the inventory with Supply Chain Databases, including
 - a. Business Network for OSW
 - b. NYSERDA
 - c. Orsted
 - d. Other
- 6) Revise CEG's existing intake form and conduct outreach to manufacturers to verify operations and qualifications (for instance - size, revenue, level of automation, current certifications, current industries served, equipment)
- 7) Cross reference list with OEM and developer requirements and prioritize manufacturers
- 8) Identify barriers to entry for manufacturers looking to participate in offshore wind industry procurements and industry development
- 9) Identify gaps in the regional supply chain
- 10) Recommend policies / programs to reduce risks for small to medium sized manufacturers based on suppliers terms and conditions

- 11) Draft measurable goals, objectives, and actions to guide CEG and its partner organizations towards achieving their objectives
- 12) Use the supply chain analysis conducted to document a roadmap such that similar studies can be implemented in other regions of New York State

B. Competitive Industry and SWOT Analysis

- 1) Priced separately for consideration by CEG and CDRPC as a potential addition to the scope - Complete a competitive industry and SWOT analysis including a benchmarking and best practices analysis of specific regions (identify up to three locations in collaboration with CEG and CDRPC) in New York and/or along the east coast with recommendations to inform strategies that can be implemented to further develop the offshore wind industry in the Capital Region.

4.0 Budget

Please provide a schedule of costs, including all expenses and estimated hours of completion for the components outlined in the RFP.

5.0 Schedule

RFP Available: August 20, 2021

Proposals Due: September 13, 2021

Optional Interviews: September 20 – September 24, 2021 (at the discretion of CEG and CDRPC)

Consultant Selected: no later than September 28, 2021

Contract Executed and Start Work: no later than October 5, 2021

Completion of Draft: December 20, 2021

Overall Project Completion Date: January 17, 2022

6.0 Submission Requirements

CEG and CDRPC requests the following items from all respondents to this RFP:

- 1) A formal written presentation of qualifications of the consulting team, including:
 - a. List of officers, directors, and partners of the firm
 - b. List and resumes of the project manager and all project team members that will work on this assignment
 - c. List of any professionals not associated with the respondent to be used as sub-consultants on the project, their qualifications, resumes, and contribution to the project
 - d. A description of the consultant's current level of activity and the resources available to complete the project on schedule
 - e. A description of representative assignments completed by the consultant in the past five years, particularly those contracts that are relevant to this engagement
 - f. List of at least five clients served within the past three years who can be contacted as references – including the names of the individuals, website addresses, telephone numbers, and email information
- 2) A formal written proposal and work plan that includes:
 - a. A clear demonstration of the consultant's understanding of the scope of work outlined in this RFP
 - b. A clear demonstration and statement that the consultant has the necessary staff experience and availability to complete the scope of work professionally and in accordance with the project completion date

- c. A clear explanation of the firm's experience in preparing a similar type of industry and supply chain analysis
- d. Evidence of a record of performance by the firm to complete projects professionally, on time, and within the project budget
- e. An explanation of the approach that will be used by the consultant to prepare an industry and supply chain analysis, including the data resources that will be used, methods for data collection, analysis, and confirmation, field work which will be complete, and the process that will be used for presentation of preliminary and final information
- f. A clear presentation and examples of how the inventory and its associated information will be organized and delivered
- g. The anticipated timetable, staff hours and assignments, and budget needed for the completion of the scope of work and optional competitive assessment/SWOT analysis
- h. A proposed organizational chart for the project including the names and titles of all staff that will work on this assignment; include the organizational chart, the proposed staffing allocation (including support staff) that will be used to ensure the project tasks are accomplished in a timely manner
- i. Any other information that the respondent wishes to provide CEG and CDRPC in the consultant selection process

7.0 Schedule of Fees

The breakdown of all fees and the allocation of hours must be presented by task in the Scope of Work, Section 3.0.

CEG and CDRPC expects the project funding to be sufficient to complete the scope of work as outlined in Section 3.0.

8.0 Proposal Evaluation and Selection

All proposals will be evaluated by CEG and CDRPC. The consultant selection will be based upon the relevant technical expertise of the firm and staff assigned to work on the project, a clear demonstration of the respondent's understanding of the project scope of work, the quality of the proposed final presentation for use by CEG and CDRPC.

No oral presentations will be required as part of this request for proposal process, however, respondents may be contacted directly by CEG and CDRPC for additional information or for the clarification of any information presented. Additionally, there may be an informal interview process with the finalists.

9.0 Award and Contract

CEG and CDRPC reserve the right to reject any or all proposals that are submitted in response to the RFPs.

CEG and CDRPC reserve the right to change the scope of work requested in this RFP during any phase of this project. Any change in the scope of work may result in a proportionate change in fee and project schedule. Any change in fee and schedule shall be negotiated to the mutual satisfaction of CEG and CDRPC and the consultant and will be reflected in a written amendment to the contract documents that are executed by both parties.

Any expenses incurred by the respondent in the preparation of a proposal shall be borne by the submitting firm with the express understanding that the respondent shall not apply to CEG and CDRPC for the reimbursement of any such expenses. CEG and CDRPC shall not be responsible for the return of any proposal which have been submitted in response to the RFP and shall be free to dispose of any such submittals as it sees fit.

10.0 Compliance

Partial funding for this project was provided from the US Department of Commerce, Economic Development Administration through the CARES Act funding. All work must comply with all federal laws and statutes.

11.0 Other Conditions of the Contract

- 1) Documents – All electronic and hard copy reports and documents prepared by the consultant under the provisions of this RFP and contract shall be the property of CEG and CDRPC.
- 2) Payment – All payments will be made by CEG and CDRPC to the consultant on a timely manner. These payments shall be condition upon the completion, acceptance, and approval of all of the consultant’s work by CEG and CDRPC. As noted in this RFP, all consultant work on this project must be entirely complete by January 17, 2022. No payments will be made for work completed after January 17, 2022.
- 3) Insurance – The consultant will be required to carry and show evidence through a certificate of insurance that the following coverage is in place:

<u>Type</u>	<u>Coverage Amounts</u>
NYS Workers Compensation	New York Statutory Requirements
General Liability	\$2 million combined single limit
Automobile (hired and non-owned auto)	\$2 million

CEG and CDRPC will be named additional insured on the consultant’s general liability and automobile insurance policies.

12.0 Submission Procedures and Deadlines

The deadline for the submission of a proposal in response to this RFP is September 13, 2021. All proposals must be received digitally, via email, by 3pm on the deadline date at michaell@ceg.org and katien@ceg.org. A returned email from michaell@ceg.org or katien@ceg.org will confirm receipt on September 13, 2021, by 3:30pm.

13.0 Contact

The contact person for respondents to this RFP is:

Michael Lobsinger

Senior Vice President – Business Growth Solutions

Capital Region Manufacturing Extension Partnership – Center Director

Center for Economic Growth (CEG)

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Helpful Resources

- Regional Information, CEG [Website](#)
- Regional Offshore Wind Information, CEG OSW [Webpage](#)
- Regional Industry Sector [Information](#), including Offshore Wind
- CEG Offshore Wind Virtual [Summit](#)
- NYSERDA Offshore Wind [Resources](#), including Supplier Database, Fact Sheets, and Master Plan
- Local News Sources [Albany Business Review](#) and [Times Union](#)