

## **REQUEST FOR PROPOSAL (RFP)**

### **Paralegal Services – Northwest Hydroelectric Association (NWhA)**

### **Hydropower-Related Legislative and Regulatory Developments in Alaska, California, Idaho, Montana, Oregon, and Washington**

**Issue Date:** September 24, 2026

**Proposal Due Date:** October 12, 2026

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#### **1. Overview of the Organization**

NWhA is a 501(c)(6) nonprofit organization focused on uniting passionate hydropower leaders through knowledge sharing and collaborative networking, so that together we are the recognized authority on hydropower for our Northwest communities. We seek proposals from qualified paralegals to provide part-time, limited-term support in tracking hydropower-related legislative and regulatory developments affecting northwestern states.

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#### **2. Purpose of the RFP**

The purpose of this RFP is to engage an experienced paralegal who can identify, monitor and summarize state legislative and regulatory developments that may impact hydropower, including but not limited to:

- Water rights
- Water quality, particularly temperature
- State water quality certification

The focus will be on northwestern states (Alaska, California, Idaho, Montana, Oregon, and Washington).

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#### **3. Term and Budget**

- **Term:** One-year engagement from the date of execution of the service agreement, with the possibility of extension subject to performance and funding.
- **Compensation / Budget Cap:** Total compensation not to exceed **\$15,000** for the one-year term.
- **Structure:** The budget may be structured on an hourly, flat-fee, or hybrid basis, but in all cases the total compensation must not exceed \$15,000.

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#### **4. Scope of Work**

The selected paralegal will work under the general direction of the General Counsel (or designee) and will perform the following services:

##### **4.1 Monitoring and Tracking**

- **State legislative activity**, including introduced, amended, and enacted bills related to water rights, instream flows, hydropower regulation, and related environmental/energy issues; and legislative interim committee hearings, work sessions, or study topics relevant to hydropower during periods when the legislature is not in regular session.
- **State agency rulemaking and administrative action**, including:

- Proposed and adopted administrative rules affecting hydropower licensing, water right permitting, or water quality certification (e.g., notices of proposed rulemaking, public comment periods, and adopted rule text);
  - State implementation of EPA's Temperature Total Maximum Daily Load requirements as they affect hydropower operations;
  - Section 401 water quality certification proceedings and related agency guidance affecting FERC-licensed or FERC-relicensed hydropower projects;
  - Significant agency orders, permit decisions, or guidance documents with precedential effect on hydropower operators.
- **State water rights statutes and administrative guidance**, including judicial decisions interpreting water rights or hydropower-related regulation in the designated states.

## 4.2 Reporting and Summaries

- Prepare a concise written tracking chart, updated regularly that includes:
  - Key developments, deadlines, and trends.
  - Identification of upcoming public comment opportunities, hearings, or deadlines of interest.
  - Matter name, jurisdiction, agency or court, key dates, status, and next steps.
  - Links to source documents where available (e.g., dockets, orders, statutes).

## 4.3 Coordination and Communication

- Participate in periodic check-in calls or virtual meetings (frequency to be agreed upon, e.g., monthly) with General Counsel and Executive Director.
- Respond in a timely manner to targeted research or tracking requests within the agreed budget and scope.
- Flag time-sensitive developments promptly (e.g., new rulemakings, comment deadlines, major decisions).

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## 5. Qualifications

Proposers should have:

- Demonstrated experience as a paralegal, legal assistant, or similar role, preferably with:
  - Water law, environmental law, administrative law, or energy law.
  - Familiarity with hydropower licensing or water rights adjudications is strongly preferred.
- Strong legal research skills.
- Experience working with:
  - State agency dockets and regulatory filings.
  - State legislative websites or dockets.
- Excellent written communication skills, including the ability to prepare clear, concise, and well-organized summaries for a non-technical audience.
- Strong organizational skills and attention to detail.
- Ability to work independently, meet deadlines, and handle multiple tasks concurrently.

- Access to reliable internet and standard office technology (e.g., document management tools, spreadsheets).

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## **6. Proposal Requirements**

Proposals should be no more than 5 pages (excluding resumes) and must include:

- 1. Cover Letter**
  - Brief introduction of the proposer (individual or firm).
  - Statement of interest and fit for this engagement.
- 2. Experience and Qualifications**
  - Description of relevant experience with water rights, hydropower, environmental, or energy-related matters.
  - Description of experience working with state and federal regulatory agencies and dockets.
  - Resume or CV of the proposed paralegal (and any supporting personnel, if applicable).
- 3. Proposed Approach**
  - Description of how you will monitor and track developments, including:
    - Proposed sources to be monitored.
    - Frequency and format of updates.
    - Methods for maintaining tracking logs and document repositories.
  - Any proposed tools or systems to be used.
- 4. Fee Proposal and Budget**
  - Proposed fee structure (hourly, fixed-fee, or hybrid).
  - Proposed hourly rate(s), if applicable.
  - Estimated total hours and total cost for the one-year term.
  - Confirmation that the total cost will not exceed **\$15,000**.
- 5. References**
  - At least two professional references familiar with your legal or paralegal work, preferably in related subject areas.
- 6. Conflict of Interest and Confidentiality**
  - Disclosure of any actual or potential conflicts of interest involving water rights, hydropower, or related parties in the northwestern states.
  - Acknowledgment of willingness to sign a confidentiality and non-disclosure agreement and comply with NWA's confidentiality policies.

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## **7. Evaluation Criteria**

Proposals will be evaluated based on the following factors:

- Relevant experience and subject-matter familiarity.
- Quality and clarity of the proposed approach.
- Demonstrated organizational and communication skills.
- Cost-effectiveness and adherence to the budget cap.
- References and prior performance.
- Demonstrated ability to work collaboratively and independently.

NWA reserves the right to:

- Accept or reject any or all proposals.
- Request additional information or clarification from any proposer.

- Negotiate the final scope, fees, and terms with the selected proposer.

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## **8. Term and Contracting**

The selected proposer will be expected to enter into a written services agreement with NWHHA, which will include:

- Scope of work and deliverables.
- Term and renewal provisions.
- Compensation terms (not to exceed \$15,000 for the one-year term).
- Confidentiality and data security obligations.
- Conflict of interest and independence provisions.
- Termination and dispute resolution terms.

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## **9. Submission Instructions**

Please submit your proposal electronically in PDF format to:

- **Contact Name:** Andrea Wortzel
- **Title:** General Counsel, NWHHA
- **Email:** andrea.wortzel@troutman.com
- **Subject Line:** “NWHHA Proposal – Paralegal Services (Water Rights & Hydropower)”

**Deadline:** Proposals must be received by 5:00 p.m. PST on October 12, 2026. Late submissions may not be considered.