



ARCHES Request for Proposals

Program Management

I. OVERVIEW

The Alliance for Renewable Clean Hydrogen Energy Systems ([ARCHES](#)) is California's designated U.S. Department of Energy (DOE) H2Hub, established to accelerate the deployment of renewable, clean hydrogen (H2) projects and infrastructure to advance a zero-carbon economy. As part of the Bipartisan Infrastructure Law, the US Department of Energy is creating Regional Hydrogen Hubs across the United States. After a rigorous application and review process, ARCHES was one of 7 H2Hubs selected and is anticipated to receive up to \$1.2 billion in federal funding.

In parallel with DOE's efforts at the federal level, the State of California has committed to a clean energy future, and the primary goal of ARCHES is to support that future by accelerating the development and deployment of renewable, clean H2 projects and infrastructure to reduce greenhouse gas emissions, improve local air quality, create good paying jobs, and decarbonize the economy.

ARCHES is committed to ensuring an equitable transition to renewable hydrogen, and all ARCHES projects must advance diversity, equity, inclusion, and accessibility. ARCHES' projects will be focused in communities with the greatest pollution burden, and as a Justice40 project, at least 40% of the benefits from projects must flow to disadvantaged communities. Along with the creation of over 200,000 new jobs, it is estimated that the air pollution reduction from ARCHES' projects will yield \$2.95 billion per year (starting in 2030) in economic value from better health and associated healthcare cost savings.

With its selection as a DOE H2Hub, ARCHES is looking for a project management firm to help develop and implement a strategy for managing ARCHES ecosystem-wide activities and all constituent DOE H2Hub projects in line with expectations from ARCHES and DOE. The ARCHES *DOE H2Hub* will initially be comprised of more than two dozen distinct projects that will be established and guided by a range of critical services provided by ARCHES to leverage the power of a burgeoning H2 market. The broader ARCHES *ecosystem* consists of an additional 30+ projects (and growing), which are also involved in building the hydrogen economy of California and beyond.

II. OBJECTIVES & SCOPE OF WORK

A. Objectives

- Create and run a project management office (PMO) to quickly grow the DOE H2Hub and ecosystem and move through the various DOE H2Hub stages efficiently and effectively in order to produce the greatest positive effects for communities in California and beyond.
- Create ecosystem-wide project management standards and tools to enable the realization of ARCHES' goals and priorities.



- Build trust with project partners, DOE, state officials, local communities, and many other stakeholders.
- Facilitate effective communication within the ARCHES project team and with other internal and external stakeholders to ensure alignment and transparency.
- Assist with many of the aspects of the work of creating and running a rapidly scaling government-funded public-private alliance.

B. Scope of Work

- With ARCHES leadership, manage ARCHES' oversight of DOE H2Hub projects on a day-to-day basis in collaboration with the project partners that will be executing the projects. This includes management of technical, financial, and community engagement strategies in collaboration with our communications and community engagement teams.
- Ensure ARCHES' compliance with DOE-mandated standards, reporting requirements, and strategy, and prepare and provide documentation upon request.
- Create, maintain, communicate, and execute on the Hub-level project management plan (PMP) and risk register.
- Regularly evaluate strategy and effectiveness to meet the evolving needs of the DOE H2Hub and ARCHES ecosystem.
- Ensure that the individual projects work together to form a cohesive DOE H2Hub.
- Assist with creating documentation to ensure that the business of ARCHES runs smoothly, including governance documentation for all levels of the organization.
- Create an evaluation framework to assess DOE H2Hub performance and assist with external stakeholder reporting (e.g., required reporting to DOE and any other funders).
- Provide specialists to assist with other key ARCHES needs as necessary. These might include:
 - Federal funding management and strategy
 - Business financial management and strategy
 - NEPA, CEQA, and other permitting strategy
 - Internal and external stakeholder management and material creation
 - Procurement functions
 - HR functions
 - Policy analysts
 - Technical writers
- Assist ARCHES in developing in-house staffing and expertise to take over as many of these responsibilities as feasible over time.

III. QUALIFICATIONS/EXPERIENCE

- Familiarity with the DOE Hydrogen Hubs program and the hydrogen industry in general.



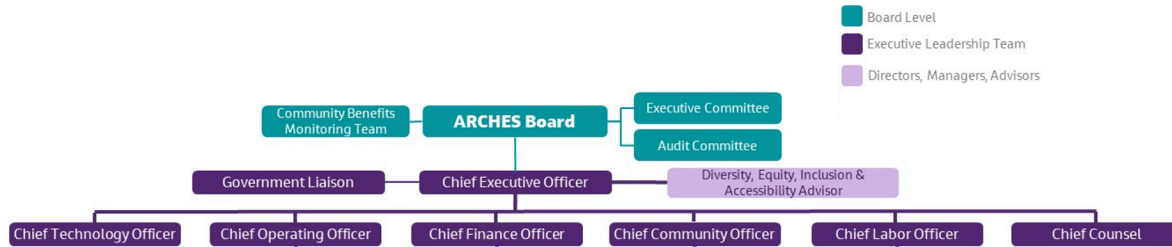
- Experience with large-scale renewable energy infrastructure development projects (preferably including projects located within California).
- Experience with large-scale DOE-funded projects, preferably including experience with NEPA.
- Experience with large-scale programs that bring together multiple projects run by different sub-recipients.
- Experience with program initiation at start-ups in the process of rapidly scaling up activities.
- Experience managing both highly technical infrastructure work, as well as community engagement work.
- Experience working with organized labor institutions.
- Enthusiasm for the future of renewable clean hydrogen in California (and the world).
- Expertise and experience to address the full range of ARCHES program management needs over the lifetime of the DOE-funded Hydrogen Hub program.
- Adequate internal expertise and bandwidth to handle with sophistication projects whose collective total funding will likely exceed \$10 billion.

IV. PROPOSAL CONTENT AND GUIDELINES

The proposal should:

1. Convincingly convey the proposer’s understanding of the program and complex array of stakeholders, including government funding agencies, and the challenges that can accompany federal and state sponsorship and oversight;
2. Broadly describe the proposed approach for identifying existing and future issues and opportunities, developing and executing on the PMP, including regular measurement and response to ensure delivery of expected benefits;
3. Describe qualifications of the proposer to carry out the expectations of this scope of work, including firsthand experience with key stakeholder groups, communities, and/or case studies of similar work with desired results;
4. Clearly describe the proposed organizational structure (and size) of the PMO, experience/qualifications of named (where possible) team members slated to support this scope of work; and
5. Include a proposed budget according to the fee schedule provided for this RFP.

A diagram of the ARCHES executive leadership structure is included for your information.



V. INSTRUCTIONS TO PROPOSERS

A. Obligations of Proposer

ARCHES assumes no responsibility for any costs incurred by any proposer in responding to this RFP. Your good faith response to this RFP is solicited without the creation of any obligation between the parties, explicit or implied. ARCHES will undertake a thorough review and evaluation of all responses.

B. Changes to RFP Details and Addenda

ARCHES reserves the right to cancel this Request for Proposals or to eliminate parts thereof, if it determines, in its sole discretion, that such cancellation or elimination is in the best interest of ARCHES.

ARCHES reserves the right to amend this RFP, by addenda, prior to the date set for receipt of the submission of proposals. Addenda or amendments will be posted on ARCHES website. All such addenda shall become part of the RFP. Addenda, including postponement of the date for receipt of proposals, may be issued up to 3 days prior to the date the proposals are due.

C. Rejection of Proposals

ARCHES reserves the right to reject any and all responses to the RFP (with reasonable explanation) and/or to waive any informalities in evaluating the RFP responses if it deems this to be in the best interest of the ARCHES organization, its stakeholders, and the general public. ARCHES reserves the right to qualify proposers as it deems in its best interest.

Additionally, ARCHES reserves the right to disqualify proposers, before and after the opening of proposals, upon evidence of collusion with intent to defraud or other illegal practices upon the part of any proposer(s).

D. Font Type & Size – Page Margins & Limit – RFP Document Title

Fonts: Arial, Calibri, and Times New Roman

Font Sizes: No smaller than 11 point for the body of the responses; charts and tables no smaller than 10 point, whenever possible.

Margins 1 inch



Page Limits: The main body of the proposal (not including fee structure and short team member bios) should be no more than 15 pages. Brevity and concision are appreciated.

E. Information for Submissions (include the following):

- [COMPANY NAME] — Proposal for ARCHES Program Management
- Company contact name, title, phone number, and email
- Date of submission

| Questions | | |
|---|---|---|
| March 29, 2024: Questions re RFP Submitted by 2pm PT Submit to contact@archesh2.org . | April 5, 2024: ARCHES will post answers to submitted questions Posted on ARCHES website | All questions and answers submitted to ARCHES will remain anonymous and not include any names or company information |
| Proposal Submission Location & Date | | |
| April 16, 2024: Full responses submitted by 2pm Submit in PDF to contact@archesh2.org | | No printed proposals will be accepted; all submissions should be submitted via email. A confirmation email acknowledging receipt of proposal will be sent to each submitter. |
| Interviews: | | |
| Late April/Early May | This date is subject to change | |
| Contract Award: | | |
| Following interviews, a decision will be made on the firm of record and all applicants will be notified after initial contract agreements have been agreed upon with the designated contract awardee. | | |

VI. EVALUATION FACTORS

- Demonstrated understanding of ARCHES and its goals: 15%
- Qualifications/demonstrated experience, in line with the scope of work: 20%
- Proposed approach: 25%
- Availability/commitment of qualified staff: 20%
- Price: 20%

VII. TERMS & CONDITIONS



Any agreement that ARCHES may choose to enter as a result of the responses to this RFP will be subject to various terms and conditions, including requirements that may be imposed by the US Department of Energy, the State of California, and/or any other entity that funds ARCHES' activities. The flow-down of such terms and conditions from ARCHES' agreements with funders to any entity selected through this RFP will be mandatory with respect to various requirements, and any successful bidders will be obligated to follow such terms and conditions through their agreement(s) with ARCHES. Please note that governmental requirements may change over time, which may result in unilateral changes to ARCHES' agreement(s) with any entity selected through this RFP. Please note additionally that ARCHES is still negotiating its own agreement with the US Department of Energy and consequently cannot state at this time with any precision what terms and conditions will be required to flow down to its subcontractors (e.g., successful proposer(s) for this RFP).

VIII. ASSUMPTIONS

A. Duration/Renewal Terms

This will be a two-year contract that is renewable on an annual basis upon mutual agreement and subject to the terms and conditions of the final agreement. Within this agreement, it is expected that shorter-term work orders will contain more detailed deliverables.

B. Reporting

This position will officially report to the ARCHES Chief Operating Officer.

C. Work Environment

Time on site, remote work, production facilities/support (printing, graphics capabilities, etc.):

- Meetings will initially be conducted primarily via Zoom during normal Pacific Time business hours;
- ARCHES is in the process of obtaining office space in the Irvine, CA area, and key team members should expect to be in the office on a periodic basis;
- Team members should be available for travel to project sites throughout California and to DC as needed;
- Individuals should expect to work within Google suite and Box for general content creation and review; and
- Individuals should have experience collaborating via technologies including, or similar to, Slack and Asana.

IX. NDA

- Awarded applicants will be required to sign an NDA with ARCHES and potentially with all of ARCHES' sub-recipients; and should expect to maintain confidentiality with respect to large volumes of information.



- Information and other security requirements are to be determined and will follow, at a minimum, applicable DOE requirements.

X. CONFLICTS OF INTEREST

- Please include in your proposal your plan for managing any conflicts of interest, e.g., managing the PMO of an ARCHES sub-recipient.