



Request for Proposals (RFP): Engineering Study to Evaluate HVAC System Upgrades at Redeemer Lutheran Church

Funded in Whole or in Part by the U.S. Environmental Protection Agency (EPA)

1. General Information

Issuing Entity: Climate Justice Commons (DbA: Minnesota Interfaith Power and Light)

Project Title: Engineering Study to Evaluate HVAC System Upgrades

Funding Source: U.S. Environmental Protection Agency (EPA) – Thriving Communities Grant Program

Issue Date: 5/12/2026

Due Date: 12/22/25

Contact for Inquiries: Julia Nerbonne, Executive Director, julia@mnipl.org

2. Background and Purpose

Climate Justice Commons seeks proposals from qualified firms to conduct a comprehensive study of the existing Heating, Ventilation, and Air Conditioning (HVAC) systems for Redeemer Lutheran Church. The purpose of this study is to evaluate the current systems and identify the most beneficial upgrade options to improve performance, reduce energy consumption, enhance occupant comfort, reduce carbon footprint, and ensure compliance with all relevant codes and standards. This study must be completed in compliance with EPA-funded project requirements.

3. Scope of Work

The Contractor shall provide a comprehensive study of church HVAC systems, including:

- **Data Collection and Assessment:** Review existing building plans, equipment specifications, and maintenance records; On-site inspection and inventory of all HVAC equipment; Measurement of system performance; Assessment of building envelope as they relate to thermal performance; Analysis of historical energy consumption data
- **Development of Upgrade Scenarios:** For each scenario, provide a detailed description of proposed equipment, system configuration, and control strategies; For each

scenario, provide an energy savings estimate; For each scenario, provide a preliminary cost estimate, including equipment, installation, and engineering fees

- Submit a comprehensive final report detailing the findings, analyses, and recommendations

4. Technical Specifications

N/A

5. Compliance and Federal Requirements

This procurement is subject to all applicable federal, state, and local requirements, including:

1. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
2. EPA General Terms and Conditions for Assistance Agreements
3. Build America, Buy America (BABA) Requirements – as implemented under Section 70914 of the IIJA
4. Davis-Bacon Act (DBA) – applies if construction, alteration, or repair work exceeds \$2,000
5. Disadvantaged Business Enterprise (DBE) Participation Goals
6. Equal Employment Opportunity (EEO) and Nondiscrimination Requirements
7. Contractor Debarment and Suspension (2 CFR Part 180)

6. Procurement Method and Evaluation Criteria

Procurement Type: Competitive Proposal (best value)

Criteria	Weight (%)
Technical Capability and Experience	30
Project Approach and Schedule	25
Cost / Price	25
Warranty and Service Support	10
Compliance with Federal and EPA Requirements	10

7. Submission Requirements

Proposals must include:

1. Cover letter
2. Technical proposal
3. Cost proposal (in separate sealed envelope, if applicable)

4. Certifications: BABA, Davis-Bacon (if applicable), DBE, Debarment, and Lobbying (EPA Form 6600-06)

8. Contract Terms and Conditions

The selected contractor shall sign a contract incorporating:

1. EPA grant flow-down provisions
2. BABA compliance requirements
3. Davis-Bacon wage determination (if applicable)
4. Recordkeeping and audit access for three years post-closeout
5. Termination clauses per 2 CFR §200.340–§200.343

9. Timeline

Milestone	Target Date
RFP Issued	5/12/2026
Deadline for Questions	7/15/2026
Responses to Questions Posted	7/25/2026
Proposals Due	ASAP
Evaluation and Selection	8/15/2026
Notice of Award	8/20/2026
Project Completion	11/30/2026

10. Attachments

Attachment A – Technical Specifications

Attachment B – Federal Contract Clauses (EPA and 2 CFR Part 200)

Attachment C – Davis-Bacon Wage Determination (if applicable)

Attachment D – BABA Certification Form

Attachment E – DBE Good Faith Effort Documentation