

DAKOTA COUNTY – 2024/2025 MECHANICAL SERVICES – REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL DATED October 30, 2024

I. GENERAL INFORMATION

- A. Purpose
- B. Service Area
- C. Who May Respond
- D. Instructions on Proposal Submission
 - 1. Closing Submission Date
 - 2. Inquires
 - 3. Conditions of Proposal
 - 4. Instructions to Prospective Contractors
 - 5. Right to Reject
 - 6. Qualified Small Business/Women- and/or Minority-Owned Businesses
 - 7. Notification of Award
- E. Options
- F. Information Sessions

II. SPECIFICATION SCHEDULE

- A. Scope of Services
- B. Description of Services
- C. Delivery Schedule
- D. Pricing
- E. Payment
- F. Anticipated Work Volume
- G. Work Product
- H. Confidentiality
- I. Professional Standards

III. MECHANICAL SERVICES RFP RESPONSE PACKAGE (separate document)

- A. Contractor's Technical Qualifications – ATTACHMENT B
- B. Certifications
- C. Mandatory Contractor Meeting
- D. Price List – ATTACHMENT C

IV. PROPOSAL EVALUATION

- A. Submission of Proposals
- B. Non-responsive Proposals
- C. Proposal Evaluation
- D. Review Process

V. ATTACHMENT A – REQUIRED WORKPLACE POLICIES (separate document)

DAKOTA COUNTY – 2024/2025 MECHANICAL SERVICES – REQUEST FOR PROPOSAL

I. GENERAL INFORMATION

A. Purpose

The Dakota County CDA is seeking responses from qualified mechanical contractors for residential projects on Weatherization Assistance Program-eligible households servicing Scott, Carver, and Dakota County. Interested parties will submit a bid response package containing the four items listed below. This Request for Proposal (RFP) is issued to assist the Dakota County CDA in procuring qualified mechanical installation contractors in the three-county service area who meet the required federal and state regulations.

The Dakota County CDA will review all submitted bid prices, compile a set price list, and offer contracts to qualified contractors based on their submitted questionnaire responses. Contractors that agree to the price list and contract will be offered work orders based on job categories and service areas they returned on the questionnaire and price list.

B. Service Area

The DCCDA weatherization service area includes all of Dakota County, Scott County, and Carver County. Due to the large geographic service area covered in this RFP, the CDA recognizes the possible burden of providing services to this entire area. Contractors must identify which Counties they are bidding on by clearly identifying so on question #25. It is expected the bulk (two-thirds) of the work will be within the Dakota County jurisdiction, with the remaining one-third divided among households in Scott and Carver Counties.

C. Who May Respond

Only parties (a) with a \$25,000 mechanical contractor bond with the Minnesota Department of Labor and Industry in order to contract to perform gas, heating, ventilation, cooling, air conditioning, fuel burning or refrigeration work in Minnesota and (b) who meets local licensing requirements for Dakota, Scott, and Carver Counties.

D. Instructions on Proposal Submission

1. Closing Submission Date and Contents

Proposals must be submitted no later than 4:30 p.m. CDT on Friday, November 22, 2024. The entire proposer package is a separate document titled – MECHANICAL CONTRACTOR RFP PROPOSER PACKAGE.

2. Inquiries

For inquiry questions, please contact:

Doug Boyce, Program Manager
Dakota County Community Development Agency
1228 Town Centre Dr
Eagan, MN 55123
651-675-4488
dboyce@dakotacda.org

DAKOTA COUNTY – 2024/2025 MECHANICAL SERVICES – REQUEST FOR PROPOSAL

Inquiries concerning this RFP should be directed in writing to Doug Boyce, DCCDA Program Manager, at the address above or by email at dboyce@dakotacda.org. All responses must be in writing.

3. Conditions of Proposal

Any and all costs incurred in the preparation of a proposal responding to this RFP shall be the sole responsibility of the responder and shall not under any circumstances be reimbursed by the DCCDA.

4. Instructions to Prospective Proposers

RFP Responses shall be mailed or emailed as follows:

Attention: Doug Boyce
Dakota County Community Development Agency
1228 Town Centre Dr
Eagan, MN 55123
dboyce@dakotacda.org

It is important that each proposal be submitted, if mailed or returned to our office, be in a sealed envelope clearly marked in the lower left-hand corner with the following information: **Mechanical Contractor Services: RFP Response.** Bids must be received no later than November 22, 2024, at 4:30 p.m.

Failure to do so may result in premature disclosure of that proposal. The responder is solely responsible for ensuring that the proposal is received at the address and by the date and time specified above. Late proposals shall not be considered responsive to this RFP and shall not be given any consideration.

5. Right to Reject

DCCDA reserves the right to reject any and all proposals received in response to this RFP. Any contract or contracts offered or entered into by DCCDA, or any of them, in response to any accepted proposal or proposals shall be based upon the factors described in this RFP.

6. Qualified Small Business/Women- and/or Minority-Owned Businesses

DCCDA will make efforts to include qualified small businesses and women – and minority-owned businesses on solicitation lists to assure that qualified small businesses and women – and minority-owned businesses are solicited with regard to this RFP whenever they are potential sources. Women- and minority-owned businesses shall receive additional points in the evaluation process.

7. Notification of Award

It is expected that a selection of the pool of successful proposers will be on the Dakota County CDA Board of Commissioners meeting for approval on December 4, 2024, at 1:00 p.m. Upon conclusion of the final negotiations with the successful mechanical contractors, all contractor proposers submitting proposals in response to this RFP will be informed of the results. The initial contract will be through the remainder of the 2024/2025 program year ending on June 30, 2024.

E. Options

DAKOTA COUNTY – 2024/2025 MECHANICAL SERVICES – REQUEST FOR PROPOSAL

At the discretion of the DCCDA, any contract may be extended for two (2) additional one- (1) year periods. The DCCDA and the Mechanical Contractors shall, as part of entering into, in each case, any contract extension period, agree upon the cost for all services, labor, materials and improvements provided during any option period.

F. Informational Sessions (Mandatory)

The CDA will hold two informal informational sessions on Wednesday, November 13, 2024, to provide general information on the RFP and respond to questions. The first informational session will be held from 9:00 a.m. – 10:30 a.m. The second will be held the same day (Nov. 13) from 2:00 p.m. – 3:30 p.m. Contractors interested in responding to this RFT **MUST** attend one of the two mandatory meetings.

PLEASE RSVP to Shelby Johnson (sjohnson@dakotacda.org) if you plan on attending.

Responses provided to questions during the informational sessions will be put in writing and listed on the CDA website along with the RFP.

II. SPECIFICATION SCHEDULE

A. Scope of Services. Contractors to be selected shall perform mechanical installation related services in the service area of Dakota County, Scott County.

All work performed will be in accordance and fully compliant with the National Energy Audit Tool (NEAT), the Minnesota Weatherization Policy Manual ([Policy Manual 2024 \(mn.gov\)](#)), DOE 10 CFR Part 400 *et seq.* and CFDA 81.042), USDOE Standard Work Specifications (SWS) as incorporated in the Minnesota Weatherization Policy Manual, Official State and Federal Program Notices ([Regulations – NASCSP](#)), and the recommendations and procedures of the DCCDA.

The Minnesota Weatherization Field Guide (the “Guide”) will be used as a guideline for the installation of weatherization measures. The Guide is available at: <http://wxfieldguide.com/mn/> (web-based) or <https://www.inspectapedia.com/Design/Minnesota-WAP-Guide.pdf> (PDF).

Detailed job book documentation and daily crew field notes are critical and are to be maintained by all selected contractors. All necessary paperwork must be filled out completely and accurately. The DCCDA will, for each installation, provide to each selected contractor a job book containing the NEAT audit and any other relevant information necessary to complete each project. Each selected contractor shall, upon completion of the work, return the completed job book to the DCCDA along with that contractor’s invoice for DCCDA review and payment. Incomplete job books will be returned to the contractor to complete, and no payment for any contractor invoice submitted shall be made until all relevant and fully completed job books have been accepted by the DCCDA and the DCCDA’s review and acceptance of that invoice and work is complete.

Contractors are required to use lead-safe work practices on all homes built before 1978. Until the structure has been tested and found to be free of lead hazards, and proper documentation evidencing same has been submitted to and accepted by the DCCDA, no weatherization- or insulation-related services, labor, materials or improvements shall be provided to that structure.

DAKOTA COUNTY – 2024/2025 MECHANICAL SERVICES – REQUEST FOR PROPOSAL

For agencies that allow hiring of subcontractors: Prior to the commencement of subcontracted services under the Agreement, Contractor shall provide assurance in the form of a signed contract or other document showing the subcontractor has agreed to comply with all terms, conditions, assurance and certifications of the Agreement with (the agency), including awareness of and compliance with USDOE Standard Work Specifications (SWS) and the MN WAP Field Guide.

B. Detailed Description of Services

Successful proposers will be required to furnish all services, labor, materials, improvements, equipment, tools, supplies, incidentals, supervision, and permits, as required. Successful proposers must have all necessary labor, equipment materials and capacity to complete the work as assigned. All work is assigned at the discretion of the DCCDA. Exhibit (C) lists job type and equipment included in this contract. Any work orders issued outside of Exhibit (C) shall not be included in this contract and must be competitively bid on a case-by-case scenario.

Single-Family Homes	
Measure Name	Description
AC. Air Conditioning	
A-Coil Cleaning	Clean the A-Coil so it works and is non-restrictive to the airflow.
A-Coil Pan Replacement	Replace the A-Coil pan that is damaged and/or leaking.
A-Coil Recharge	Recharge the air conditioning system.
A-Coil Replacement	Replace the damaged or broken A-Coil with similar model. Recharge A/C unit. If A/C coil was replaced in the winter contractor will need to go back in the spring to recharge.
Central Air Conditioning Coolant - Per Pound	Price per pound to add coolant to the central air conditioning system during a central air conditioning tune-up.
Central Air Conditioning Tune-up	Central Air Conditioning Tune-up to include the following: Cleaning of the condenser coil, check coolant level (if needed see price above for up to two pounds), check coolant pressure, check indoor filter, check belt and lube motor (if needed), test all controls, blow out drain lines, perform a visual inspection of the system, and educate the homeowner on proper system operation.
Replacement - Central Air Conditioning - 1.5 ton	System must achieve SEER 15 as documented by AHRI. Includes platform, all necessary refrigeration piping, evap coil and condenser, wiring, controls and duct work modification. Assume transition from R-22 to R-410A.
Replacement - Central Air Conditioning - 2 ton	System must achieve SEER 15 as documented by AHRI. Includes platform, all necessary refrigeration piping, evap coil and condenser, wiring, controls and duct work modification. Assume transition from R-22 to R-410A.
Replacement - Central Air Conditioning - 2.5 ton	System must achieve SEER 15 as documented by AHRI. Includes platform, all necessary refrigeration piping, evap coil and condenser, wiring, controls and duct work modification. Assume transition from R-22 to R-410A.
Replacement - Central Air Conditioning - 3 ton	System must achieve SEER 15 as documented by AHRI. Includes platform, all necessary refrigeration piping, evap coil and condenser, wiring, controls and duct work modification. Assume transition from R-22 to R-410A.

CT. Clean and Tune	Description
---------------------------	--------------------

DAKOTA COUNTY – 2024/2025 MECHANICAL SERVICES – REQUEST FOR PROPOSAL

Gas Boiler Clean and Tune	Clean and tune the gas boiler per instructions on "Gas Boiler Clean and Tune Form".
Gas Furnace Clean and Tune	Clean and tune the gas furnace per instructions on the "Gas Furnace Clean and Tune Form".
HRV/ERV Clean and Tune	Clean and tune the heat recovery ventilator or energy recovery ventilator so operating at manufacturers specifications. Includes changing filter(s) or cleaning washable filter(s).
Oil Boiler Clean and Tune	Clean and tune the oil boiler per instructions on "Oil Boiler Clean and Tune Form".
Oil Furnace Clean and Tune	Clean and tune the oil furnace per instructions on "Oil Furnace Clean and Tune Form".
Oven Clean and Tune	Clean and tune the gas oven so it is operating at less than 100 PPM.

CO. Controls	Description
Programmable Thermostat Replacement	Replace existing thermostat with programmable thermostat. Ensure there is proper wiring for all mechanical systems to work correctly. "Fan on" must function independently from call for heat. Educate the client on how to use the programmable thermostat and leave client with the owner's manual.
Thermostat Moved to New Location	Relocate thermostat to a new location that will take an accurate reading.
Zone Valve Replacement - Boiler	Replace zone valve on boiler system so it functions properly.
Zone Valve Replacement - Furnace	Replace zone valve on furnace system so it functions properly.

FU. Furnace	Description
Heat Exchanger Checked for Cracks	Confirm whether the heat exchanger has any cracks and document. Perform this test before any other work. If the heat exchanger is cracked stop all work and contact DCCDA
Condensate Line Replacement	Replace the condensate line with new braided hose.
Condensate Pump Installation	Install a new condensate pump with braided condensate line(s) and verify proper operation. Mechanically secure.
Control Board Replacement	Replace existing control board on heating system with new control board for specific unit.
Flame Sensing Rod - Clean or Replace	Clean or replace the flame sensing rod on the heating system and verify it is properly sensing the flame.
Inducer Motor Replacement	Replace the inducer motor with unit for specific furnace.
Pressure Switch Replacement	Replace the pressure switch on the furnace with new pressure switch for specific unit.

FUah. Air Handling	Description
16"x25"x1" Filter Boot Installation	Install a new 16"x25"x1" filter boot with cover on to the existing return drop.
16"x25"x1" Filter Boot and Return Drop Installation	Install a new 16"x25"x1" filter boot with cover and new radiused return drop from the main return trunk line.
Blower Motor - EC- Motor Upgrade	Upgrade existing blower motor to an Electronically Commutated Motor (ECM), verify proper operation.
Blower Motor Replacement - Standard	Replace existing blower motor with similar motor of original equipment and verify proper operation.
Filter Cover Installation	Install new filter cover that seals tightly around the furnace filter.

DAKOTA COUNTY – 2024/2025 MECHANICAL SERVICES – REQUEST FOR PROPOSAL

Seal Filter Rack	Seal around filter rack - if furnace is not being replaced
Filter Rack Changed to 1" Filter	Install a slot for a 1" furnace filter with cover to fit tightly in the return boot.
Humidifier Removal	Remove the existing humidifier on the furnace, disconnect all wiring and plumbing, and patch sheet metal holes.
Register/Grill Replacement - Return or Supply	Replace return/supply grill with non-restrictive grill to match the décor in the home.
Return Drop Grill Sealed	Remove return grill from the return drop, patch with sheet metal, and seal with duct mastic.

GH. Gas Handling	Description
Furnace Gas Control Valve Replacement	Replace the furnace gas control valve with new gas control valve designed for the furnace and verify proper operation.
Water Heater Gas Control Valve Replacement	Replace the water heater gas control valve with new gas control valve designed for the water heater and verify proper operation.
Cap Off Gas Line	Cap off gas line that is not in use with permanent cap, verify no gas leaks.
Dryer Gas Line Replacement	Replace clothes dryer gas line to code.
Gas Leak Repair	Repair gas leak on the gas piping and verify no leaks with soap bubble solution.
Gas Line Drip Leg	Install a drip leg on to the specified gas line per code.
Gas Shut Off Valve Installation	Install new gas shutoff valve on specified gas line per code.
Thermocouple Replacement	Replace thermocouple with new thermocouple.
Pressure Regulator Replacement	Replace the pressure regulator on the specified gas line per code.
Re-Pipe Gas Line	Re-pipe specified gas line per code.

VV. Venting/Ventilation	Description
Chimney Cap	Install a chimney cap on the chimney liner, per code.
Combustion Air Remove from Return	Remove existing combustion air duct from the return, patch hole, re-route ducting to drop with J-trap terminating 18" above the floor.
Combustion Air J-Trap	Install J-trap onto existing combustion air terminating 18" above the floor.
Install new combustion air	Drill and install new combustion air duct w/ a J-trap terminating 18" above floor

WH. Water Heating	Description
Atmospherically Vented Replacement - 40 Gallon Water Heater	Install new 40 gallon natural gas atmospherically vented water heater, include venting, pressure relief drop pipe 6" to 18" from the floor, dielectric unions, heat trap within the water heater, and removal/recycling of old equipment. Wiring to be done by licensed electrician.
Atmospherically Vented Replacement - 50 Gallon Water Heater	Install new 50 gallon natural gas atmospherically vented water heater, include venting, pressure relief drop pipe 6" to 18" from the floor, dielectric unions, heat trap within the water heater, and removal/recycling of old equipment. Wiring to be done by licensed electrician.
Electric Water Heater Replacement - 40 Gallon Water Heater	Install new 40 gallon electric water heater, include pressure relief drop pipe 6" to 18" from the floor, dielectric unions, heat trap within the water heater, and removal/recycling of old equipment. Wiring to be done by licensed electrician.

DAKOTA COUNTY – 2024/2025 MECHANICAL SERVICES – REQUEST FOR PROPOSAL

Electric Water Heater Replacement - 50 Gallon Water Heater	Install new 50 gallon electric water heater, include pressure relief drop pipe 6" to 18" from the floor, dielectric unions, heat trap within the water heater, and removal/recycling of old equipment. Wiring to be done by licensed electrician.
Power Vented Water Heater - 40 Gallon	Install 40 gallon natural gas one pipe with 2" PVC power vented water heater with internal heat trap and low NOx burner in place of existing atmospheric water heater. Unit must be minimum of .67 energy factor. Install pressure relief drop pipe 6" to 18" from the floor, GFCI electrical outlet, dielectric unions, and remove/recycle old unit. Wiring to be completed by licensed electrician. Include secured pipewrap on 6' of hot and 6' of cold waterlines beginning at the top of the tank.
Power Vented Water Heater - 50 Gallon	Install 50 gallon natural gas one pipe with 2" PVC power vented water heater with internal heat trap and low NOx burner in place of existing atmospheric water heater. Unit must be minimum of .67 energy factor. Install pressure relief drop pipe 6" to 18" from the floor, GFCI electrical outlet, dielectric unions, and remove/recycle old unit. Wiring to be completed by licensed electrician. Include secured pipewrap on 6' of hot and 6' of cold waterlines beginning at the top of the tank.
Water Heater - Pressure Relief Valve Replacement	Replace existing relief valve at water heater, use specified pressure rating per manufacturer.
Water Heater - Relief Drop	Install new water heater pressure relief drop pipe 6" to 18" from the floor.
Water Inlet Valve Replacement	Replace/install water inlet/shutoff valve to water heater.
Water Line Leak Repair	Repair water leak on piping to water heater.
Drain Valve Replacement	Replace existing water heater drain valve with new.

MI. Miscellaneous	Description
Battery Smoke Detector Install	Install a new 10-year sealed battery lithium battery operated smoke detector per local building and fire code at specified location.
Battery CO Detector Install	Install a new 10-year sealed battery lithium battery operated CO detector per local building and fire code at specified location.
Battery CO/Smoke Combo Install	Install a new 10-year sealed battery lithium battery operated combination smoke/CO detector per local building and fire code at specified location.
Hardwired Smoke Detector Install	Install a new hardwired operated smoke detector per local building and fire code at specified location.
Hardwired CO Detector Install	Install a new hardwired operated CO detector per local building and fire code at specified location.
Hardwired CO/Smoke Combo Install	Install a new hardwired operated combination smoke/CO detector per local building and fire code at specified location.

FR. Furnace Replacements	Description
96% Furnace w/ECM two stage Natural Gas 30K-49K BTU/HR	Replace existing furnace with 96% furnace w/ECM two stage natural gas 30K-49K BTU/HR according to code and verify correct operation. Included: 2-pipe concentric venting preferred. ACCA/ANSI certified Manual J calculation, modify plenum as needed, sheetmetal manual holder, furnace pad, Merv 6-8 furnace filter, basic cleaning of a-coil and condensate pan, gas reconnect, electrical reconnect with shutoff switch, braided condensate line, secure condensate line, complete "Mechanical Testing Form", setup costs, labor, overhead, permits, removal/recycle of old unit, and complete all manufacturer's warranties. For testing purposes, drill 3/8" threaded hole in PVC vent pipe and install a knurled

DAKOTA COUNTY – 2024/2025 MECHANICAL SERVICES – REQUEST FOR PROPOSAL

	<p>plastic screw. Use a licensed electrician to perform wiring as needed per code.</p>
<p>96% Furnace w/ECM two stage Natural Gas 50K-79K BTU/HR</p>	<p>Replace existing furnace with 96% furnace w/ECM two stage natural gas 50K-79K BTU/HR according to code and verify correct operation. Included: 2-pipe concentric venting preferred. ACCA/ANSI certified Manual J calculation, modify plenum as needed, sheetmetal manual holder, furnace pad, Merv 6-8 furnace filter, basic cleaning of a-coil and condensate pan, gas reconnect, electrical reconnect with shutoff switch, braided condensate line, secure condensate line, complete "Mechanical Testing Form", setup costs, labor, overhead, permits, removal/recycle of old unit, and complete all manufacturer's warranties. For testing purposes, drill 3/8" threaded hole in PVC vent pipe and install a knurled plastic screw. Use a licensed electrician to perform wiring as needed per code.</p>
<p>96% Furnace w/ECM two stage Natural Gas 80K-100K BTU/HR</p>	<p>Replace existing furnace with 96% furnace w/ECM two stage natural gas 80K-100K BTU/HR according to code and verify correct operation. Included: 2-pipe concentric venting preferred. ACCA/ANSI certified Manual J calculation, modify plenum as needed, sheetmetal manual holder, furnace pad, Merv 6-8 furnace filter, basic cleaning of a-coil and condensate pan, gas reconnect, electrical reconnect with shutoff switch, braided condensate line, secure condensate line, complete "Mechanical Testing Form", setup costs, labor, overhead, permits, removal/recycle of old unit, and complete all manufacturer's warranties. For testing purposes, drill 3/8" threaded hole in PVC vent pipe and install a knurled plastic screw. Use a licensed electrician to perform wiring as needed per code.</p>
<p>96% Furnace w/ECM two stage Propane 30K-49K BTU/HR</p>	<p>Replace existing furnace with 96% furnace w/ECM two stage propane 30K-49K BTU/HR according to code and verify correct operation. Included: 2-pipe concentric venting preferred. ACCA/ANSI certified Manual J calculation, modify plenum as needed, sheetmetal manual holder, furnace pad, Merv 6-8 furnace filter, basic cleaning of a-coil and condensate pan, gas reconnect, electrical reconnect with shutoff switch, braided condensate line, secure condensate line, complete "Mechanical Testing Form", setup costs, labor, overhead, permits, removal/recycle of old unit, and complete all manufacturer's warranties. For testing purposes, drill 3/8" threaded hole in PVC vent pipe and install a knurled plastic screw. Use a licensed electrician to perform wiring as needed per code.</p>
<p>96% Furnace w/ECM two stage Propane 50K-79K BTU/HR</p>	<p>Replace existing furnace with 96% furnace w/ECM two stage propane 50K-79K BTU/HR according to code and verify correct operation. Included: 2-pipe concentric venting preferred. ACCA/ANSI certified Manual J calculation, modify plenum as needed, sheetmetal manual holder, furnace pad, Merv 6-8 furnace filter, basic cleaning of a-coil and condensate pan, gas reconnect, electrical reconnect with shutoff switch, braided condensate line, secure condensate line, complete "Mechanical Testing Form", setup costs, labor, overhead, permits, removal/recycle of old unit, and complete all manufacturer's warranties. For testing purposes, drill 3/8" threaded hole in PVC vent pipe and install a knurled plastic screw. Use a licensed electrician to perform wiring as needed per code.</p>

DAKOTA COUNTY – 2024/2025 MECHANICAL SERVICES – REQUEST FOR PROPOSAL

96% Furnace w/ECM two stage Propane 80K-100K BTU/HR	Replace existing furnace with 96% furnace w/ECM two stage propane 80K-100K BTU/HR according to code and verify correct operation. Included: 2-pipe concentric venting preferred. ACCA/ANSI certified Manual J calculation, modify plenum as needed, sheetmetal manual holder, furnace pad, Merv 6-8 furnace filter, basic cleaning of a-coil and condensate pan, gas reconnect, electrical reconnect with shutoff switch, braided condensate line, secure condensate line, complete "Mechanical Testing Form", setup costs, labor, overhead, permits, removal/recycle of old unit, and complete all manufacturer's warranties. For testing purposes, drill 3/8" threaded hole in PVC vent pipe and install a knurled plastic screw. Use a licensed electrician to perform wiring as needed per code.
--	--

Mobile Homes	
Measure Name	Description
MH. Mobile Home - General	
Description	
Replacement - Central Air Conditioning - 1.5 ton	System must achieve SEER 15 as documented by AHRI. Includes platform, all necessary refrigeration piping, evap coil and condenser, wiring, controls and duct work modification. Assume transition from R-22 to R-410A.
Replacement - Central Air Conditioning - 2 ton	System must achieve SEER 15 as documented by AHRI. Includes platform, all necessary refrigeration piping, evap coil and condenser, wiring, controls and duct work modification. Assume transition from R-22 to R-410A.
Replacement - Central Air Conditioning - 2.5 ton	System must achieve SEER 15 as documented by AHRI. Includes platform, all necessary refrigeration piping, evap coil and condenser, wiring, controls and duct work modification. Assume transition from R-22 to R-410A.
Replacement - Central Air Conditioning - 3 ton	System must achieve SEER 15 as documented by AHRI. Includes platform, all necessary refrigeration piping, evap coil and condenser, wiring, controls and duct work modification. Assume transition from R-22 to R-410A.
Maintenance for window unit	Clean filter and comb bent fins
MHct. Mobile Home - Clean & Tune	
Description	
Gas Furnace Clean and Tune	Clean and tune the gas furnace per instructions on the "Gas Furnace Clean and Tune Form".
MHco. Mobile Home - Controls	
Description	
Programmable Thermostat Replacement	Replace existing thermostat with programmable thermostat. Ensure there is proper wiring for all mechanical systems to work correctly. "Fan on" must function independently from call for heat. Educate the client on how to use the programmable thermostat and leave client with the owner's manual.
Thermostat Moved to New Location	Relocate thermostat to a new location that will take an accurate reading.
Thermostat Wiring Repair or Replacement	Rewire thermostat so it functions properly with the heating/cooling systems.
MHah. Mobile Home - Air Handling	
Description	

DAKOTA COUNTY – 2024/2025 MECHANICAL SERVICES – REQUEST FOR PROPOSAL

Blower Motor Replacement	Replace existing blower motor with equivalent motor similar to the original equipment and verify proper operation.
Register/Grill Replacement - Return or Supply	Replace return/supply grill with non-restrictive grill to match the décor in the home.
MHfu. Mobile Home - Furnace Replacement	
Mobile Home Furnace Replacement	Replace existing furnace with a 95%+ two-stage mobile home approved model with ECM, as close as possible in output to the unit being replaced. Included: 2-pipe PVC venting with appropriate watertight cap using existing chimney opening, modify plenum as needed, Merv 6 furnace filter, basic cleaning of a-coil and condensate pan, gas reconnect, electrical reconnect with shutoff switch, one gallon condensate pump with braided condensate line run to an appropriate drain or stand pipe. If blend air ventilation is connected to furnace it must be left in functioning condition and attached to new furnace, complete install section of "Gas Furnace Clean and Tune/Replacement Form", complete "Mechanical Testing Form", setup costs, labor, overhead, permits, removal/recycle of old unit, leave owner's manual and complete all manufacturer's warranties. Drill 3/8" threaded hole in PVC vent pipe and install a knurled plastic screw. Use of a licensed electrician to perform wiring as needed per code.
Mobile Home Air Conditioner Evaporator Coil - Re-Install Existing	Re-install the existing air conditioner evaporator coil in the new furnace cabinet.

This scope of work does not include all possible project or site conditions, and is meant to provide guidelines under which the contractors are to operate. The contractor and its agents shall at all times represent themselves in a proper, respectful and professional manner, pursuant to the conditions contained in ATTACHMENT A – REQUIRED WORKPLACE POLICIES.

The Auditor may call for additional work not covered specifically by this document. Such work will be priced at an established hourly rate as agreed upon with the contractor.

Any changes in the original work order due to omissions, errors, or unknown or unexpected conditions found on the job site shall be reviewed by the DCCDA's designated representative and a change order issued for these changes as authorized by the DCCDA or its designated representative. The DCCDA reserves the right to deny payment for any work not previously authorized by the designated representative of the DCCDA.

C. Delivery Schedule

All work in homes must be completed within thirty (30) calendar days from the date of the initial Audit. Long or unscheduled delays or lead times create problems for everyone involved, so prompt turn-around times are essential.

Inspection must be arranged with the DCCDA in advance of completion of the work. On-site inspections are preferred and are accomplished by the contractor and DCCDA's review of the work. In the event that on-site inspection cannot be arranged, the DCCDA will arrange inspection without the contractor present. If the job fails initial inspection, a

DAKOTA COUNTY – 2024/2025 MECHANICAL SERVICES – REQUEST FOR PROPOSAL

punch list of deficiencies will be provided by that inspector within a reasonable period of time to the contractor, and the contractor must arrange to correct those deficiencies promptly and in no more than ten (10) calendar days following such delivery of such punch list. The DCCDA may charge the contractor for re-inspections.

Once the job has fully passed inspection and all deficiencies have been corrected to the reasonable satisfaction of the DCCDA's inspector, the contractor shall, within ten (10) business days after such inspection and correction, submit the job book and invoices to the DCCDA for review and payment.

Job books returned to the DCCDA must contain the following additional information in order for the contractor to receive payment:

- DCCDA Signed Contract
- DCCDA Signed Completion Certificate
- Lien Waiver
- Invoice with itemization of job costs, broken out into labor and materials
- Mechanical Testing Form (Contractor) – includes CAZ test
- Change Order Form (if required, as approved in advance by CDA representative)
- Copy of job permit

The contractor will ensure that all the contractor's on-site personnel (including but not limited to the contractor's employees, representatives, agents, subcontractors, suppliers, and independent contractors) have received the necessary education and training, and possess the necessary licenses, to perform the duties necessary for the proper completion of the projects assigned, including DOE lead safe weatherization training. The DCCDA will assist the contractor in obtaining this education and training; however, the contractor is solely responsible for ensuring that all of the contractor's on-site personnel shall receive all such education and training, and possess such licenses (all of the requirements contained in this paragraph, collectively, the "Education and Training Requirements").

The DCCDA reserves the right to dismiss a contractor and revoke any work order if:

- The contractor fails to comply with the Required Workplace Policies contained in ATTACHMENT A; or
- The quality of the work performed is found to be of a level not acceptable by the DCCDA; or
- Funding for the programs is disrupted, limited, or is no longer available; or
- The contractor fails in any way to conform with the Weatherization Providers requirements referenced in this RFP or any other contractor-related requirements contained in this RFP; or
- The contractor's performance, qualifications or services fail to fully comply with the requirements of all applicable DOE weatherization assistance and financial assistance program requirements and regulations, the Weatherization Assistance Program administered by the Minnesota Department of Commerce, and any and all other applicable federal, Minnesota, county and municipal laws, statutes, ordinances, zoning ordinances, codes, building codes, orders, executive orders, decrees, rules, regulations, implementation rules and regulations, provisions, restrictions, directives, contracts and grant documents (all of the these six bullet points, collectively, the "Performance Requirements").

The contractor has the option, without penalty, to refuse any project assigned prior to performance by the contractor (including but not limited to any services, labor, materials or improvements to be provided by the contractor) required for that project. However, failure by a contractor to complete a project, once accepted by the contractor, may result in loss by the contractor of any compensation for any services, labor, materials or improvements provided by the contractor for that accepted project, and may result in that contractor not being considered, in the sole and absolute discretion of the DCCDA, for assignment by the DCCDA of any other project.

D. Pricing

DAKOTA COUNTY – 2024/2025 MECHANICAL SERVICES – REQUEST FOR PROPOSAL

The Dakota County CDA will review all submitted bid prices, compile a set price list, and offer contracts to qualified contractors based on their submitted questionnaire responses. Contractors that agree to the price list and contract will be offered work orders based on job categories and service areas they returned on the questionnaire and price list.

E. Payment

Payment for completed project work -- performed in accordance with that project's work order and specifications, which has fully passed inspection by the DCCDA's inspector, with all deficiencies corrected to the satisfaction of the DCCDA's inspector, with all invoices submitted, the Performance Requirements, and all other contractor requirements and obligations referenced in this RFP -- will be tendered to that contractor after receipt of all such documentation and review and acceptance by the DCCDA. Invoices will be paid within thirty (30) calendar days after all of the above conditions have been satisfied, and upon receipt of full and final lien waivers provided by the contractor (both with regard to the contractor's services, labor, materials and improvements provided for or to that project, and for any and all services, labor, materials and improvements provided for or to that project by each and every subcontractor and materials' supplier of the contractor.

F. Anticipated Work Volume

The CDA spent \$894,032 in the 2023/2024 program year on approximately 120 households. Based upon DCCDA's auditing capabilities and projected funding for 2024/2025 program year (beginning July 1, 2024), the DCCDA anticipates spending a similar amount or slightly less.

G. Work Product

All work product, including but not limited to job books, drawings, specifications, plans and studies, is the property of the DCCDA and subject to program rules and all applicable Performance Requirements; provided, however, that contractors are solely responsible and liable for all services, labor, materials and improvements provided for or to each project by that contractor, each and every subcontractor of that contractor, or any of them.

H. Confidentiality

Each proposer shall comply with the Minnesota Data Practices Act and all other Performance Requirements with regard to all data provided by and to the DCCDA, this RFP, the subject matter of this RFP, and any and all data created, gathered, generated, used, accessed or acquired with regard to this RFP, the subject matter of this RFP, or any of them.

I. Professional Standards

See ATTACHMENT A – REQUIRED WORKPLACE POLICIES (separate document)

III. WEATHERIZATION CONTRACTOR RFP RESPONSE PACKAGE (separate document)

All proposals submitted for consideration of this opportunity must fully complete four components, including:

- A. Contractor's Technical Qualifications – ATTACHMENT B. The RFP proposer is asked to complete six (6) pages to explain the proposer's technical qualifications for the weatherization services. The Contractor's technical qualifications questions are part of a separate document titles – WEATHERIZATION CONTRACTOR RFP PROPOSER PACKAGE. Responses will be scored according to IV. Proposal Evaluation.

DAKOTA COUNTY – 2024/2025 MECHANICAL SERVICES – REQUEST FOR PROPOSAL

All responses and data must be clear and concise. Separate pages may be used when the length of the response requires it. A contractor may submit any additional information desired in support of its responses below.

- B. Certifications. The RFP proposer is required to read and sign the two pages of certifications that are part of the separate document titled – WEATHERIZATION CONTRACTOR RFP PROPOSER PACKAGE.
- C. Attend a mandatory informational meeting to discuss mechanical installation requirements of Weatherization Assistance program. Mandatory meeting detailed below in “F. Information Session (Mandatory)”
- D. Mechanical Bid Price List (Exhibit C). The RFP proposer must submit prices (separate document) for each of the services they wish to bid on. It is not a requirement to submit a bid for each category of work. For example, if you do not wish to bid on air conditioning, leave that section blank.

IV. PROPOSAL EVALUATION

A. Submission of Proposals

RFP responses are due no later than 4:30 p.m. on Friday, November 22, 2024. See page 3 for details.

B. Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

- The proposal is not received on a timely basis, pursuant to the terms of this RFP.
- The proposal does not follow the specified format.
- The proposal does not include the Certifications
- The necessary signature(s) or certification(s) are not included in any required document.
- The proposal does not provide adequate or sufficient information to allow the DCCDA, to form a judgement that the undertaking(s) proposed by the proposer would comply with the DCCDA’s respective requirements for this program.

C. Proposal Evaluation

Raw scores will be totaled to determine highest scored Contractor.

D. Review Process

The DCCDA will open and record all responses for this RFP. Each response will be assigned a number. All responses will be evaluated and scored according to the criteria set forth in this RFP. The responsive proposals will be ranked according to score. After reviewing the results, the successful pool will be announced, and the unsuccessful proposers will be notified.