



**REQUEST FOR PROPOSALS
FOR
WEATHERIZATION PROFESSIONAL SERVICES**

Issued by:
Dakota County Community Development Agency

June 5, 2026

I. BACKGROUND

The mission of the Dakota County Community Development Agency (DCCDA) is to improve the lives of Dakota County residents and enhance the economic vitality of communities through housing and community development. The DCCDA was established in 1971 – as the Dakota County Housing and Redevelopment authority – to assist with the affordable housing needs within Dakota County. In 1976/1977, the DCCDA became a Weatherization Assistance Program (WAP) service provider, providing energy efficient improvements to income qualified households in Dakota County. DCCDA has been the WAP service provider for Dakota, Scott, and Carver Counties since 2015.

DCCDA is seeking proposals from qualified WAP professional firms or individuals (the “Contractor”) offering their time and expertise from July 1, 2026, through June 30, 2027, on the duties and qualifications identified in *Section II. Scope of Services*.

The DCCDA is offering payment up to \$85,000 to pay for the services identified in this RFP. Responders to the RFP are asked to affirm this is a sufficient amount for their services or provide a counter amount as part of Exhibit B. Total compensation will be negotiated as part of the RFP process.

The Contractor shall report directly to the Program Manager.

II. SCOPE OF SERVICES

DCCDA is seeking a Contractor to work no more than 40 hours per week from July 1, 2026, through June 30, 2027, for Weatherization Assistance Program (WAP) professional services and be a contractual member of the WAP Team.

Services shall include -

A. Analyze the results of initial weatherization energy audit and prepare reports and work orders. (estimate 40% of time)

1. Using commonly accepted, emerging, and state-of-the-art techniques and procedures, including use of Weatherization building modeling software, estimate costs and determine cost-effectiveness and priority of proposed energy improvements.
2. Compare estimated costs to existing budgetary resources and constraints.
3. Prepare specifications and/or work order for needed energy efficiency improvements, repairs, and health and safety measures.
4. Ensure that all contract documents are executed by the appropriate parties and present in the file prior to authorizing the work to proceed.
5. Initiative and close out bid request for weatherization needs not part of the Price Lists for mechanical contractors or insulation contractors.
6. Contact clients to inform them of program updates with regards to work order status, mechanical replacement states, etc.

B. Provide Quality Control Inspection and File Close Out Procedures. (estimate 30% of time)

1. Review client files, contractor invoices, and other documents to determine QCI compliance for file close out.
2. Perform on-site final inspections. Determine contractor compliance with SWS and other work standards to recommend payment or communicate rework with contractor prior to approving payment.
3. Complete necessary actions to close file in Weatherization software program. Communicate to Program Manager or Coordinator of files ready for close-out.
4. Approve necessary contractor change orders and ensure building modeling and financial tracking software document match change orders.

C. Perform tasks as needed by WAP Team. (estimate 15% of time)

1. Regularly update contractor paperwork (as needed).
2. Update price lists in Weatherization Assistance (WA) software and contractor, as needed.
3. Identify appliances to be replaced as appropriate with electric utility energy efficiency funds.

4. Aid in energy modeling with site-visit audit data collected by audits (as needed)
5. Perform bid request for special services such as knob & tube wiring removal, vermiculite remediation, and fuel-switches.

D. Attend WAP Team meetings. (estimate 10% of time)

E. Attend regular check-in meetings with direct supervisor, Program Manager. (estimate 5% of time)

F. Attend applicable trainings.

This position will require ongoing training to obtain or renew professional certificates or licenses. DCCDA will cover the costs associated with obtaining or renewing such professional certifications.

There may be conferences and networking events that the Contractor would be required to attend. DCCDA will cover the costs associated with travel, lodging, and meals per DCCDA out-of-town/overnight travel reimbursement policy. Such costs are not included in compensation amount previously mentioned on page 1.

G. Monthly/Quarterly in-person availability.

The position requires monthly or quarterly in-person availability as determined by Program Manager based on program needs. The in-person attendance is expected for two-to-three days per month or 6-9 days per quarter, as determined by Program Manager, to join DCCDA staff with audits, inspections, trainings, or other related purposes.

H. Workspace availability and technology.

This position can be performed remotely, except as described in sections above that require in-person services (i.e. audits, inspections, training, etc.). DCCDA will not provide dedicated workspace for this position at the DCCDA office building.

III. QUALIFICATIONS

The DCCDA is seeking a Contractor with the following required qualifications listed –

- Four-year degree in Building Science, Environmental Studies, Environmental Economics, or similar degree
- Building Performance Institute (BPI) Certifications:
 - Building Analyst

- Energy Auditor
- Quality Control Inspector
- Knowledge of state and federal weatherization program regulations
- Knowledge of residential and multi-family building materials, construction, and the application of energy conservation principles to construction
- Knowledge of residential specification writing, cost estimating, and contract management
- Knowledge of residential building terminology
- Knowledge of local, state, and federal building codes, especially as they apply to energy conservation standards and heating and ventilation systems
- Knowledge of state and federal laws and regulations concerned with contracting and procurement
- Knowledge of potential environmental risks and procedures for protecting against such risks

These qualifications, if applicable to RFP responder, should be communicated in Exhibit A, Professional Qualifications.

The preferred qualification for the Contractor position is the Department of Energy (DOE) Quality Control Inspector certification.

IV. RESPONSIBILITY OF DCCDA

The DCCDA will provide the Contractor the necessary technology to conduct the services identified in this RFP, including but not limited to a laptop, wireless mouse, and wireless keyboard. The Contractor shall have access to the DCCDA VPN system and all electronic files, which are only to be accessed during contractual hours. The technology provided will only be used while working on DCCDA contractual hours and not for personal use or other non-DCCDA work.

The DCCDA will provide oversight of all work conducted by the Contractor and will include a formal six-month and annual performance assessment. Oversight will also be conducted with regular check-in meetings between Contractor, Program Manager, and Weatherization Coordinator.

The DCCDA will pay the Contractor promptly, within ten (10) working days after receipt of proper invoices and any additional requested documentation.

The DCCDA will pay the Contractor up to 160 hours of leave during the one-year contract; this is included in the compensation up to \$85,000.

V. RESPONSIBILITY OF CONTRACTOR

The Contractor is an independent contractor and solely responsible for payment of all applicable unemployment insurance premiums, FICA, retirement life and medical insurance, workers' compensation insurance premiums and income tax withholdings, for itself and employees, if any.

The Contractor is responsible for securing a dedicated workspace, as a dedicated workspace will not be provided by DCCDA.

The Contractor shall invoice the DCCDA on a bi-weekly basis that will be submitted directly to the Program Manager.

VI. PROPOSAL FORMAT & REQUIREMENTS

A written proposal submitted to the DCCDA shall include the following information:

1. Exhibit A, qualification & experience questions.
2. Exhibit B, fee proposal.
3. Resume. Must include:
 - a. professional credentials;
 - b. education and/or certifications;
 - c. expertise and capability; and
 - d. experience
4. Identification of at least three (3) references with names and contact information.

VII. ADDITIONAL INFORMATION

Once the DCCDA selects the Contractor, additional information will be required as part of the contract, including but not limited to:

1. Proof of Insurance.
2. Indemnification of the DCCDA.
3. Professional certifications.
4. Status of an independent contractor.
5. Pass a background check.

VIII. EVALUATION & SELECTION

A. Proposal evaluation and recommendation of selection

This RFP does not commit the DCCDA to award a contract. Submission of a proposal shall neither obligate nor entitle a Proposer to enter into a contract with the DCCDA. The DCCDA reserves the following rights, to be exercised in the DCCDA's sole and absolute discretion: 1) to determine whether any aspect of a proposal satisfactorily meets the criteria established in this RFP; 2) to seek clarification or additional information from any Proposer; 3) to negotiate, sequentially or simultaneously, pricing and/or terms with any Proposer or vendor; 4) to reject any or all proposals with or without cause; 5) to waive any irregularities or informalities in a proposal; 6) to cancel or amend by addenda this RFP, in part or entirely; 7) to award multiple contracts to Proposers; and/or 8) award a contract to a vendor that did not submit a proposal.

Evaluation of proposals by a selection committee, evaluation panel, DCCDA staff, a technical advisory committee, or by another group, individual or entity is advisory only. The DCCDA

Board or its designee may consider or reject such evaluation(s) for any or all proposals. Such evaluations are for the sole benefit of the DCCDA or its designee, and as such, they are not binding upon the DCCDA, nor may they be relied upon in any way by a Proposer.

B. Evaluation Criteria

Proposals will be evaluated and weighted on the four categories below, based upon responses to the written proposal.

1. Ability to perform services in a timely manner. (30% of score). Primarily based upon responses to Questions #8 and #12 on Exhibit A.
2. Professional qualifications of the Contractor. (25% of score). Primarily based upon responses to Questions #10 and #11 on Exhibit A and resume.
3. Past performance, either with DCCDA, other weatherization agencies, utility companies, etc. (40% of score). Primarily based upon responses to Question #9 on Exhibit A and resume.
4. Reasonableness of proposed fees and costs associated with services. (5% of score). Primarily based upon responses on Exhibit B.

IX. GENERAL RULES

1.RFP overview

This Request for Proposals ("RFP") is an invitation for Proposers to submit a proposal to the DCCDA. It is not to be construed as an official and customary request for bids, but as a means by which the DCCDA can facilitate the acquisition of information related to the purchase of services. Any proposal submitted is a suggestion to negotiate and **NOT A BID**.

2.Estimated timeline and extension of time

DATE 06/5/26	Announcement of RFP
DATE 06/12/26	Closing date for written questions
DATE 06/19/26	Proposals due
DATE 06/19/26 – 6/22/26	Review of proposals
DATE 06/22/26 – 6/23/26	Interviews (if requested by DCCDA)
DATE No later than 6/25/26	Selection of Contractor
DATE 7/1/26	Effective start date of contract(s)

These dates are subject to revision or cancellation by the DCCDA in its sole and absolute discretion.

3. Proposal Submission

Submit proposals via electronically or paper copies to:
Doug Boyce, Program Manager of Community & Economic Development Department
Dakota County CDA

1228 Town Centre Drive Eagan,
MN 55123
dboyce@dakotacda.org

Proposers are strongly encouraged to make their submissions well in advance of the proposal due date as the process may take some time to complete.

Failure to submit a proposal on time may be grounds for rejection of the proposal; however, the DCCDA reserves the right, in its sole and absolute discretion, to accept proposals after the proposal due date.

4. Questions and communication restrictions

Questions concerning this RFP should be submitted in writing via email with the subject line “RFP Weatherization Professional Services” to the following:

Doug Boyce, Dboyce@dakotacda.org

Proposers shall not communicate, verbally or otherwise, with any DCCDA personnel or relevant consultant(s) concerning this RFP, except for the persons listed in this section. This restriction may be suspended or removed by the authority and direction of the persons listed above. If any Proposer attempts or completes any unauthorized communication, DCCDA may, in its sole and absolute discretion, reject the Proposer’s Proposal.

5. Addenda

The DCCDA reserves the right to modify the RFP at any time prior to the proposal due date. An addendum will be posted on the DCCDA website (dakotacda.org) if the RFP is modified. It is the responsibility of each prospective Proposer to assure receipt of all addenda.

The DCCDA will modify the RFP only by formal written addenda. Proposer’s Proposal should be based on this RFP document and any formal written addenda. Proposers should not rely on oral statements.

6. DCCDA’s right to withdraw, cancel, suspend and/or modify RFP

The DCCDA reserves the right to withdraw, cancel, suspend, and/or modify this RFP for any reason and at any time with no liability to any prospective Proposer for any costs or expenses incurred in connection with the RFP or otherwise.

7. Proposals will not be returned

Upon submission, proposals will not be returned.

8. Public disclosure of proposal documents

Under Minnesota law, proposals are private or nonpublic until the proposals are opened on the proposal due date. Once the proposals are opened, the name of the Proposer becomes public. All

other data in the proposal is private/nonpublic data until completion of the evaluation process. The evaluation process is completed when the DCCDA enters into a contract with a Proposer. At that time, all remaining data submitted by all Proposers is public with the exception of data classified as private/non-public trade secret data under Minn. Stat. § 13.37 of the Minnesota Government Data Practices Act.

If the Proposer believes private/non-public data is included in its Proposal, Proposer shall clearly identify the data and provide the specific rationale in support of the asserted classification. Proposer must type in bold red letters the term “CONFIDENTIAL” on that specific part or page of the Proposal which Proposer believes to be confidential. Classification of data as trade secret data will be determined pursuant to applicable law, and, accordingly, merely labeling data as “trade secret” does not necessarily make the data protected as such under any applicable law.

The Proposer agrees, as a condition of submitting its Proposal, that the DCCDA will not, as between the parties, be liable or accountable for any loss or damage which may result from a breach of confidentiality related to the Proposal. Typically, pricing, fees, and costs are public data. The Proposer agrees to indemnify and hold the DCCDA, its officials, agents, and employees harmless from all claims arising out of, resulting from, or in any manner attributable to any violation of any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce this provision.

9. Proposer’s costs

The DCCDA shall not be responsible for any costs incurred by Proposer in connection with this RFP. Proposer shall bear all costs associated with proposal preparation, submission, and attendance at interviews, or any other activity associated with this RFP or otherwise.

10. Conflict of interest

The Proposer affirms that to the best of its knowledge the submission of its Proposal, or any resulting contract, does not present an actual or perceived conflict of interest. The Proposer agrees that should any actual or perceived conflict of interest become known, it will immediately notify the DCCDA and will advise whether it will or will not avoid, mitigate, or neutralize the conflict of interest.

11. Potential Contract Extension

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