

Solicitation Number: RFP-DCSEU-MLK Library Electrification

Notice Type: Request for Proposals (RFP)

Title: MLK Preliminary Heating Electrification Screening Study

Posted Date 09/22/2026

Webinar 10/05/2026

Questions due 10/08/2026 at 5:00 p.m. EDT

Response Due Date 10/19/2026 by 5:00 pm EDT

**PLEASE NOTE: Submissions received after the
response due date will not be considered for this
RFP.**

I. OBJECTIVE

Vermont Energy Investment Corporation (VEIC) d/b/a the District of Columbia Sustainable Energy Utility (DCSEU) is issuing this RFP seeking consulting engineering services to evaluate and provide a report on alternatives to the library's use of the federal Heating Operations and Transmission District system, focusing on effective technologies that would maintain building functionality while electrifying the building's heating system.

This RFP is intended to be a screening-level study. The selected Bidder shall limit the level of analysis to support strategic planning and future procurement of a detailed design team.

The purpose of this RFP is to enable the Owner to procure a future design team to perform detailed engineering analysis and design.

This solicitation is open to Commercial Sustainability, Building Science, Engineering, Design-Build, and MEP firms that focus on or have experience with Decarbonization solutions of existing commercial facilities.

The DCSEU reserves the right to include additional and/or modified terms and conditions to reflect the nature of the services to be provided under any specific subcontract.

II. SUMMARY & BACKGROUND

The building is currently served by GSA district steam with heat exchanger conversion to hot water for heating loads using the federal Heating Operations and Transmission District system. The facility has its own cooling plant with chillers and cooling towers. The main HVAC systems are variable air volume air handlers with chilled water coils, hot water coils, and VAV terminal units. Ventilation is provided by dedicated outdoor air handling units with heat recovery wheels, chilled water coils, and hot water coils. The study will identify and

evaluate cost-effective alternative heating strategies that could maintain building functionality while reducing greenhouse gas emissions.

III. SCOPE OF WORK

Below is summary of the expected scope of work along with specific milestone deliverables to ultimately provide a report detailing the potential pathways of decarbonization of the Martin Luther King, Jr. Public Library.

Summary of Work:

Existing Conditions Assessment

Document Review

The successful Bidder shall review available documentation including but not limited to:

- MEP system drawings and specifications
- Central plant and steam service documentation
- Building automation system sequences
- Utility consumption data (steam and electricity)
- Prior energy studies or reports if available
- Building structural systems as required to assess rooftop MEP equipment

The review will focus on developing an understanding of existing heating infrastructure and operational characteristics.

Site Investigation

The successful Bidder shall perform a limited site walkthrough of the building mechanical systems to confirm major system components and constraints.

The walkthrough shall include observation of:

- Steam service entrance and pressure reducing stations
- Steam distribution infrastructure
- Major heating loads such as air handling units, terminal equipment, and domestic hot water
- Available mechanical space for potential new equipment
- Electrical infrastructure at a conceptual level
- Verify structural conditions

Key Milestone Deliverables

Milestone 1: Kickoff meeting / Work Plan and Study Approach Memo

Kickoff Meeting

The successful Bidder shall lead the kickoff meeting with Stakeholders (DCSEU/DOEE/DCPL) to introduce the project team, to establish communication points of contact and protocols, to discuss and confirm the alternatives to be analyzed, to discuss and request available existing documentation, and to review the project schedule.

Work Plan and Approach Memo

A document summarizing activities planned for delivery of the scope of work, including communication protocols established from the Kickoff Meeting, the Data Collection Document Request, the decarbonization pathways to be analyzed and deadlines for the deliverables.

Upon DCSEU/DOEE/DCPL review and Approval of the deliverable, this Milestone will be considered Complete

Milestone 2: Site Walk-Thru and Draft Screening Report

Milestone 2A: Site Walkthrough:

In coordination with the DCPL designated point of contact, the successful Bidder shall lead a site walkthrough for the Site Investigation and inform both DOEE and the DCSEU of the date agreed upon.

Milestone 2B: Draft Report:

A draft report in MS Word format summarizing:

- Existing system overview
- Conceptual alternatives
- Screening-level comparison of alternatives
- Implementation considerations
- Cost analysis: the cost analysis shall be presented using cost ranges or comparisons sufficient to support high-level decision-making *and project budget planning*.

Up to two rounds of revisions from DCSEU/DOEE/DCPL feedback may be performed under this Milestone.

Milestone 2C: Draft Screening Report review meeting

The successful Bidder shall lead a meeting with the Stakeholders to review the comments on the Draft Report. The meeting shall conclude with action items for incorporating the Owner's comments and discussion from the meeting.

Upon DCSEU/DOEE/DCPL review and Approval of the deliverable, this Milestone will be considered Complete

Milestone 3: Final Report and Presentation Meeting

Milestone 3A: Final Report

A final report in PDF format addressing all Stakeholder comments and revisions from Milestone 2 for the complete scope of work.

Milestone 3B: Stakeholder Presentation and Meeting

A Virtual presentation summarizing study findings from the Final Report from Milestone 3A and recommended next steps.

Upon DCSEU/DOEE/DCPL review and Approval of the deliverable, this Milestone will be considered complete.

IV. RFP MILESTONES / SCHEDULE

Table 1: Schedule. The DCSEU requests that potential Providers submit their initial proposals within 15 business days of the issuance of this RFP but no later than proposal due date listed below.

<i>Milestone</i>	<i>Date</i>
<i>RFP Issued</i>	<i>9/22/2026</i>
<i>Pre-bid webinar</i>	<i>10/05/2026</i>
<i>Deadline for Questions</i>	<i>Questions must be submitted in writing by 10/08/2026 at 5:00 p.m. EDT</i>
<i>Answers to questions on RFP posted</i>	<i>10/13/2026</i>
<i>Proposals due</i>	<i>10/19/2026</i>
<i>Proposal scoring and preliminary selection completed</i>	<i>10/28/2026</i>
<i>Contract negotiation and execution completed</i>	<i>11/7/2026</i>
<i>Performance Period Begins</i>	<i>11/10/2026</i>

Attendance at the Pre-Bid Webinar is highly encouraged in order to submit a proposal to this RFP.

Please note: Questions will be accepted by the potential Bidder(s) after the conclusion of the Webinar with the deadline listed above.

V. GENERAL

The DCSEU is the sole point of contact for this solicitation. The DCSEU will score proposals received according to the criteria listed in this RFP and negotiate with the highest-scoring bidder to reach a final subcontract.

This document provides instructions and proposal requirements to potential bidders. While the scope of work may be accomplished by a single bidder, potential bidders may elect to use a teaming partner(s) or subcontractor(s) ("lower-tier subcontractor") to complete a portion of the scope of work. Bid proposals must be submitted by the prime bidder or a single bidder and include a detailed description of the bidder's team, including a detailed description of any lower-tier subcontractors if applicable. Bid proposals will be evaluated and scored based on the roles and responsibilities of the bidder's team.

Contingent on Funding Appropriation

Funding for this solicitation is subject to annual appropriation of funds by the Council of the District of Columbia, and it is subject to the availability of funding under VEIC's prime contract with DOEE to operate the DCSEU. Any award under this RFP is contingent upon VEIC's receipt of, and the availability of sufficient funds, for the program for Fiscal Year 2027 (October 1, 2026 – September 30, 2027). VEIC makes no assurance that funding will be available or that an award will be made under this RFP. If funding is not received or is insufficient, VEIC may cancel this RFP, decline to make an award, or reduce or modify the scope of any award.

Limitation

This solicitation does not commit the DCSEU to awarding subcontracts or to procuring or subcontracting for services or supplies. The DCSEU reserves the right to accept or reject any or all proposals received, to waive any informality or irregularity in any proposal received, to be the sole judge of the merits of the respective proposals received, to negotiate with all qualified sources, to determine the timing of the start of the services, not to proceed with some or all of the work, or to cancel in part or in its entirety the RFP, if any of these actions is deemed by the DCSEU in its sole discretion to be in the DCSEU's best interest. The DCSEU will not reimburse costs incurred by bidders in preparing a proposal for this RFP.

VI. DELIVERING A PROPOSAL

For ease and efficiency of review, the DCSEU has specified the requirements for submitting a proposal to this RFP. **Bidders must follow exactly and be responsive to ALL requirements of this RFP.** The proposal should be clear and concise, presented in the form of a written proposal with sections and sub-headings. Resumes, drawings, and specification sheets are not counted toward page limits and should be included as **appendices**. It is the bidder's responsibility to provide all specified materials in the required form and format. **Proposals that are not in the required format or incomplete may be disqualified.**

Proposals to this RFP must be *submitted electronically* through the **DCSEU Contractor Web Page** <https://www.dcseu.com/contractors/opportunities> no later than **5:00 p.m. within 10 Business days of issuance of this RFP. Submissions must be received by October 19, 2026, at 5:00 p.m. EDT. Bidders who submit proposals after this deadline will not be considered.**

VII. PROPOSAL REQUIREMENTS (MINIMUM REQUIREMENTS)

Bidders are required to propose, and will be scored upon, the individual criteria summarized in Table 2. Every bidder is required to include a Bid Summary Table based on Table 2 below with the specific value or information they propose for each of the listed criteria. The Bid Summary Table shall be presented as part of the proposal's executive summary.

Additionally, proposals must include the following:

Decarbonization Pathway Identification

Bidder's Proposal shall identify and describe at least three potential electrification strategies appropriate for the building to be discussed and confirmed with the client after award of the contract (strategies must be all-electric). These may include, but are not limited to:

1. Electric steam boiler replacement, maintaining existing steam distribution
2. Modifying existing hot water distribution and coils to a low-temperature hot water system served by new air to water heat pumps
3. Heat recovery chiller or heat pump chiller systems utilizing internal heat recovery
4. Variable refrigerant flow heat pumps
5. Water-source heat pumps with air-to-water heat pump heat injection and rejection

Additional strategies may be identified by the selected bidder if appropriate, with an emphasis on reuse of existing building components.

The Bidder shall identify in their proposal the alternatives to be evaluated in the study.

Methodology and Approach for Development of Alternatives

The Bidder shall provide how they will approach the project, and what steps will be taken to conduct the study. Bidder is encouraged to submit sample (anonymized) work product(s) that addresses their approach of addressing alternatives for a system redesign such as this.

Implementation Considerations

The Bidder shall identify metrics they plan to use to identify key considerations affecting potential implementation barriers, including but not limited to:

- Impacts to building operations during construction
- Mechanical space requirements
- Electrical infrastructure upgrades
- Timing and durations of the implementation, including potential phasing approaches

Table 2: Proposal Summary, Evaluation Criteria, and Points

Criteria	Description	Maximum Points
Experience	Bidders should include in their proposals a narrative description of their prior experience, including: • A resume, or detailed description to demonstrate the bidder’s team’s knowledge, experience, and ability to deliver the Scope of Work. • Qualifications and experience of key personnel who will be conducting analyses, drafting reports, and managing project deliverables. Examples of expected experience include: ○ A licensed professional engineer (PE) or professional engineering firm (e.g., mechanical, or other discipline appropriate to the proposed approach. • Additional certifications or credentials (e.g., CEM, LEED AP, ASHRAE expertise, etc.) • Demonstrated experience performing building electrification and decarb studies for existing commercial/institutional facilities of similar size and complexity. • Experience with central plants, district energy/steam systems, HVAC system evaluations, and conceptual engineering analysis. Minimum qualifications establish the baseline requirements that a bidder must satisfy to be eligible for an award. The scoring/evaluation criteria are then used to assess and differentiate among those bidders that meet the minimum requirements.	25
References	Bidder should include a minimum of three (3) customer references or testimonials for similar work performed within the past five (5) years. The DCSEU reserves the right to contact Bidder’s references to validate information about Bidder’s past performance. The bidder shall include the following information for each reference: customer name, contact information, and any other relevant information.	12
Approach, Methodology and Management Plan	Provide a detailed description of how you plan to approach the project, a list of staff and credentials who will be conducting and managing the project and deliverables, and the methodologies you plan to use to evaluate potential and recommended decarbonization pathways.	20

Timeline of Deliverables	Provide a timeline with a plan to complete each Milestone with a goal of completion of all milestones no later than January 31, 2027.	18
Certified Business Enterprises	Categories for Certified Business Enterprises (CBE) in the District, based on certification by the Department of Small and Local Business Development (DSLBD). Points will be based on DSLBD category certification(s) (up to 12 points will be awarded) CBE Certification - Frequently Asked Questions (FAQs) dslbd . If a prime bidder is not CBE, tier 1 subcontractors listed on the proposal will be considered on a pro-rated basis based on the amount of work projected to be completed under this RFP.	12
Budget	Fulfillment and clear rationale to item(s) listed under Section VII category F of this RFP. The price evaluation will be objective. The offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each offeror's evaluated price score: $\frac{\text{Lowest price proposal}}{\text{Price of proposal evaluated}} \times 25 = \text{Evaluated Price Score}$	25
	Maximum Points	112

In addition to completing the bid summary table, bidders should indicate in their proposal narrative how they plan to complete the proposed scope of work. Additional or modified tasks may also be suggested in the proposal, provided that concise and clear explanations are included.

The total proposal shall not exceed 50 pages, not including appendices that may contain resumes, site information, or certificates and licenses. Limits for some of the individual sub-sections are also listed below.

All proposals must include the following elements:

- A. **Company Info:** Name of the business, contact person, and contact information, including full legal name, address, telephone, mobile telephone number, e-mail address, and website address, as applicable.
- B. **Company profile:** Provide a brief company profile, not exceeding 500 words, including any lower-tier subcontractors.
- C. **Statement of ownership:** Describe the type of business entity (sole proprietorship, corporation, LLC, or other), and list the majority and minority owners.

- D. **Bid Summary Table:** Including proposed values or summary information for each scoring criterion listed in Table 2 above. (The bidders' values in the bid summary table are their proposed values, which will not be binding on the DCSEU. The DCSEU, in its sole discretion, will determine the final values to be awarded to each bidder.)
- E. **Binding Transmittal Letter:** Each proposal must include a binding transmittal letter signed by a party authorized to obligate the bidder to the services described in the proposal. The letter must clearly identify the person authorized to serve as the prime contractor representative for future communications regarding the proposal. The letter must state that the proposal is valid for 60 days.
- F. **Budget:** Each proposal must include a detailed budget for each deliverable listed in Section III of this RFP and whether the specific milestone deliverable(s) will be priced at a:
- a. Fixed Fee (please detail what the fee encompasses)
 - b. Time and materials (T&M) (Hourly rates and hours associated with specific items within the Deliverable) and the estimated non-labor costs
 - c. Hybrid – Please detail specifically what portion of the Deliverable will be conducted on a fixed fee schedule and which items will be based on an estimated need to utilize a T&M basis.
- The project financials narrative should explain each budget. The explanation should allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. The narrative should list the principal assumptions made in the project financials.
- G. **Qualifications and Team Experience:** This section of the proposal must demonstrate the bidder's team's (including lower-tier subcontractors) knowledge, experience, and ability to complete the scope of work successfully.
- Provide details on the roles and responsibilities of key personnel and team members, including lower-tier subcontractors. Experience should include certifications and trainings completed for key staff.
- H. **Contracts:** Successful bidders will be expected to enter into a contract with the DCSEU for the services. DCSEU can provide an electronic copy of the DCSEU Standard subcontract template upon request for review.
- I. **Evidence of CBE (SBE) status:** Provide a current copy of your District of Columbia certification(s), if any. Preference will be given to businesses certified by the District Department of Small and Local Business Development (DSLBD). If a prime bidder is not CBE, tier 1 subcontractors listed on the proposal will be considered on a pro-rated basis based on the amount of work projected to be completed by the tier 1 CBE/SBE subcontractor under this RFP.
- J. **Licenses:** Proof of District of Columbia Basic Business License(s) and/or all applicable license(s) required to perform the services. Licenses must be current. Bidder should also provide the same information for any lower-tier subcontractors.

- K. **Financial Solvency:** Before awarding a subcontract, the DCSEU will evaluate financial statements to determine bidder's eligibility for consideration. Determination will be made on a "qualified or not qualified" basis at the sole discretion of DCSEU. Points will not be awarded for this item. Those bidders who are determined "not qualified" based on financial solvency may be required to submit additional documents. Financial documents must be signed and attested as accurate by an officer of the company.

Assurance of bidder's financial solvency:

- a. **Must be sent by email to Tamara Christopher at tchristopher@dcseu.com,** contain MLK Library Decarbonization RFP - CONFIDENTIAL" in the subject line, and be received by the DCSEU no later than the date of closing of this RFP.
 - b. Must include one (1) balance sheet and (1) profit loss summary for the last calendar or fiscal year. This is required.
- L. **Licenses and Certificate of Insurance:** Potential Service Provider must provide proof of a District of Columbia basic business license and/or all applicable license(s) required to perform the services. Potential Service Provider must also supply a current Certificate of Insurance showing evidence of General Liability and Workers' Compensation Insurance. If awarded a subcontract, bidder will also be required to provide a final certificate of insurance to show compliance with the minimum insurance requirements outlined in the successful bidder's subcontract. The DCSEU anticipates the minimum requirements to be as outlined below but will confirm final insurance requirements prior to issuance of a subcontract. The final certificate of insurance shall comply with the requirements outlined in Section 7 (Insurance) of **Appendix A**. Potential Service Provider must raise any questions about the insurance requirements by the deadline set forth above and must identify any exceptions to the anticipated minimum requirements in its proposal.

Insurance Policies	Limits
Commercial General Liability	\$1M per occurrence/\$2m aggregate
Workers' Compensation	Statutory mandates
Employer's Liability	\$500k per accident; \$500k per disease; \$500k policy disease limit
Cyber Liability	\$2M per occurrence/\$2M aggregate
Professional Liability Insurance (Errors & Omissions)	\$1M per occurrence/\$2M aggregate
Umbrella or Excess Liability Insurance	\$3M per occurrence/\$3M aggregate (subcontracts under \$100k will only be required to have \$1M/\$1M)

Insurance limits are subject to change as determined by the DC Office of Risk Management.

M. Disclosure of any pertinent litigation

- a. Potential Service Provider must disclose any past or pending judgments, lawsuits, actions, bankruptcies or regulatory decisions or information that may adversely affect the ability to meet any requirements of this RFP, the subcontract or the proposal. A bidder agrees to provide a detailed description of any of the above events and the applicable case number in its proposal.
- b. This disclosure obligation is an on-going material obligation that applies from the date of proposal submission through the expiration of any resulting subcontract award. Failure to disclose pertinent litigation may result in the disqualification of Bidder's proposal.

VIII. CONFIDENTIALITY

All proposals and information submitted by bidder ("bidder's proposal") to this RFP will be subject to disclosure under the District of Columbia Freedom of Information Act. ("FOIA Act")¹. A bidder's proposal may be released pursuant a freedom of information request, with redactions based on exemptions from disclosure pursuant to the FOIA Act. Therefore, if bidder's proposal includes information or materials considered by bidder to be confidential, bidder shall clearly mark such sections and provide a written explanation for each marked section. The written explanation must address the confidential nature of each marked section and an explanation of the harm that would occur if disclosed. Under no circumstance can the entire response or price information be marked confidential.

I. EVALUATION CRITERIA

This is a competitive solicitation. Proposals will be assessed and scored in accordance with the criteria outlined in Table 2 above.

The DCSEU reserves the right to evaluate proposals on criteria not listed above.

The DCSEU will evaluate all proposals to determine which bidders are best suited for providing the desired services. The DCSEU may request additional information from one or more bidders, and may request personal interviews with the highest-ranked bidders.

¹ D.C. Official Code § 2-531 et seq.

IX. PROPOSAL SUBMISSION

The DCSEU welcomes all qualified bidders to respond to this RFP. All proposals must be submitted through the DCSEU Web Portal at : (<https://www.dcseu.com/contractors/opportunities>) by the deadline specified above.

Proposals that are not in the required format, incomplete, or not submitted by the proposal deadline may be disqualified. The DCSEU reserves the right, in its sole discretion, to waive any non-substantive administrative or technical irregularities in any non-conforming proposals.

Bidders that fail to submit financial statements as outlined in Section VIII above will be automatically disqualified.

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