Request for Proposals:

Solar Opportunities Indiana

Rural Community Resilience Hubs: Architecture/Engineering Team

Note: Previous versions of this RFP listed the proposal due date on July 25, 2025. The proposal due date has been extended to August 8, 2025, at 5pm Eastern.

Date of Issue: July 1, 2025

Proposals Due: August 8, 2025, 5pm Eastern Time

All proposals must be submitted to: soiprocurement@incap.org

1. Introduction and Purpose

Solar Opportunities Indiana, in collaboration with four public libraries and Indiana University's Environmental Resilience Institute (ERI) and Center for Rural Engagement (CRE), is seeking proposals from qualified architecture/engineering (A/E) teams to lead the design and project management for a network of rural community resilience hubs with solar photovoltaic (PV) power and battery energy storage systems (BESS) at four public libraries in south-central Indiana. The project aims to enhance these facilities' ability to build community resilience through expanded services by providing solar photovoltaic with battery microgrids to lower operating costs and allow these facilities to function in the event of a grid disruption.

ERI and CRE are collaborating with a network of four public libraries in four Southern Indiana Counties: Lincoln Heritage Public Library, in Dale; Tell City Public Library, in Tell City; Crawford County Public Library, in English; and Washington Carnegie Public Library, in Washington; that will serve as community resilience hubs for their communities. Funding for these projects is through an EPA Solar for All grant awarded to INCAA Solar Opportunities Indiana with a subaward to Indiana University ERI and CRE. Library leadership and their selected stakeholders will have the final say on selection of the A/E firm and contractor(s), in collaboration with IU ERI, IU CRE, and SOI. The design consultant selected will not be eligible to bid on the construction phase projects.

Approximately $2.5 million in funding is available through the Solar for All Phase 2 Rural Communities subaward. Additional funding, if needed, may be identified, including local matching funds, low-interest loans, other grants, and direct pay rebates. IU ERI will assist clients in identifying other potential funding opportunities during the early stages of the project development, if additional funds are needed. Total solar and battery project construction costs for all four libraries are estimated to cost less than $2.5 million (through preliminary remote analysis only). Libraries may choose to use only SOI grant funding with no local funding required.

As federal grant funding priorities may shift with changes in administration, ERI & CRE with SOI, are closely monitoring any potential policy or budgetary changes that could impact program operations. At this time, funding for Solar for All remains available, and SOI continues to move forward with implementation.

2. Scope of Services:

The selected team will be responsible for:

- **Stakeholder Engagement:**
  - Engage community stakeholders, as identified by the libraries, in collaboration with IU ERI and CRE.
- **Pre-Design Conceptual Design and Feasibility Analysis:**
  - Analyze current facility conditions for solar PV readiness.
  - Determine if remedial work will be required (i.e. new roof, structural support, etc.)

    - Identify historic preservation constraints if applicable.
    - Determine location and type of installation (roof, ground, canopy, etc.).
    - Contact utility for interconnection requirements.
    - Conceptual design and cost estimates.
- **Design Phases:**
    - Pre-design
    - Schematic design
    - Design development
    - Construction contract documentation
- **Bidding:**
    - Full typical bid-phase services to support selecting qualified contractor(s)
    - Coordinate with libraries, SOI, and ERI for evaluation and selection
    - Comply with all applicable state bidding requirements
    - Comply with EPA bidding requirements
- **Construction Observation:**
    - Observe construction to ensure compliance with design and specifications.
    - Affirm work for contractor pay requests.
- **Collaboration:**
    - Work closely with IU ERI, IU CRE, and Solar Opportunities Indiana at each stage.
    - Engage in public and private meetings with facility owners, utility representatives, and the public as required for a successful project.
- **Regulatory Compliance:**
    - Adhere to Indiana commercial building codes and all state and local regulations.
    - Comply with Environmental Protection Agency Solar for All grant requirements, including bid solicitation, contractor selection, and project progress reporting.

3. Proposal Requirements:

- **Cover Sheet:** The Respondent must submit a completed Cover Sheet which is found in Attachment A of this RFP, including the Summary of Qualifications and the table at the bottom of the page.
- **Certification:** Please complete and attach the Respondent Certification located in Attachment B of this RFP.
- **Proposal Narrative:** Team qualifications and related experience, including experience with solar PV microgrids, historic buildings, and federally funded projects. Detailed description of the approach to the project, including methodologies for stakeholder engagement, design, engineering, and construction phase services.
- **Proposed timeline and milestones.**

- **Statement of qualifications:** Team's experience, qualifications, and examples of similar projects. Team member history of working together. Team member bios, credentials, responsibilities, and experience.
- **Cost estimating methodology and past performance.**
- **Up to three references from similar projects.**
- **Fee proposal with expected associated costs.**

4. Evaluation Criteria:

No.	Evaluation Factor	Points Available
1	**Experience and qualifications:** Demonstrated experience designing community resilience public projects with solar PV and battery energy storage system design. Experience with public libraries and historic buildings. Experience with projects funded by federal grants.	30
2	**Technical approach:** Proven innovative and practical solar PV with battery energy storage system design solutions for similar projects.	20
3	**Community engagement:** Demonstrated ability to work collaboratively with community stakeholders.	10
4	**Project management:** Compliance with all regulatory and federal grant requirements. Ability to manage a project from concept to completion.	20
5	**Cost-effectiveness**: Value proposition of the proposal.	20

Note: The following timeline has been updated to reflect the extended submission date of August 8, 2025.

5. Timeline:

Date	Milestone/Event	Description/Focus
July 1	RFP Issued	Release RFP to vendors
July 21	Questions Due	Deadline for vendor questions due by 5:00 p.m. ET.
July 24	Answers to Questions Made Available	SOI will post questions and answers to the SOI Public Notices webpage
August 8	**Proposal Submission Deadline**	**Final day to submit proposals by 5:00 p.m. ET**
August 11-13	Evaluation Period to Select Finalists	Finalists will be notified of the date and time for virtual presentations
August 18-22	Finalist Virtual Presentations	Virtual presentations by finalists
August 25-26	Vendor Selection Notification	Selected

August 27 - 29	Contract Finalization	Alignment of project goals, deliverables, and timelines

6. Submission Details:

Proposals should be submitted via email with the subject line **"Rural Community Resilience Hubs Consultant Proposal," at SOIprocurement@incap.org no later than August 8, 2025, by 5pm Eastern Time**. Submissions must be provided in electronic format, preferably as a PDF or Microsoft Word document, to ensure compatibility and ease of review.

Contact Information:
For any inquiries or clarifications, please contact by email William M. Brown, AIA – brownwm@iu.edu.

Note: This RFP is for feasibility, design, contract documentation, bidding, and A/E construction phase services. Contractors for the actual construction will be selected through a separate bidding process conducted by the selected A/E team. Construction may be awarded to one or more contractors as determined by the libraries, in collaboration with the A/E firm, IU ERI, and INCAA Solar For All.

7. Federal Requirements

This procurement is subject to all applicable federal and state laws and regulations. SOI encourages participation from small businesses, including Disadvantaged Business Enterprises (DBEs), minority-owned businesses, women-owned businesses, and labor surplus area firms. All contractors must certify that they are not debarred or suspended from receiving federal funds.

The following terms and conditions, when applicable, are incorporated by reference and apply to this solicitation and resulting contract(s). These requirements may also need to be flowed down to lower-tier subcontractors as appropriate.

For All Solicitations and Contracts

- 2 CFR 200.322: DOMESTIC PREFERENCES FOR PROCUREMENTS
- 2 CFR 200.216 PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT
- 40 CFR 33 APPENDIX A TERM AND CONDITION:

"The contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies."

For All Solicitations and Contracts in Excess of $10,000

"All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement."

For All Solicitations and Contracts in Excess of $150,000

- 42 USC 85 CLEAN AIR ACT
- 33 USC 26 FEDERAL WATER POLLUTION CONTROL ACT

By submitting a proposal, your entity agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 USC 7401-7671q) and the Federal Water Pollution Control Act as amended (33 USC 1251-1387).

For All Solicitations and Contracts in Excess of $25,000

- 2 CFR 180 DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 & 12689)

For All Solicitations and Contracts Equal to or in Excess of $25,000

- 2 CFR 1532 NONPROCUREMENT DEBARMENT AND SUSPENSION
- For All Solicitations and Contracts in Excess of $100,000
- 31 USC 1352 LIMITATION ON USE OF APPROPRIATED FUNDS TO
- INFLUENCE CERTAIN FEDERAL CONTRACTING AND FINANCIAL
- TRANSACTIONS

By submitting a proposal, your entity certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

8. RFP Terms and Conditions

SOI reserves the right to:

SOI reserves the right to accept or reject any and all proposals and/or bids if, in its sole discretion, doing so is in its best interest; rebid this RFP by requesting new proposals from

qualified firms; waive or modify minor irregularities or inconsistencies in proposals received; engage in negotiations with proposers, within the requirements outlined in this RFP, to determine the best solution for the Solar Opportunities Indiana program; require proposers to submit modifications or additions to their proposals as a condition of further participation in the selection process; fund proposals in full or in part, at its discretion; decline to make an award at the conclusion of the evaluation process, with this RFP not to be construed as a guarantee that one or more proposers will be awarded contracts; adjust the RFP calendar dates for any reason deemed appropriate by SOI; contact proposers to clarify any portion of their submission; and amend or cancel this RFP at any time, for any reason, without liability or obligation to any proposer, with any modifications communicated to all known proposers in a timely manner.