STRIDE ACADEMY

Request for Proposal

Building Automation System (BAS) Modernization & HVAC Controls Replacement

Issue Date: July 14, 2026
Proposal Due Date: August 11, 2026



ADDRESS:
3241 OAKHAM LANE
ST. CLOUD MN 56301

PHONE:
320-230-5340

WEB:
WWW.STRIDEACADEMY.ORG

01 Introduction

STRIDE Academy is seeking proposals from qualified Building Automation System (BAS) and HVAC Controls contractors to modernize the Building Automation System serving the Academy's Upper School campus.
The selected contractor will provide all labor, equipment, programming, commissioning, training, documentation, and warranty services necessary to complete a turnkey controls replacement project.

The goal of this project is to improve energy efficiency, occupant comfort, indoor air quality, system reliability, and long-term maintenance while providing STRIDE Academy with complete ownership of its Building Automation System.

The Academy is seeking an experienced contractor capable of delivering an open, expandable controls platform that supports future growth and eliminates recurring software licensing or maintenance agreements. This aligns with the owner's BAS standards for open architecture and long-term ownership.

02 Background



SSTRIDE Academy serves approximately 900 students across two campuses in St. Cloud, Minnesota.
The Upper School facility currently operates approximately 52 rooftop HVAC units controlled by an aging Building Automation System.

The Academy is seeking to replace the existing controls with a modern web-based Building Automation System that improves monitoring, scheduling, alarming, diagnostics, ventilation control, humidity control, and energy management.

A previous assessment identified the replacement of rooftop controllers, supervisory controls, graphics, and associated sensors as the basis for this project.



03 Scope of Services

The selected contractor shall provide all labor, materials, equipment, software, programming, commissioning, documentation, training, and warranty services necessary to complete the project.

A. Building Automation System

Provide a complete native BACnet Building Automation System including:

- Web-based supervisory controller
- Operator graphics
- Scheduling
- Alarm management
- Trend logging
- Remote access
- Historical data
- Expandable architecture

B. Rooftop Unit Controls

Replace controls for approximately 52 rooftop units.

Each unit shall include:

- New programmable controller
- Supply air temperature sensor
- Fan current sensor
- CO_2 sensor
- Humidity monitoring
- Economizer control
- Demand-controlled ventilation
- Alarm monitoring

C. Graphics & Programming

Provide complete graphics and programming for:

- Heating
- Cooling
- Economizer operation
- Occupancy schedules
- Alarm generation
- Trend logging
- Equipment optimization

D. Commissioning & Training

Provide:

- Point-to-point verification
- Functional testing
- System commissioning
- Staff training
- Final documentation
- Warranty support

04 Technical Requirements

The proposed Building Automation System shall meet the following minimum requirements.

Open Architecture

The system shall:

- Utilize Native BACnet architecture
- Comply with ASHRAE 135 BACnet standards
- Use standard BACnet object types
- Support future system expansion
- Allow complete owner access to all programming and system functions

Owner Rights

STRIDE Academy shall retain ownership of:

- All software
- Programming code
- Graphics
- Databases
- Record drawings
- Administrative passwords
- Programming tools

The system shall not require recurring software licenses, device licensing, or Software Maintenance Agreements (SMAs).

Equipment Requirements

All rooftop units shall be provided as controls-ready units.

The Building Automation System shall provide complete control of:

- Heating
- Cooling
- Economizer operation
- Demand-controlled ventilation
- Space humidity
- Occupancy scheduling
- Alarm monitoring

Manufacturer control packages that limit programming flexibility are not acceptable. All primary equipment control shall be performed through the Building Automation System.

05 Desired Deliverables

STRIDE Academy anticipates a service level comparable to a comprehensive strategic communications partnership. Proposals should include recommendations for:

Monthly Deliverables

At minimum:

- 4 professionally produced videos
- Vertical versions optimized for social media
- Bi-weekly photography sessions
- Ongoing social media content creation
- Social media posting management
- Monthly analytics report

Quarterly Deliverables

- Strategic planning session
- Recruitment campaign review
- Community engagement analysis
- Content performance review

Annual Deliverables

- Annual recruitment campaign
- Annual impact report video
- Year-in-review highlight film
- Strategic communications recommendations

05 Proposal Requirements

A. Company Overview
Provide:

- Company history
- Years in business
- Office location(s)
- Number of employees
- Manufacturer certifications

B. Relevant Experience
Describe your experience with:

- K-12 schools
- Commercial buildings
- Building Automation Systems
- Rooftop HVAC controls
- Similar projects of comparable size

Include at least three client references.

C. Project Approach
Describe your approach to:

- Project management
- Installation
- Programming
- Commissioning
- Training
- Warranty support

D. Project Team
Identify the personnel who will be assigned to this project, including:

- Project Manager
- Lead Controls Technician
- Programmer
- Commissioning Technician

E. Project Schedule
Provide an anticipated project timeline including:

- Equipment procurement
- Installation
- Programming
- Commissioning
- Project completion

F. Pricing
Provide a detailed cost proposal that includes:

- Equipment
- Installation
- Programming
- Commissioning
- Training
- Warranty
- Optional services
- Any alternate pricing or value-added options

06 Evaluation Criteria

Evaluation Criteria	Weight
Technical Compliance with RFP Requirements	25%
Experience and Qualifications	20%
Project Approach and Implementation Plan	15%
Pricing and Overall Value	15%
Warranty, Service, and Ongoing Support	10%
Project Schedule and Ability to Meet Timeline	10%
References and Past Performance	5%
Total	**100%**

07 Submission Instructions

Proposals must be submitted by June 30, 2026 at 3:00 p.m.
Submit electronically to:
RFP@strideacademy.org

Subject Line:
Strategic Content Creation & Digital Engagement Proposal – [Company Name]

Questions regarding this RFP should be directed to:

Dr. Eric Skanson
Executive Director
STRIDE Academy



08 Terms and Conditions

STRIDE Academy reserves the right to:

- Accept or reject any proposal
- Request additional information
- Negotiate scope and pricing
- Conduct interviews with finalists
- Select the proposal that best aligns with organizational goals

Selection will not be based solely on cost.

The selected provider will enter into a professional services agreement with STRIDE Academy.



09

Fiduciary Responsibility and Conflict of Interest

The selected firm must act in the best interest of STRIDE Academy at all times, offering independent and objective advice. All actual or potential conflicts of interest must be disclosed immediately upon identification.



STRIDE ACADEMY

RFP Title: _____

RFP Issue Date: May 1, 2025
Proposal Due Date: June 1, 2025 at 4:00 PM CST

Contractor Information
FieldResponse
Company/Contractor Name:

_____

Mailing Address:

_____

City, State, ZIP Code:

_____

Primary Contact Person:

_____

Title/Position:

_____

Email Address:

_____

Phone Number:

_____

Website (if applicable):

_____

Proposal Summary

Proposed Total Project Cost:

_____

Proposed Service Start Date:

_____

Brief Description of Services Proposed:

_____

_____

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_____

Certification and Signature

□ I certify that I am authorized to submit this proposal on behalf of the company/organization listed above.

□ I certify that all information provided in this proposal is true and complete.

□ I have reviewed and agree to the terms of the RFP, including the Conflict of Interest Disclosure required by Minnesota Statutes §§ 124E.07 and 124E.14.

Signature: _____

Printed Name: _____

Title: _____

Date: _____