

# REQUEST FOR PROPOSALS

## Residential Housing Decarbonization & Retrofits



**Chicago Department of Housing**  
**Marisa C. Novara, Commissioner**  
**2 N. LaSalle Street, Suite 600**  
**Chicago, IL 60602**

RFP Issued on: **Thursday, July 20, 2023**  
Pre-bidder's conference: **Tuesday, August 1, 2023**  
10-11 AM CST, on Zoom, [register here](#)  
RFP Responses due: **Friday, September 1, 2023**  
All responses and questions should be emailed to:  
[steph.o'connor@cityofchicago.org](mailto:steph.o'connor@cityofchicago.org)

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# 1. Introduction

## 1.1 Purpose

The goals of the Residential Housing Decarbonization and Retrofit program (the “Program”) are three-fold: (1) to advance the equitable decarbonization of Chicago’s 1-4 unit residential buildings in alignment with Chicago’s Climate Action Plan, thus reducing Chicago’s overall carbon emissions footprint; (2) to provide low and moderate income owners of 1-4 unit residential buildings (“Sub-grantees”) with direct home improvement benefits including increased thermal resilience, improved indoor air quality, greater access to energy-efficient air cooling, and decreased utility bills; and (3) to deepen the bench of local contractors with the skills and experience to install cutting-edge, energy efficient equipment while enhancing pathways for BIPOC (as defined below) workers and business owners to meaningfully participate in the clean energy economy. The City will finance the Program with approximately \$15M in Chicago Recovery Plan bond funds and other funding sources available. **The City’s Department of Housing (“DOH”) seeks to enter into a grant agreement with one or more retrofit providers (not-for-profit or for-profit) with sufficient qualifications to implement the Program.**

## 1.2 Background: Request for Information

This Request for Proposals (“RFP”) builds on DOH’s [Request for Information \(“RFI”\)](#) that was released in February 2023. Responses to this RFI informed DOH on strategies to decarbonize 1-4-unit residential buildings effectively and equitably.

DOH received 17 responses to its RFI from the following organizations, including nonprofit organizations, private companies, architecture firms, research centers, and other subject matter experts:

- BlocPower
- Center for Energy & Environment
- Chicago Bungalow Association
- Elevate Energy
- Hightower Labs
- HPZS
- husARchitecture
- ICF Resources
- ISA Energy Construction
- Midwest Energy Efficiency Alliance
- National Renewable Energy Laboratory (NREL)
- Phius
- Public Health Law Center
- Sealed
- Slipstream
- The Greenpreneur
- U.S. Green Building Council/Illinois Green Alliance

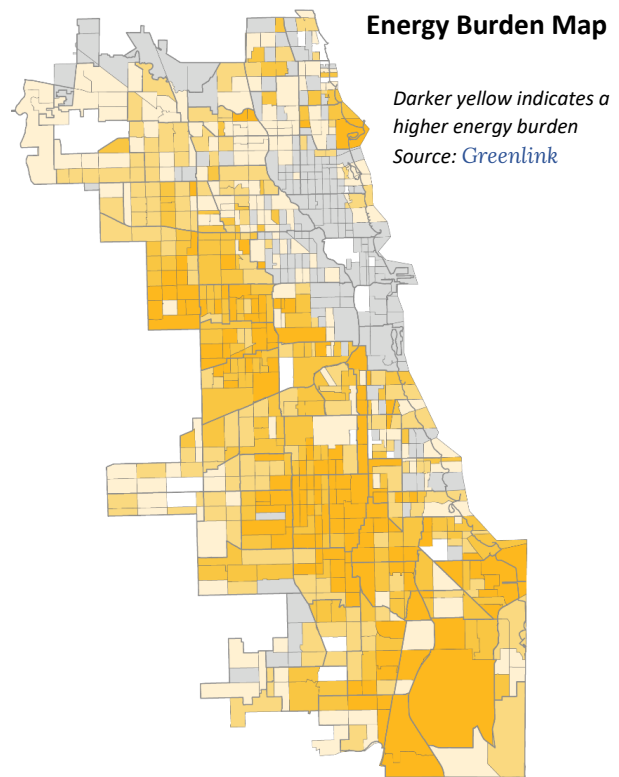
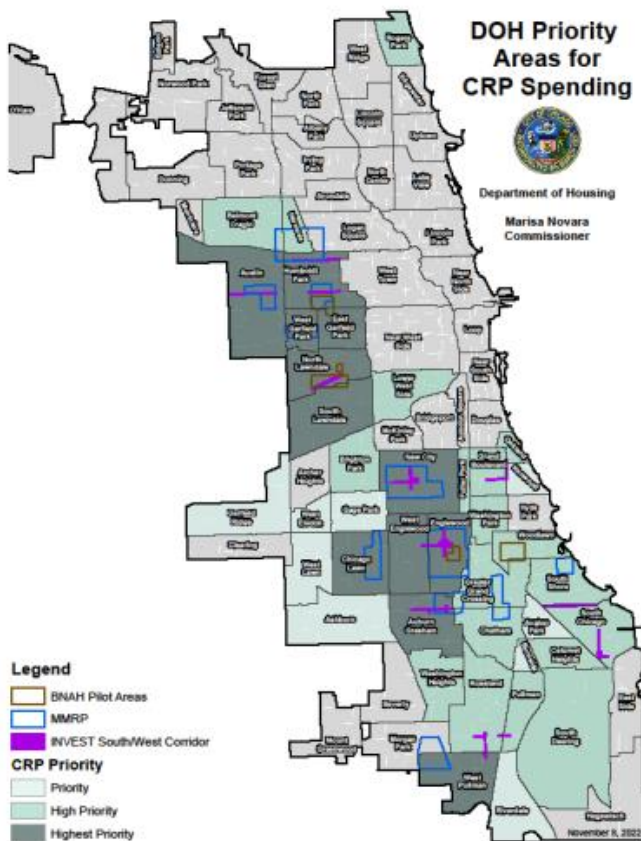
## 1.3 Background: Research and References

In alignment with City and DOH goals, it is imperative that public resources for energy efficiency and decarbonization be prioritized in an equitable manner. Residents who rent, are older, or have lower incomes are more likely to live in older buildings with poor insulation, high utility costs, and with less control over indoor air quality and temperature. A household is considered highly energy burdened when they spend more than 6% of their gross monthly income on energy, and severely energy burdened when they spend more than 10%. According to Greenlink Analytics’ 2021 [energy burden reporting](#), in 2019, 22% of the City’s households experienced high or severe energy burden. These households are primarily

located in the City’s west, south, and far south communities, home to many Black and Latinx residents. Poor insulation, less efficient and aging systems and appliances, and deferred maintenance, along with the rising cost of electricity and natural gas, contribute to high utility bills and can have cascading impacts including limited choice in home maintenance or improvements, risk of utility disconnection, and decreased credit scores. Furthermore, gas burning appliances like stoves—particularly when unvented—can be a primary source of indoor air pollution, intensifying respiratory conditions like asthma.

In response to the negative impacts of COVID-19, the City is implementing the [Chicago Recovery Plan](#), which allocates significant federal funds and bond-fund proceeds to support the equitable economic recovery of communities hardest hit by the pandemic, and to ensure that those communities are safe and thriving. This specific residential program is expected to be initially funded with \$15M of Chicago Recovery Plan funds and other available funds which have been earmarked for small residential building decarbonization.

The economic impacts of COVID-19 have exacerbated housing insecurity, particularly among the City’s Black, Indigenous, and People of Color (“BIPOC”) residents. DOH has identified highest priority areas within the City that represent the nexus of need, opportunity, and coordination. As shown in the two maps below, these areas are highly correlated with areas of energy burden and represent a major opportunity for the City to invest strategically.



The development and rollout of Chicago Recovery Plan climate and environmental justice projects is informed by several policy documents and hundreds of hours of stakeholder advisement from community and technical experts, including:

- The City of Chicago’s 2022 [Climate Action Plan](#) (“CAP”), which establishes an interim goal to reduce Chicago’s carbon footprint 62% by 2040 while ensuring that Chicagoans from all 77 community areas experience the benefits beyond the environmental impacts, including economic inclusion and savings, reduced pollution burden, equitable access to critical infrastructure, community health, and resiliency.
- A [2022 Strategy Report](#) written by the Chicago Building Decarbonization Policy Working Group, which defines specific recommendations for developing an equitable building decarbonization strategy that will help drastically reduce the emissions associate from the built environment and allow all Chicagoans to benefit from energy and cost savings, improved air quality and occupancy comfort, and access to jobs in the growing clean energy economy.
- [We Will Chicago](#), the City’s first comprehensive citywide plan in more than sixty years, which includes the [Climate Environment and Energy Pillar Report](#) which aims to reduce greenhouse gas emissions, increase Chicago’s resilience and preparedness for climate change and improve green spaces for the benefit of people and nature.

In addition to savings associated with increased energy efficiency, electrification in Chicago achieves decarbonization goals because Chicago’s electric grid has access to significant zero-carbon energy and renewable energy power generation sources. The City continues to support the expansion of these energy sources by aggressively pursuing policies for cleaning the grid, including by supplying all its operations with clean, renewable energy starting in 2025.

## 2. Residential Retrofits Program Overview

The City intends this Program to achieve the goals described above by providing low- and moderate-income homeowners (“Sub-grantees”), primarily living in historically underinvested communities, with sub-grants consisting of home improvements that may include retrofitting for weatherization, energy efficiency, and electrification of household systems. Throughout this RFP, the City will refer to home improvements that achieve a combination of these goals as “Residential Retrofits.”

### 2.1 Residential Retrofits Program Provider

The City welcomes responses on a range of technologies, building types, and approaches to decarbonization to achieve the expected Program outcomes. The following sections detail Program requirements—successful Respondents must demonstrate in their proposal their competence in fulfilling all applicable requirements. This section also identifies aspects of Program design that are flexible—successful Respondents will provide specific, innovative proposals that meet Program goals. DOH prefers to select multiple providers with varied business structures and program designs (e.g. variations in building type served or modeling methodology).

## 2.2: Obligations of Grantee

At a minimum, successful Respondents, as grantees (“Grantee”) and their contractors and sub-contractors will be required to adequately staff and perform all of the following actions under the oversight of—but with minimal to no staffing support from—DOH:

1. Recruit potential Sub-grantees.
2. Qualify Sub-grantees and homes as suitable for Program participation (e.g. income verification, building evaluation, approval/denial of applications, etc.).
3. Determine the scope of the Residential Retrofit work in partnership with Sub-grantee. This includes sufficient energy modeling/expert analysis to accurately estimate changes in energy use and utility bills, adequately sizing all appliances and equipment, etc.).
4. Execute sub-grant agreements with Sub-grantees, as Sub-grantees defining the terms of the obligations of the Sub-grantee.
5. Coordinate and perform all necessary Residential Retrofit work, either directly or via adequately licensed and insured subcontractors and provide contractor warranties for work completed.
6. Provide specific transitional support services to Sub-grantees (e.g. discontinuation of gas account, shift to “all electric” rate, provide training on new equipment, etc.).
7. Connect Sub-grantees to related funding sources and opportunities, determined in consultation with DOH (e.g. braid project funding with other eligible programs, refer Sub-grantees to related programs, assist Sub-grantees in receiving eligible subsidies, etc.).

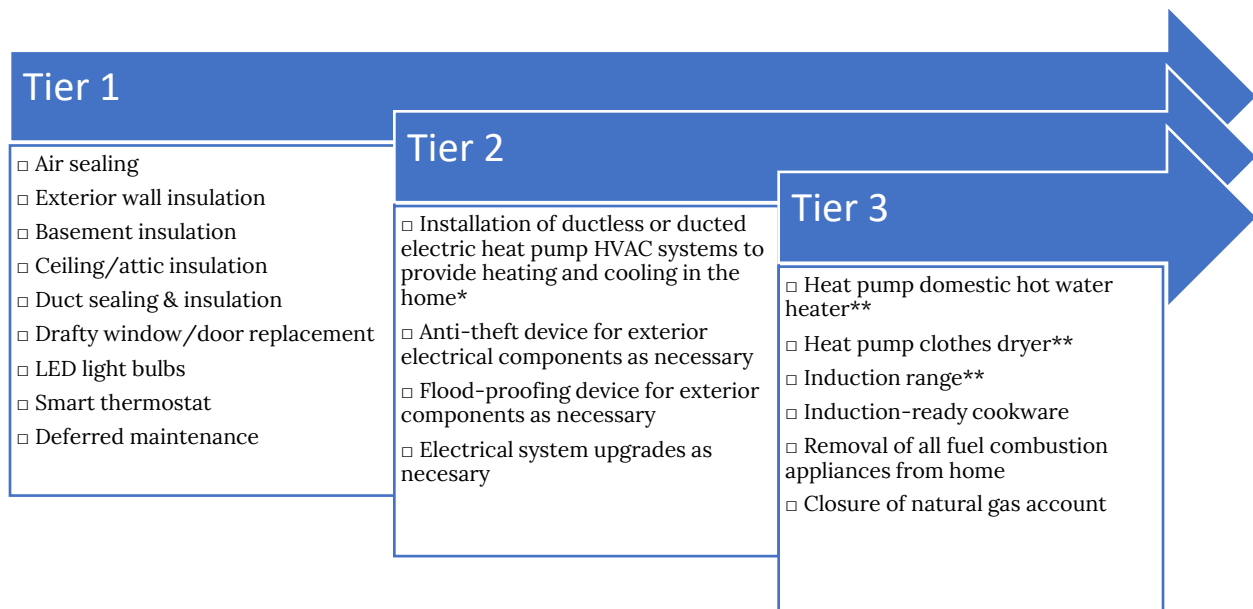
Any Grantee providing Residential Retrofits to Sub-grantees who are building owners with tenants must, in addition perform the following actions also:

8. Cause Sub-grantees who are building owners to enter into agreements with the City to maintain affordable rents in exchange for the Sub-grant of the Residential Retrofit and to provide adequate assurance and notice to all tenants of their rights under the Sub-grantee agreement.

## 2.3: Interventions to be performed

The preference of DOH is to completely decarbonize all homes served by this Program while lowering utility bills for tenants and homeowners (or, at a minimum, preventing bill increases). However, DOH recognizes that not every home is suitable for complete decarbonization. Furthermore, DOH recognizes that decarbonization efforts are unlikely to lead to reduced overall energy use or utility bill reduction without comprehensive weatherization.

Building on the [framework](#) established in by the National Renewal Energy Lab (NREL) in collaboration with Elevate Energy, and based on expert responses to DOH’s RFI, DOH is committed to a tiered Program structure that enables multiple levels of household intervention:



\* HVAC system can include electric, non-heat pump backup heat components. Heat pump systems may be installed in addition to other existing heating sources (e.g. to reduce load on existing gas furnace), but must be installed as sole heating source for home to qualify for Tier 3 interventions.

\*\* Electric, non-heat pump/induction appliances are not preferred but can be installed in select circumstances.

Each tier must be completed (e.g. all scope elements within the tier must be adequately addressed) before any of the costs associated with higher-tier interventions become Program-eligible. For example, while providing weatherization (Tier 1) but not heat pumps (Tier 2) is an acceptable Program outcome, providing heat pumps without weatherization is not an acceptable Program outcome. For all properties, baseline life safety installations like smoke and carbon monoxide detectors will be required where they are not in place.

Although the ultimate goal of this Program is to completely decarbonize residential structures, DOH recognizes that based on physical building attributes, modeled impacts of various interventions on utility costs, and other factors, it may not be possible or prudent to achieve Tier 3 Residential Retrofits in all cases. Grantees will demonstrate a commitment to maximizing Tier 3 Residential Retrofits delivered but may propose Program models that provide Tier 1 and Tier 2 Residential Retrofits as important Program co-outcomes.

The City encourages respondents to present innovative technologies, business models, and/or Program designs that are scalable as future resources and investment in energy efficiency become available. Additionally, the City welcomes responses that leverage existing home repair and/or weatherization programs and funding streams.

DOH recognizes that adequate energy assessments and modeling are of critical importance to the selection of a tailored set of interventions for each home that (1) decreases total energy use; (2) does not increase Sub-grantee total utility costs; and (3) improves Sub-grantee quality of life, including comfort, indoor air quality improvements, and HVAC capacity sufficient for the complete range of Chicago weather. **Successful Respondents *must***

**demonstrate in their proposal the capacity to conduct such modeling and describe their strategy for doing so.**

DOH further recognizes that for some households and housing types, decarbonization without net utility bill increases may be difficult without the offsetting potential of installed generation/renewable energy. Due to concerns related to increased job complexity and cost of delivery, DOH would prefer Program design proposals that link with existing subsidized renewable generation and/or storage programs if needed rather than directly incorporate installation of renewables into the DOH-funded scope. However, DOH will consider all thoughtful and cost-reasonable proposals related to holistic project scoping that meet the three goals described in the previous paragraph, including those that include installed generation.

## 2.4: Sub-grantee Selection and Qualifications

Grantees will be responsible for identifying, recruiting, and enrolling Sub-grantees in the Program, as well as verifying their eligibility under Program terms. Successful Respondents will include a thorough description of Sub-grantee recruitment strategies and proposed Sub-grantee selection criteria that comply with the guidance in this section.

Sub-grantee Requirements:

- Sub-grantees of 1-2-unit homes must be owner-occupants within the City with income limits described below:
  - For single-family or duplex homes, Sub-grantee applicant income must be 80% Area Median Income (“AMI”) or below.
- Sub-grantees of 3-4-unit homes may be owner-occupants or landlords within the City with income limits described below:
  - For 3-unit buildings, two units must be occupied by households with incomes of 80% AMI or below.
  - For 4-unit buildings, three units must be occupied by households with incomes of 80% AMI or below.
- Homes must be determined through digital, remote, or in-person energy assessment to be able to benefit from deep Residential Retrofit work. For example, existing or proposed new insulation must be sufficient that modeling suggests the Sub-grantee will not experience an increase in total utility costs after decarbonization.
  - Respondents may propose to serve specific home types based on their expertise or familiarity with certain types of construction or building age (e.g. only masonry or stick-built homes).
- Home shall be in compliance with the Chicago Building Code, free of major structural/life safety concerns, and maintained sufficiently to guarantee structural stability over lifetime of equipment to be installed, or can be brought within these limits with the program’s deferred maintenance allowance.



## 2.5: Experience as a Sub-grantee

It is a top priority for the City that Sub-grantees and tenants have a positive experience throughout the retrofit process. Respondents must provide details on how they will ensure this positive experience, including but not limited to:

- Minimizing Sub-grantee/tenant displacement, discomfort, and inconvenience during the Residential Retrofit work.
- Regular communications with Sub-grantees/tenants to manage expectations before, during and after completion of the Residential Retrofit work.
- Coordination of contractors and sub-contractors to provide all physical interventions in a timely manner.
- Pre- and post-installation education on behavioral changes necessary for good functioning of new equipment and ongoing maintenance to keep equipment maintained for maximum efficiency.
- Post-installation Sub-grantee/tenant access to technical assistance to address questions or concerns with new equipment.
- Post-installation check-in with all Sub-grantees on periodic basis at seasonal and time-based intervals.

Respondents may propose unique approaches to improving Sub-grantee experience, for example by providing limited services such as air sealing upon initial site visit to provide some energy efficiency improvements to Sub-grantees who do not follow through with full program participation.

## 2.6: Workforce Development

As part of the City's commitment to expanding the ecosystem of local contractors with the skills and experience to install cutting-edge, energy efficient equipment while enhancing pathways for BIPOC (Black, Indigenous, and People of Color) workers and business owners, Respondents will be evaluated on their experience with and plans for providing workforce development, training, and equitable subcontracting. The Grantee must comply with the Minority-Owned and Women-Owned Business Enterprise Procurement Program (the "MBE/WBE Ordinance") as well as the Illinois Prevailing Wage requirement (additional details found below). DOH encourages Respondents to demonstrate their ability to engage and utilize small, minority, and women-owned business.

## 2.7: Energy Assessment

Due to the relative newness of decarbonization efforts—especially in existing homes, and especially in cold climates—an important outcome of this Program is to provide the City, contracting community, and other stakeholders with data regarding interventions that work. To this end, it is imperative that all Providers collect and record data on energy use and utility cost for homes served through the Program.

DOH expects the following tasks may be involved in an adequate energy assessment process, but invites proposals that add, remove, or modify elements of this list with justification sufficient as determined by the City:

1. **Pre-construction energy assessment:** monitor building selection, project scoping, and expected and actual costs of Residential Retrofits.

- 2. Post-construction energy assessment:** collect and analyze data on energy use and utility costs for homes to determine energy and cost savings. Utilize quantitative data as well as qualitative data collected via post-installation contact with Sub-grantees.

Successful Respondents will demonstrate qualifications and experience evaluating energy efficiency Programs and provide a clear and specific proposal for what observations, measurements, site visits, and Sub-grantee interactions are necessary to effectively assure Program quality and measure overall Program effectiveness.

## 3. Grant Agreement Details

### 3.1 Funding Sources

All final grant awards will be subject to the availability of funds from the sources identified below.

- Chicago Recovery Plan bond proceeds and/or;
- Other funds identified by the Commissioner of DOH.

### 3.2 Compensation Structure

For Program Providers, DOH anticipates each grant agreement to contain provisions for a *project delivery fee*-based compensation structure. In this model, grantees may bill the City for only (1) pre-approved direct costs of a completed Residential Retrofit project; and (2) a fixed, negotiated delivery fee per project. This delivery fee is payable only upon successful completion of capital deliverables (i.e. retrofitted homes) to the City's satisfaction. In this model, Respondents may not budget or directly charge a flat administrative and/or overhead fee, and will not be directly compensated program administration tasks such as community engagement, program staff salary, etc. RFP respondents should propose a project delivery fee considering these restrictions.

RFP respondents may propose specific cost structures they would be amenable to in their proposal, including methods for calculating the direct costs of completed Residential Retrofits and amounts/formulas for calculation of any proposed delivery fee. Proposed project delivery fees can vary based on project type (e.g. single vs multifamily). Respondents should provide justification for their proposed fee structures acceptable to DOH at its sole discretion. Respondents may propose alternative structures and the City, at its sole discretion may consider proposed alternative structures, but City, State of Illinois ("State") and federal laws, rules and regulations, including those related to eligible costs financed with tax-exempt bond proceeds, may limit the City's ability to consider such alternatives.

### 3.3 Eligible Respondents

This RFP is a competitive process open to not-for-profit community-based organizations as well as for-profit businesses. Not-for-profit Respondents must provide their federal 501(c)(3) tax-exempt designation and State of Illinois articles of incorporation as verification of their not-for-profit status. For-profit Respondents must provide an Illinois Certificate of Good Standing.

Respondents with existing contracts or other agreements with the City that are not in good standing will not be considered for this Program. In addition, Respondents that have had a

City contract or agreement terminated for default, are currently debarred, or have been issued a final determination by a City, State, or federal agency for performance of a criminal act, or abridgement of human rights or illegal/fraudulent practices will not be considered for this Program.

### 3.4 Anticipated Term of Grant Agreement

DOH anticipates an initial grant agreement term executed under this RFP to expire on December 31, 2024. Based on performance and availability of funds, the grant agreement may be extended for an additional year, from January 1, 2025 to December 31, 2025. Additional extensions may be granted. The total grant period will not exceed three (3) years.

### 3.5 Reporting and Record-Keeping Requirements

Grantees must provide requested data using a City-approved platform or alternate approved method to submit Grantee reports. Required reports include sharing qualitative and quantitative data and information the City leverages to assess Program impact. Furthermore, providers must meet with DOH staff monthly at the beginning of the Program rollout, shifting to a quarterly meeting schedule as the Program is implemented.

In addition to the data outlined above, Grantees will be required to follow all local, State, and Federal requirements which govern all of the funding sources leveraged for the Program. DOH reserves the right to determine the appropriate funding source or sources for the Program.

Grantees will be required to keep separate records and documentation of all costs and expenditures. Providers will be required to periodically submit copies of all records and documentation with respect to both above-referenced categories to DOH.

## 4. Request for Proposal Content

### 4.1 Instructions for Respondents

All eligible respondents are welcome to respond to this RFP. Respondents are advised to carefully review the RFP instructions and adhere to all requirements. **To respond to this RFP, please submit a PDF package that includes answers to all the questions in Exhibit A.** The deadline for submission is 11:59 PM on Friday, September 1. Responses should be submitted to [steph.o'connor@cityofchicago.org](mailto:steph.o'connor@cityofchicago.org).

Respondents must provide all information requested, provide thorough responses, and submit all requested documentation. Failure to fully comply may cause the submitted proposal to be categorized by the City as non-compliant and subsequently rejected.

The City reserves the right to request clarification or additional information from the Respondent during the evaluation and selection process. Any Respondent that makes a material misrepresentation will be eliminated from further consideration. The City reserves the right to reject proposals for any of the following reason(s):

- Non-compliant proposals (e.g., required documents not uploaded).
- Respondent has DOH or other City departments performance-related concerns in the past five (5) years.
- The deadline for submissions for this RFP was missed.

- The proposal topic was not aligned with the requirements of the RFP.
- The budget was unrealistic in terms of the estimated requirements for the Program.
- Respondents proposed staffing is insufficient to carry out the scope of the Respondent’s proposal for effectuating the Program.
- The Respondent’s proposal for effectuating the Program does not meet DOH standards and/or is unrealistic in terms of the requirements for the Program.

#### 4.2 Pre-Bidder’s Conference

DOH will host an online pre-bidder’s conference on **Tuesday, August 1<sup>st</sup>** from 10-11am CST. Please register to attend [here](#). Please email any questions to [steph.o’connor@cityofchicago.org](mailto:steph.o’connor@cityofchicago.org). All emailed questions and answers, as well as a recording of the pre-bidder’s conference will be posted on the DOH website [here](#).

### 5. Application Review Criteria

All proposals received by the deadline will undergo a technical review to determine whether all required components have been addressed and included. Only complete proposals will be considered by DOH, and a formal notice of rejection will be provided to the Respondents submitting incomplete proposals. DOH reserves the right to waive minor irregularities across all submitted proposals. Minor irregularities include anything within the proposal that does not affect the quality of the proposed services or mandatory requirements. For example, spelling and grammatical errors may be classified as minor irregularities.

Additionally, DOH reserves the right to review the Respondent’s DOH-performance-related and performance-related concerns in other City departments and remove from consideration Respondents without a proven track record of effective Program management.

Applications will be reviewed and scored using an evaluation committee (“Evaluation Committee”) comprised of members selected by DOH. Evaluation Committee members may include DOH staff and non-staff. Evaluation Committee members will be responsible for reviewing applications and supporting documents and any additional information supplied by DOH staff to score applications based on the selection criteria outlined below.

DOH will then tabulate all Evaluation Committee scores and review any comments or concerns identified by Evaluation Committee members. Finally, DOH’s Project Manager and Deputy Commissioner will work collaboratively to develop a suggested list of Respondent finalists in alignment with DOH’s Mission, Vision, Values, Homeownership goals, and Evaluation Committee scores and comments.

A recommendation of Respondent finalists will be provided to the DOH Commissioner. Upon review, the DOH Commissioner may reject, deny, or recommend Respondents that have applied based on previous performance or based on area need.

**Proposals for Providers will be scored based on the following criteria, with 100 points being the maximum score:**

<b>Selection Criteria</b>	<b>Points</b>
<b>Organizational Capacity</b>	35

<ul style="list-style-type: none"> <li>• Respondent provides evidence of successful past program performance, including success in initiating, implementing, and completing a similar program.</li> <li>• Respondent outlines how qualified, responsible staff monitors Program performance from all programmatic elements, including: <ul style="list-style-type: none"> <li>○ Case management.</li> <li>○ Procedures for following up with those engaged in Residential Retrofits.</li> <li>○ Monitoring and record-keeping of costs, expenditures, and fiscal controls.</li> <li>○ Ensuring adequate technology and tracking systems are used.</li> </ul> </li> <li>• Respondent has sufficient capacity and/or staff assigned to the Program and can work within the schedule and budget outlined in this RFP.</li> <li>• Respondent's organization reflects and engages the diverse people of the communities it serves through various techniques. This can be demonstrated through the following ways: <ul style="list-style-type: none"> <li>○ Demographics of individuals served through similar program;</li> <li>○ Equity focused mission statement.</li> </ul> </li> </ul>	
<p><b><u>Program Implementation Design</u></b></p> <ul style="list-style-type: none"> <li>• Respondent clearly defines the activities to be undertaken/services to be provided and proposes a clearly defined plan to deliver the required Residential Retrofits under this RFP.</li> <li>• Respondent provides an effective Program implementation design that includes thoughtful approaches to Sub-grantee selection, recruitment of diverse subcontractor and/or commitment to equitable workforce development practices, building evaluation, and technological recommendations.</li> <li>• Respondent provides a well detailed description of how they will provide the Residential Retrofit work or evaluation under this RFP to marginalized communities and has a thorough understanding of the needs of the communities, their experience, needs and challenges.</li> <li>• Respondent can engage with the community in a variety of methods, including providing in-person services and community outreach and engagement.</li> </ul>	25
<p><b><u>Organization Values</u></b></p> <ul style="list-style-type: none"> <li>• Respondent has a proven track record in providing in-home energy efficiency, decarbonization, and/or home repair work, particularly to applicants who are marginalized by race,</li> </ul>	10

<p>ethnicity, citizenship, ability, sexual orientation, arrest or conviction record, or income.</p> <ul style="list-style-type: none"> <li>• Respondent is willing to collaborate with DOH and City funded initiatives, aligning with DOH's Mission, Vision, Values, including: <ul style="list-style-type: none"> <li>○ Expanding access and choice for residents.</li> <li>○ Protecting residents right to quality homes that are affordable, safe, and healthy.</li> <li>○ Prioritizing housing equity for Chicagoans who are marginalized.</li> <li>○ Social justice and collaborative decision making.</li> </ul> </li> <li>• Respondent's mission and activities historically undertaken by the organization are aligned with the objectives of the Program and enabling a just energy transition.</li> <li>• Respondent uses an equity lens, incorporates equity and justice into their program approach, and do not also engage in activities that are harmful to low- and moderate-income Chicagoans.</li> <li>• Demonstrated past experiences contracting with qualified BIPOC contractors/subcontractors</li> </ul>	
<p><b><u>Sub-grantee Experience</u></b></p> <ul style="list-style-type: none"> <li>• Respondent has documented relationships with utilities, suppliers, manufacturers, and adequate contractors or sub-contractors to complete the Residential Retrofit work.</li> <li>• Respondent has documented collaborations or partnerships with other public or private agencies that support or enhance resources for target populations.</li> <li>• Respondent has technical knowledge and experience with local energy data, City housing types and an understanding of energy performance in typical Chicago households.</li> </ul>	10
<p><b><u>Budget Justification &amp; Capacity</u></b></p> <ul style="list-style-type: none"> <li>• Respondent demonstrates reasonable implementation costs and funding requests relative to its financial and human resources.</li> <li>• Respondent's proposed budget supports the proposed scope of work or work plan to implement the Program.</li> <li>• Respondents proposed budget contains a reasonable cost per Residential Retrofit project.</li> <li>• Overall, Respondent is fiscally sound, as evidenced by the financial history and record of the organization, as well as audited financial statements (or the equivalent) from the current fiscal year.</li> <li>• Receiving a grant under this program would result in a meaningful expansion of Respondent's capacity to engage in decarbonization work in the Chicago market.</li> </ul>	20

<b><u>Cooperation with the City in the Event of Any Legal, Administrative or Regulatory Proceedings</u></b>	
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- Respondent will be required to covenant in the grant agreement that the Respondent will cooperate with the City and provide all records and documentation requested by the City in connection with any legal, administrative or regulatory proceedings in connection with the Program or the sources of funds used to finance the Program.

## 6. Basis of Award

DOH reserves the right to consider additional factors in the selection of Respondents to ensure Program-level needs are met, including prioritizing organizations whose proposals demonstrate they have a strong track record serving people marginalized by race, ethnicity, citizenship, ability, sexual orientation, arrest or conviction record, or income. DOH may also factor in the organization's geographic location to ensure residents in all of the City's wards can be provided services under the Program.

The selection of grantee[s] will not be final until the City and the selected Respondent[s] have fully negotiated and executed a grant agreement. The City assumes no liability for costs incurred in responding to this RFP or for costs by the Respondent chosen in anticipation of a fully executed grant agreement. Receipt of a final application does not commit the City to award a grant to pay any costs incurred in preparing an application. Furthermore, Respondents' history of prior executed contracts or agreements with DOH is not a guarantee of continued funding of grants under this RFP.

## 7. Compliance with Laws, Statutes, Regulations, Ordinances, and Executive Orders

The grant agreements will not be final until the City and the Respondent have fully negotiated and executed an agreement. All payments under a grant agreement are subject to annual appropriation and availability of funds. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the Respondent in anticipation of a grant agreement. Here is a partial list of laws, statutes, and ordinance that Grantees will be required to comply with under the grant agreement:

1. **Conflict of Interest Clause:** No member of the governing body of the City or other unit of government and no other officer, employee, or agent of the City or other government unit who exercises any functions or responsibilities in connection with the carrying out of the Program shall have any personal interest, direct or indirect, in the grant agreement. The Respondent covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the grant agreement pertains which would conflict in any manner or degree with the performance of his/her work hereunder. The Respondent further covenants that in the performance of the grant agreement no person having any such interest shall be employed.

2. **Governmental Ethics Ordinance, Chapter 2-156:** All Respondents shall agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 of the Municipal Code of Chicago (“Municipal Code”) which includes the following provisions: a) a representation by the Respondent that he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement which the Respondent has negotiated, entered into, or performed in violation of any of the provisions of the Governmental Ethics Ordinance, Chapter 2-156 of the Municipal Code shall be voidable by the City.
3. **Drug-free Workplace:** Selected Respondents shall establish procedures and policies to promote a Drug-free Workplace. The selected Respondent shall notify employees of its policy for maintaining a drug-free workplace and the penalties that may be imposed for drug abuse violations occurring in the workplace. The selected Respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten (10) days after such conviction.
4. **Business Relationships with Elected Officials:** Pursuant to Section 2-156-030(b) of the Municipal Code , it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other City official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any City Council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. Violation of Section 2-156-030(b) of the Municipal Code by any elected official with respect to the grant agreement shall be grounds for termination of the grant agreement. The term “business relationship” is defined as set forth in Section 2-156-080 of the Municipal Code.
  - a. Section 2-156-080 of the Municipal Code defines a “business relationship” as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the
  - b. Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A “contractual or other private business dealing” shall not include any employment relationship of an official’s spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.



5. **Legal Compliance:** Compliance with federal, State and City laws, regulations, ordinances, policies, procedures, rules, executive orders and requirements, including, but not limited to: Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65 ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code); and Landscape Ordinance (Chapters 32 and 194A of the Municipal Code).
6. **Economic Disclosure Statement:** If selected for grant award, Respondents are required to (a) execute the Economic Disclosure Statement and Affidavit and (b) indemnify the City as described in the grant agreement between the City and the Grantee.
7. **Prohibition on Certain Contributions, Mayoral Executive Order 2011-4:** Neither the Grantee nor any person or entity who directly or indirectly has an ownership or beneficial interest in the Grantee of more than 7.5% (Owners), spouses and domestic partners of such Owners, the Grantee's contractors, sub-contractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any contractor or sub-contractor of more than 7.5% (Sub-owners) and spouses and domestic partners of such Sub- owners (the Grantee and all the other preceding classes of persons and entities are together, the "Identified"), shall make a contribution of any amount to the Mayor of the City ("Mayor") or to the Mayor's political fundraising committee during (i) the bid or other solicitation process for the grant agreement or Other Contract (as defined below), including while the grant agreement or Other Contract is executory, (ii) the term of the grant agreement or any Other Contract between City and the Grantee, and/or (iii) any period in which an extension of the grant agreement or Other Contract with the City is being sought or negotiated.
  - a. The Grantee shall represent and warrant that since the date of public advertisement of the specification, request for qualifications, RFP or request for information (or any combination of those requests) or, if not competitively procured, from the date the City approached the Grantee or the date the Grantee approached the City, as applicable, regarding the formulation of the grant agreement, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.
  - b. The Grantee shall not: (a) coerce, compel or intimidate the Grantee's employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse the Grantee's employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.
  - c. The Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 2011-4 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 2011-4.

- d. Violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 2011-4 constitutes a breach and default under the grant agreement, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default entitles the City to all remedies (including without limitation termination for default) under the grant agreement, under any Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein. If the Grantee violates this provision or Mayoral Executive Order No. 2011-4 prior to award of the grant agreement resulting from this specification, the DOH Commissioner may reject the Respondent's response to the RFP. For purposes of this provision:
  - i. "Other Contract" means any agreement entered into between the Grantee and the City that is (i) formed under the authority of Municipal Code Ch. 2-92; (ii) for the purchase, sale or lease of real or personal property; or (iii) for materials, supplies, equipment or services which are approved and/or authorized by the City Council.
  - ii. "Contribution" means a "political contribution" as defined in Municipal Code Ch. 2-156, as amended.
  - iii. "Political fundraising committee" means a "political fundraising committee" as defined in Municipal Code Ch. 2-156, as amended.

#### **8. Hiring Practices**

- a. The City is subject to the June 24, 2011 "City of Chicago Hiring Plan" (the "2011 City Hiring Plan") entered in *Shakman v. Democratic Organization of Cook County*, Case No 69 C 2145 (United States District Court for the Northern District of Illinois). Among other things, the 2011 City Hiring Plan prohibits the City from hiring persons as governmental employees in non-exempt positions on the basis of political reasons or factors.
- b. The Grantee shall be aware that City policy prohibits City employees from directing any individual to apply for a position with the Grantee, either as an employee or as a sub-contractor, and from directing the Grantee to hire an individual as an employee or as a sub-contractor. Accordingly, the Grantee must follow the Grantee's own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by the Grantee under the grant agreement are employees or sub-contractors of the Grantee, not employees of the City. The grant agreement is not intended to and does not constitute, create, give rise to, or otherwise recognize an employer-employee relationship of any kind between the City and any personnel provided by the Grantee.
- c. The Grantee will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under the grant agreement, or offer employment to any individual to provide services under the grant agreement, based upon or because of any political reason or factor, including, without limitation, any individual's political affiliation, membership in a political organization or party, political support or activity, political financial contributions, promises of such political support, activity or

financial contributions, or such individual's political sponsorship or recommendation. For purposes of the grant agreement, a political organization or party is an identifiable group or entity that has as its primary purpose the support of or opposition to candidates for elected public office. Individual political activities are the activities of individual persons in support of or in opposition to political organizations or parties or candidates for elected public office.

- d. In the event of any communication to the Grantee by a City employee or City official in violation of paragraph (b) above or advocating a violation of paragraph (c) above, the Grantee will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General ("IGO Hiring Oversight"), and also to the head of DOH. The Grantee will also cooperate with any inquiries by IGO Hiring Oversight related to the grant agreement.
9. **Illinois Prevailing Wage Requirement:** The Grantee will ensure that construction contractors and sub-contractors shall not pay less than the prevailing rates of wages to all laborers, workmen, and mechanics performing work in connection with this Program, pursuant to the Illinois Prevailing Wage Act (820 ILCS 130/1-12).
10. **MBE/WBE Ordinance Requirements:** The Grantee must comply with the Minority-Owned and Women-Owned Business Enterprise Procurement Program (the "MBE/WBE Ordinance"), Section 2-92-650 et seq. of the Municipal Code and with Section 2-92-586 (Contracts-Firms Owned or Operated by Individuals with Disabilities) of the Municipal Code.
11. **Chicago Residency Requirements:** The Grantee must comply with and shall cause its' contractors and sub-contractors to comply with the residential preference requirements of Section 2-92-330 of the Municipal Code.

## 8. Insurance Requirements

### A. Insurance Required

The Grantee must provide and maintain at Grantee's own expense, during the term of the Agreement and during the time period following expiration if Grantee is required to return and perform any work, services or operations, the insurance coverages and requirements specified below, insuring all work, services, or operations related to the Agreement

1. **Workers Compensation and Employers Liability (Primary and Umbrella):** Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide work, services or operations under this Agreement and Employers Liability coverage with limits of not less than \$1,000,000 each accident; \$1,000,000 disease-policy limit; and \$1,000,000 disease each employee, or the full per occurrence limits of the policy, whichever is greater. Grantee may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.
2. **Commercial General Liability (Primary and Umbrella):** Commercial General Liability Insurance or equivalent must be maintained with limits of not less than

\$1,000,000 per occurrence, or the full per occurrence limits of the policy, whichever is greater, for bodily injury, personal injury, and property damage liability. Coverages must include but not be limited to the following: All premises and operations, products/completed operations, separation of insureds, defense, and contractual liability (not to include Endorsement CG 21 39 or equivalent).

3. **Automobile Liability (Primary and Umbrella):** When any motor vehicles (owned, non-owned and hired) are used in connection with work, services, or operations to be performed, Automobile Liability Insurance must be maintained by the Grantee with limits of not less than \$1,000,000 per occurrence or the full per occurrence limits of the policy, whichever is greater, for bodily injury and property damage. The City is to be added as an additional insureds on a primary, non-contributory basis. Grantee may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.
4. **Professional Liability:** When any professional Grantees perform work, services, or operations in connection with this Agreement, Professional Liability Insurance covering acts, errors, or omissions must be maintained with limits of not less than \$1,000,000. Coverage must include, but not be limited to, technology errors and omissions and pollution liability if environmental site assessments are conducted when applicable. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede start of work on the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

#### **B. Additional Requirements**

5. **Evidence of Insurance:** Grantee must furnish the City, Chicago Department of Procurement Services, 121 N. LaSalle Street, Room 806, Chicago, IL 60602, original certificates of insurance and additional insured endorsement, or other evidence of insurance, to be in force on the date of this Agreement, and renewal certificates of Insurance and endorsement, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. Grantee must submit evidence of insurance prior to execution of Agreement. The receipt of any certificate does not constitute agreement by the City that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all requirements of Agreement. The failure of the City to obtain, nor the City's receipt of, or failure to object to a non-complying insurance certificate, endorsement or other insurance evidence from Grantee, its insurance broker(s) and/or insurer(s) will not be construed as a waiver by the City of any of the required insurance provisions. Grantee must advise all insurers of the Agreement provisions regarding insurance. The City in no way warrants that the insurance required herein is sufficient to protect Grantee for liabilities which may arise from or relate to the Agreement. The City reserves the right to obtain complete, certified copies of any required insurance policies at any time.
6. **Failure to Maintain Insurance:** Failure of the Grantee to comply with required coverage and terms and conditions outlined herein will not limit Grantee's liability

or responsibility nor does it relieve Grantee of the obligation to provide insurance as specified in this Agreement. Nonfulfillment of the insurance conditions may constitute a violation of the Agreement, and the City retains the right to suspend this Agreement until proper evidence of insurance is provided, or the Agreement may be terminated.

7. **Notice of Material Change, Cancellation or Non-Renewal:** Grantee must provide for sixty (60) days prior written notice to be given to the City in the event coverage is substantially changed, canceled or non-renewed and ten (10) days prior written notice for non-payment of premium.
8. **Deductibles and Self-Insured Retentions:** Any deductibles or self-insured retentions on referenced insurance coverages must be borne by Grantee.
9. **Waiver of Subrogation:** Grantee hereby waives its rights and agrees to require their insurers to waive their rights of subrogation against the City under all required insurance herein for any loss arising from or relating to this Agreement. Grantee agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City received a waiver of subrogation endorsement for Grantee's insurer(s).
10. **Grantees Insurance Primary:** All insurance required of Grantee under this Agreement must be endorsed to state that Grantee's insurance policy is primary and not contributory with any insurance procured or maintained by the City.
11. **No Limitation as to Grantee's Liabilities:** The coverages and limits furnished by Grantee in no way limit or restricts the Grantee's liabilities and responsibilities specified within the Agreement or by law.
12. **No Contribution by City:** Any insurance or self-insurance programs maintained by the City do not contribute with insurance provided by Grantee under this Agreement.
13. **Insurance not Limited by Indemnification:** The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.
14. **Insurance and Limits Maintained:** If Grantee maintains higher limits and/or broader coverage than the minimums shown herein, the City requires and must be entitled the higher limits and/or broader coverage maintained by Grantee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage must be available to the City.
15. **Joint Venture or Limited Liability Company:** If Grantee is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a Named Insured.
16. **Other Insurance obtained by Grantee:** If Grantee desires additional coverages, the Grantee will be responsible for the acquisition and cost.
17. **Insurance required of Subcontractors:** Grantee must name the Subcontractor(s) as a named insured(s) under Grantee's insurance or Grantee will require each Subcontractor(s) to provide and maintain Commercial General Liability, Commercial Automobile Liability, Worker's Compensation and Employers Liability Insurance and when applicable Excess/Umbrella Liability and Professional Liability Insurance with coverage at least as broad as in outlined in Section A, Insurance Required. The limits

of coverage will be determined by Grantee and may be subject to approval by the City. Grantee must determine if Subcontractor(s) must also provide any additional coverage or other coverage outlined in Section A, Insurance Required. Grantee is responsible for ensuring that each Subcontractor has named the City as an additional insured where required on an additional insured endorsement form acceptable to the City. Grantee is also responsible for ensuring that each Subcontractor has complied with the required coverage and terms and conditions outlined in this Section B, Additional Requirements. When requested by the City, Grantee must provide to the City certificates of insurance and additional insured endorsements or other evidence of insurance. Failure of the Subcontractor(s) to comply with required coverage and terms and conditions outlined herein will not limit Grantee's liability or responsibility.

18. **City's Right to Modify:** Notwithstanding any provisions in the Agreement to the contrary, the City, Department of Finance, Risk Management Office maintains the right to modify, delete, alter or change these requirements.

## Exhibit A: Contents of a Complete Proposal

Written submissions must be submitted via email to [steph.o'connor@cityofchicago.org](mailto:steph.o'connor@cityofchicago.org) and include the following:

1. Cover Page to include:
  - a. Organization Information
  - b. Legal organization name
  - c. Doing Business As (if applicable)
  - d. Address
  - e. Federal Employer Identification number
  - f. Unique Entity Identifier (UEI) number
  - g. Website address and social media (if applicable)
  - h. Year organization established
  - i. Name, title, email, and phone number of contact person
  - j. Date of submission
2. Attachments as described below depending on your entity type. These can be attached to your submission email or combined into a pdf submission document.
  - a. Non-profit entity requirements
    - i. Certificate of Good Standing
    - ii. IRS Tax-Exempt Determination Letter
    - iii. Board Member Identification
    - iv. Recent 990, 990-N, 990-EZ (from the last three years) or Recent Tax Returns (from the last three years)
  - b. For-profit entity requirements:
    - i. Certificate of Good Standing
    - ii. Financial Statements for last three years
    - iii. Organizational Documents of the entity as applicable (e.g. Articles of Incorporation, By-Laws, Certificate of Existence of Limited Partnership, Articles of Limited Partnership (if Limited Partnership if corporation, limited liability corporation, partnership, etc.)
3. Answers to the following questions:
  - a. **Organizational Capacity**
    - i. Please provide a short statement describing the organization.
    - ii. Describe your organization's mission, values, and core strategies?
    - iii. Describe the leadership of the organization. How is your organization's leadership, staff, and board familiar with and accountable to the communities it serves?
    - iv. Tell us about your organization's experience planning for, performing energy modeling for, and/or implementing residential retrofits on 1-4-unit properties. Be specific with technology, program design, building type, geographic location, and all other pertinent information about your experience. Please describe 1-2 sample residential retrofits projects or programs you have been involved with. If you cannot provide concrete examples, please provide 1-2 examples of

hypothetical retrofit projects or programs your organization would be equipped to participate in.

- v. Please provide a list of relationships or partnerships you currently have or intend to develop to enable successful program implementation. Examples include relationships with subcontractors, workforce development and training organizations, utilities, supply chain partners, or energy modeling firms that you will leverage to effectively implement the services described in this RFP. For contractors, please include areas of expertise, specific trades qualifications, service area, years of experience, licenses held, and Minority and Women-owned Business (M/WBE) Certification if applicable.
- vi. What is your organization's experience in administering programs in conjunction with government entities? If applicable, describe specific related programs on which you've worked or implemented.

**b. Program Design**

- i. Describe how you will implement the activities and goals of the Residential Retrofits Program. Please be as specific as possible, and directly address how you will achieve the goals and comply with the requirements described in Section 2 of the RFP. Please use your response to this question to summarize your approach, while using responses to the following questions to delve into further detail about your proposal.
- ii. How do you propose to recruit Sub-grantees into the program? Please describe your approach to community engagement, outreach, and Sub-grantee identification in detail. Please specify any building types or sizes you propose to work with, or geographies you expect your program to be concentrated in based on your proposed Sub-grantee or building selection process.
- iii. How will you select what physical interventions to perform in a given home to (1) maximize utility bill savings, (2) maximize reduction of energy consumption, and (3) provide Sub-grantees with equipment capable of adequate space conditioning 365 days per year? Describe your process for assessing homes, modeling energy and cost savings associated with various retrofit packages, and adequately selecting and sizing equipment. Describe the specifics of your proposed modeling methodology.
- iv. What interventions do you propose to provide in your standard retrofit? Include any specifics about equipment or brands you prefer or plan to install.
- v. What will your program management and coordination structure be? Provide details about the number of contractors you propose to work



with, how those contractors will work together and be coordinated, etc. For example, describe the distribution of responsibility for Sub-grantee engagement and acceptance into program, site visits, energy modeling, project scoping and pricing, permitting, site work, and post-completion Sub-grantee support. What work do you propose to conduct directly/in-house vs. via subcontractors? Who will manage the overall process and assure timeliness and Sub-grantee satisfaction throughout the process?

- vi. How will you track program outcomes and assure quality performance of the retrofits you propose? Please detail the metrics you will use to determine success of the retrofits performed.

**c. Organization Values**

- i. Please describe your experience providing services to Sub-grantees who are marginalized by race, ethnicity, citizenship, ability, sexual orientation, arrest or conviction record, or income.
- ii. Please describe how, if you are awarded a contract under this program, you will support equitable workforce development. Be specific about your plan for developing the next generation of energy efficiency and electrification contractors, such as by providing workforce development and training opportunities, and by engaging in equitable subcontracting, particularly to BIPOC (Black, Indigenous, and People of Color) workers and business owners. If your organization has a track record of engaging in equitable workforce development practices, please describe those experiences here.

**d. Sub-grantee Experience**

- i. How will Sub-grantees experience program participation, from start to finish, including typical number of site visits, points of coordination, duration of installation, experience during installation, resources available pre, during, and post installation, etc.? What program policies and staffing decisions will you make to focus on providing excellent Sub-grantee experience?

**e. Budget Justification & Capacity**

- i. Presuming a 2-year contracting period beginning January 1, 2024 and ending December 31, 2025, what is your organization's preferred volume of work? Please describe this capacity in terms of number of households you propose to serve over the life of the contract, broken down by quarter, and describe the expected number of potential Sub-grantees you expect to engage to meet your preferred number of completed retrofits. Please use [Exhibit B](#). If there is additional context you would like to provide in addition to Exhibit B, please do so in narrative form.

- ii. Actual costs of individual retrofits are expected to vary widely based on size and type of home, extent of existing insulation, health of existing structure and building systems, and energy modeling. Please describe how you propose to cost and bill each job. For example, do you propose to charge a flat rate per installation, use price schedule or catalogue, directly bill for actual costs, or some alternative pricing mechanism?
- iii. The only reimbursable costs under this program are direct “hard costs” of construction specified in Exhibit C (budget proposal) and a project delivery fee, which is assessed per completed retrofit. How do you propose to structure this project delivery fee (e.g. fixed dollar amount per completed project; percentage of completed project’s total direct costs; etc.)?
- iv. Describe your budget proposal. All responses to this question must be in the format of [Exhibit C](#). Please complete Exhibit C using a total contract amount of \$5,000,000 or the total number of jobs proposed in question 3.e.i, whichever leads to the lower total budget. (In practice, selected respondents may be awarded more or less than the proposed amount, and all budgets will be further negotiated prior to contract execution.)
- v. Explain how being awarded this grant would meaningfully expand your existing decarbonization work in the Chicago market. Provide details about your existing Chicago market programs, if any, including total current and planned future budgets and funding sources for those programs. Describe how you currently manage expenditures and keep financial records. How will you manage the project, monitor expenditures, and keep appropriate financial records? Please also describe your reporting, database management, and output monitoring practices.
- vi. Please attach the resumes of key staff members.

## Exhibit B: Preferred volume of work

This exhibit presumes a 2-year initial contracting window beginning on January 1, 2024 and ending on December 31, 2025. In practice, selected grantees may be eligible for other contracting windows. This may be negotiated after finalists are selected.

Grantees may be offered less than their preferred volume as described in this table. Volume of work will be negotiated after finalists are selected.

<b>Quarter</b>	<b>Potential Sub-grantees engaged</b> <i>Please list the number of expected Sub-grantees you expect to contact in each quarter, using the engagement strategy described in your proposal, in order to reach your completed retrofit goal.</i>	<b>Retrofits completed</b> <i>Please list the number of retrofit <u>completions</u> you expect to produce each quarter. Quarterly and total numbers should represent your preferred volume of work under this program.</i>
<b>2024 Q1</b>		
<b>2024 Q2</b>		
<b>2024 Q3</b>		
<b>2024 Q4</b>		
<b>2025 Q1</b>		
<b>2025 Q2</b>		
<b>2025 Q3</b>		
<b>2025 Q4</b>		
<b>Total</b>		

# Exhibit C: Budget proposal

Retrofit costs will vary across buildings. This budget template allows RFP respondents to estimate a range of possible completed retrofit costs. Please use this table, along with your answers to RFP questions 3.e.i, 3.e.ii, and 3.e.iii, to describe your approach to costing and billing retrofits completed under this program. Submit this exhibit as your response to question 3.e.iv.

	Min	Average	Max
<b>Tier 1 interventions</b>			
Air sealing and/or insulation			
Duct sealing and/or insulation			
LED lighting			
Programmable/smart thermostat			
<b>Tier 1 total</b>	\$ -	\$ -	\$ -
<b>Tier 2 interventions</b>			
Heat pump for heating and cooling			
Electrical upgrades (if necessary)			
<b>Tier 2 total</b>	\$ -	\$ -	\$ -
<b>Tier 3 interventions</b>			
Heat pump domestic hot water heater			
Heat pump clothes dryer			
Induction stove/cooktop			
Induction-ready cooktop			
<b>Tier 3 total</b>			\$ -
<b>Other interventions</b>			
Pre-Construction Energy Assessment			
Rooftop solar (if included in project)			
Other interventions (if deemed necessary and useful by energy assessment)			
Post-Construction Energy Assessment			
<b>Other total</b>	\$ -	\$ -	\$ -
<b>Total unit costs</b>			
Direct work subtotal	\$ -	\$ -	\$ -
Project delivery fee			
<b>Total cost per completed retrofit - absolute range</b>	\$ -	\$ -	\$ -
<b>Estimated range - unit cost of a completed retrofit</b>			
<i>(It is unlikely that any single retrofit will involve minimum or maximum costs across every budget category. Based on the absolute cost range in the row above, please estimate a reasonable low, average, and high retrofit unit cost.)</i>			
<b>Deferred maintenance allowance</b>			
<i>(DOH expects to permit an allowance of 10% of core [Tier 1-3] project costs to address deferred maintenance and/or building code requirements.)</i>	\$ -	\$ -	\$ -
<b>Total budget</b>			
<b>Estimated total cost per completed retrofit</b>	\$ -	\$ -	\$ -
<b>Retrofits to be completed over 2 year contracting cycle</b>			
<i>(Presume January 2024-December 2025 contract. Number should be the lesser of proposed capacity described in Exhibit B, or the number of retrofits that yields a \$5,000,000 total budget proposal)</i>			
<b>Total proposed budget</b>	\$ -	\$ -	\$ -

This is a sample. Please download and complete the Excel version of [Exhibit C](#) posted to the City website in parallel to this RFP document.