Request for Proposals

Purpose

The Clean Energy Jobs and Justice Fund (CEJJF), in partnership with the City of Carbondale, IL (City), has been awarded a Municipal Investment Fund grant from the Coalition for Green Capital, administered by the International Council for Local Environmental Initiatives USA (ICLEI USA). The goal of this funding is to support Carbondale's sustainability plans and accelerate the growth of the local clean energy finance market to drive investments in clean energy infrastructure through targeted market-building activities and the identification of financial strategies in support of developing a local public-private partnership (P3) plan.

Important Dates

Solicitation Issuance: October 27, 2025

Questions Due: October 31, 2025 (CEJJF will supply answers by November 3)

Responses Due: November 7, 2025

Contractors Selected: November 10, 2025

Background

CEJJF is Illinois' nonprofit green bank. Incorporated in the State of Illinois as directed by the Climate and Equitable Jobs Act, CEJJF is committed to ensuring that the advantages of the clean energy revolution reach every corner of the state. CEJJF's mission is to advance a fair and inclusive transition to clean energy across Illinois by:

- expanding access to capital for clean energy businesses that face barriers to traditional financing
- helping homeowners and small businesses lower their energy costs
- facilitating frontline communities' access to clean energy solutions that foster healthier environments and stronger local economies

To advance this mission, CEJJF has partnered with the City of Carbondale to develop strategies to accelerate the deployment of clean energy funding and infrastructure.

The City is focused on an ambitious sustainability agenda, adopting the community's Sustainability Action Plan in April 2022. The plan aims for carbon neutrality by 2050 and targets a 45 percent reduction by 2030. To drive these goals, the City established the Energy Sovereignty Proposal and hired its first sustainability coordinator. A robust public-private partnership strongly supports this effort; it includes institutions and organizations like First Southern Bank, the Southern Illinois Realtors Association, the Climate and Equitable Jobs Act Navigator, the NAACP, and various energy and labor groups (LiUNA, Man-Tra-Con).

Description of Work

CEJJF is seeking qualified contractors to formulate and deliver a comprehensive P3 plan that encompasses market building, infrastructure mapping, the identification of a pipeline of potential clean energy projects, and associated funding models to accelerate clean energy adoption. There are two primary scope components for which CEJJF may select a single contractor or multiple contractors based on qualifications.

Selected contractors will form a consultant team that works at the direction of the City and CEJJF leadership to complete the tasks outlined below.

Task One: Contractual Planning Services

The consultant will lead and coordinate all parties for the P3 planning process and provide technical expertise, including an opportunity assessment and framework for developing and retrofitting net-zero affordable housing, buildings, and neighborhood areas.

- In partnership with CEJJF and the City, lead the convening and engagement of a local advisory body to guide P3 plan strategy development
  - Members of this advisory body will include but not be limited to representatives from the City and CEJJF
- Engage the P3 advisory committee to identify local clean energy project priorities, siting opportunities and constraints, and ownership models. Engagement should focus on supporting projects like:
  - Distributed renewable energy (agrivoltaics, rooftop solar and storage, community solar, and geothermal and passive heating or cooling)
  - Single- and multi-family housing retrofits (mapping prospective neighborhoods and properties that could support infill net-zero housing developments)
  - District microgrids and storage systems
- Lead the drafting and design of a comprehensive P3 plan, including a rough draft no later than Dec. 15, 2025, and a final plan no later than February 15, 2026

Task Two: Contractual Energy Consultant

The consultant will provide technical expertise to support municipal and community solar planning and for net-zero and efficiency upgrades at scale and work with the CEJJF team to develop a detailed pipeline document outlining prospective projects and funding models identified through the engagement process.

General Submission Requirements

Submissions must be prepared electronically using 8.5” x 11” paper format. Submissions are strictly limited to the number of pages described below.

Submissions will only be accepted in electronic PDF format and should be sent to Krystal Garcia Centeno by email at: **kgcenteno@cleanenergyjobsjustice.org**. Submissions received after 5:00 CT on November 7, 2025, will not be considered. Paper submissions will not be considered.

The following table displays the order in which respondents should arrange content as well as the maximum overall number of pages allowed. An explanation for the content of each section is provided below the table. Additional pages such as cover pages, tables of contents, appendices, etc., are not permitted.

Order	Proposal Content	Maximum Number of Pages
1	Submittal Form	1 page
2	Introductory Information	12 pages
3	Firm Qualifications	
4	Key Personnel Qualifications	
5	Approach to the Project	
6	Relevant Project Experience	

Content Details

Bid solicitation responses should include all the information required below.

1. Submittal Form

Complete and sign the Submittal Form provided at the end of this document. The content of this form shall not be modified other than to fill in the required information. This form shall be the first page of the bid response.

2. Introductory Information

- Name of the firm
- Contact information for the person authorized to serve as point of contact during the bid solicitation evaluation process and to negotiate on behalf of the firm or team if selected for projects
- Other general firm information as relevant

3. **Firm Qualifications**
    - Technical capabilities
    - Strengths and typical project sizes and types
    - Experience with energy efficiency, solar energy systems, decarbonization, and mulit-family housing projects
4. **Key Personnel Qualifications**
    - Identification and qualifications of employees proposed to be assigned to projects
    - Description of the primary areas of expertise for these employees
    - Location of these employees
    - Licensure and certifications
    - Relevant information regarding team organization or leadership in place to ensure efficiency and accountability during a project, as well as quality and schedule control
5. **Approach to the Project**
    - Typical project approach and management techniques
    - Detailed strategy and timeline for meeting all project deliverables outlined in Tasks One and Two.
    - Detailed budget for all applicable scope components
6. **Relevant Project Experience**
    - Sample work products of similar nature to this project (including reference name and contact information for the clients of these projects)
    - Identification of which key personnel were responsible for the relevant tasks
    - Project experience with energy efficiency, solar energy systems, decarbonization and multi-family housing projects
    - Experience in calculating returns on investments and providing financial analysis

Compliance Terms and Conditions

The following terms and conditions affect responses to this Bid Solicitation. These terms shall be adhered to by any interested respondent and are non-negotiable.

Confidentiality

Respondent acknowledges that all information, data, records, and documents disclosed by CEJJF to respondent or which come to respondent's attention during the course of its response to this Bid Solicitation constitute valuable and proprietary assets of CEJJF (Confidential Information). Respondent agrees not to disclose the Confidential Information, either directly or indirectly, to any person, entity or affiliate unless required to do so by legal process of law without prior authorization by CEJJF. If required to disclose Confidential Information by legal process, respondent shall provide CEJJF with prompt notice so CEJJF may seek an appropriate protective order. Except as required to respond to this Bid Solicitation or during the course of its performance under the terms of any resulting Agreement, respondent shall not use any Confidential Information for its own purposes.

Conflicts of Interest

Respondents' response to this Bid Solicitation must include, in writing, disclosure of any potential or actual conflicts of interest that arise from and during respondent's engagement

with CEJJF and the City. Any resulting collaboration may be terminated if the respondent fails to disclose a potential conflict of interest, and if CEJJF determines such failure to disclose involves a material conflict of interest.

Public Records

Responses to this RFI, any communication with the City as MIF co-applicant, and any resulting work product are subject to the public records laws of the State of Illinois. Respondents shall mark documents "confidential" where appropriate for financial and other sensitive materials that should be, to the extent possible, be kept in confidence. The City will notify the respondent if it receives a public records request for materials marked confidential.

Compliance

The respondent warrants and agrees that its performance under this contract will at all times comply with all local, state and federal laws, codes, rules, ordinances and regulations. Furthermore, respondent warrants that it currently operates in good standing pursuant to the State of Illinois and the U.S. Federal Government.

SELECTION CRITERIA & EVALUATION

A selection committee will review and evaluate responses based on the desired qualifications described in this bid solicitation. Any award will be based on the results from the answers to questions 1-6 in the Content Details section of this bid solicitation.

Submission Form

The undersigned declares that the Statement of Qualifications (SoQ) submitted in response to the bid solicitation issued on October 27, 2025, is, in all respects, an accurate and true representation of the Firm's experience and qualifications. The undersigned further acknowledges that the SoQ submitted is absent any collusion with an employee/official of CEJJF or the City. The undersigned acknowledges they have reviewed and are familiar with the bid solicitation documents issued on October 27, 2025.

If any omissions, erasures, and/or alterations (collectively "modifications") are required to be made to the SoQ documents, the undersigned acknowledges that they have carefully examined the modifications to the SoQ documents submitted by the Firm and has approved all such modifications. If said modifications are handwritten, the modifications must be initialed. The undersigned further acknowledges that the individual initialing any such modifications has authorization to do so on behalf of the Firm.

Firm Name:_____

Firm Representative Name:_____

Authorized Signature:_____

Title:_____

Date:_____

Telephone:_____

E-Mail Address:_____

Please include the hourly rates for relevant staff for this project.

Staff Position	**Staff Name**	**Hourly Rate**

EXHIBIT A: GENERAL TERMS AND CONDITIONS

The version of the General Terms and Conditions as incorporated into the Agreement in effect as of AWARD DATE of [vendor name] govern this agreement. Those terms and conditions are attached here as Exhibit A. To the extent that Exhibit A is inconsistent with the Terms and Conditions of the [vendor name], Exhibit A will take precedence.

1. Organizational Conflict of Interest.

(e) Organizational conflicts of interest are those where, because of relationships with a parent company, affiliate, or subsidiary organization, Contractor is unable or appears to be unable to be impartial in conducting procurement action involving a related organization (2 CFR 200.318(c)(2)).

(e) Contractor must disclose in writing any potential or actual organizational conflict of interest to the Clean Energy Jobs and Justice Fund (CEJJF), which may inform CGC and the EPA of any such disclosures. Contractor must provide the disclosure prior to engaging in a procurement or transaction using project funds with a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe.

(e) If the effects of the potential or actual organizational conflict of interest cannot be avoided, neutralized, or mitigated, Contractor must procure goods and services from other sources when using project funds. Otherwise, CEJJF, CGC, and/or the EPA may terminate the Agreement in accordance with 2 CFR 200.340 unless continued performance is determined to be in the best interest of the Federal government.

(e) Contractor must flow down the requirements of this clause to any subcontractor. Contractor is responsible for ensuring subcontractor compliance with this term.

(e) Contractor must maintain written standards of conduct covering organizational conflicts of interest.

2. Equal Employment Opportunity. During the performance of this Agreement, Contractor agrees as follows:

(h) Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to

employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(h) Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(h) Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with Contractor's legal duty to furnish information.

(h) Contractor will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(h) Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(h) Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(h) In the event of Contractor's noncompliance with the nondiscrimination clauses of this Agreement or with any of the said rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(h) Contractor will include the portion of the sentence immediately preceding paragraph (A) and the provisions of paragraphs (A) through (G) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance. *Provided,* however, that in the event Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, Contractor may request the United States to enter into such litigation to protect the interests of the United States.

3. Davis-Bacon Act (subchapter IV of chapter 31 of title 40, United States Code). Contractor must comply with the clauses governing the payment of wages to laborers and mechanics engaged in the alteration, construction, or repair of this Project. Contractor shall also comply with all ancillary requirements under the Davis-Bacon Act.

4. Contractor Work Hours and Safety Standards Act. Contractor must comply with the overtime requirements for laborers and mechanics under this Agreement. The requirements of 40 U.S.C. 3704 are also applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.

5. Clean Air Act and Federal Water Pollution Control Act. Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387).

6. System for Award Management and Universal Entity Identifier Requirements. Unless exempted from this requirement by CEJJF, Contractor must remain registered and maintain current information in SAM for the entire period of performance of the award. This includes providing information on the prime recipient's immediate and highest-level owner and subsidiaries, as well as on all of its predecessors that have been awarded a Federal contract or Federal financial assistance agreements within the last three years, if applicable, until Contractor's period of performance (including all extensions) ends or Contractor receives the final payment, whichever is later. This requires Contractor to review its information in SAM at least annually after the initial registration, and to update its information as soon as there are changes. Reviews and updates may be required more frequently due to changes in recipient information or as required by another award term.

7. Audit and Recordkeeping Requirements. Contractor shall retain all financial and programmatic records, supporting documents, statistical records, and other pertinent records for a minimum of three (3) years following the expiration or termination of this Agreement. Upon request, Contractor shall provide access to such records to CEJJF and any authorized representatives. Records may be subject to reporting requirements under EPA ICR No. 2783.01 as applicable.

8. Disadvantaged Business Enterprise Participation. Contractor shall make good faith efforts to engage Disadvantaged Business Enterprises (DBEs) in accordance with EPA's DBE Program. Contractor must document all outreach efforts, solicitations, and responses related to DBE participation. Contractor shall also flow down DBE engagement obligations to all subcontractors and vendors and ensure compliance with EPA inclusivity standards.

9. Debarment and Suspension.

(b) Contractor must complete and submit the attached certification indicating that Contractor and its principals are not presently debarred, suspended, proposed for debarment, or declared ineligible for award of contracts by any Federal agency.

(b) Contractor must promptly notify CEJJF in writing of any debarment, proposed debarment, suspension, or notices thereof, and cooperate with CEJJF in disclosures to the appropriate U.S. Government authorities.

10. Byrd Anti-Lobbying Amendment. Contractor must complete and submit the attached certification indicating 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 31 U.S.C. 1352.

11. Prohibition on certain telecommunications and video surveillance services or equipment. Contractor must not use covered equipment or services in the performance of this Agreement. As described in 2 C.F.R. § 200.216 and Public Law 115-232, section 889, "covered equipment or services" means:

(d) Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);

(d) For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);

(d) Telecommunications or video surveillance services provided by such entities or using such equipment; or

(d) Telecommunications or video surveillance equipment or services produced or provided by an entity that the U.S. Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of the People's Republic of China.

12. Domestic Preference. In the execution of this Agreement, Contractor will, to the greatest extent practicable, make use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). *See* 2 CFR Part 184; 2 CFR 200.322. For purposes of this section, "produced in the United States" means,

    1. For iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

    2. For "manufactured products" (defined as articles, materials or supplies that have been: (i) processed into a specific form and shape; or (ii) combined with other articles, materials, or supplies to create a product with different properties than the individual articles, materials, or supplies), the final product was manufactured in the United States and at least 55 percent of the cost of all components were manufactured in the United States.

    3. For "construction materials" (defined as articles, materials, or supplies that consist of materials or supplies composed of non-ferrous metals; plastics and polymer-based products; glass, including optical glass; lumber; engineered wood; drywall; fiber optic cable; and optical fiber) all manufacturing processes for the construction material occurred in the United States.

13. Prohibition on Foreign Entities of Concern. Contractor shall not use, subcontract to, or otherwise engage any entity identified as a Foreign Entity of Concern under federal guidance or applicable law. This includes any entity listed or restricted by the Federal Acquisition Security Council or other authorized government body in relation to national security or cybersecurity risks.

14. Export Control. Contractor must comply with all applicable U.S. export control laws and regulations in the performance of this Agreement. Contractor is responsible for obtaining any export licenses or other approvals that may be required during the course of performance under this Agreement.

15. Federal Grant Compliance. Contractor shall comply with all applicable terms of 2 CFR Part 200 (Uniform Administrative Requirements) and 2 CFR Part 1500 (EPA-specific requirements), including but not limited to procurement standards, cost principles, and administrative obligations. This Agreement is funded pursuant to Section 134(a)(2) and (3) of the Clean Air Act, and Contractor agrees that Federal funds may be used only to supplement, not supplant, other funding sources.

16. Non-Disclosure.

    1. "These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.'"

2. Contractor shall further comply with statutory whistleblower protections as defined in 10 U.S.C. 2409 and 41 U.S.C. 4712. Contractor shall notify CEJJF of any related disclosures and cooperate fully with investigations conducted by CGC, the EPA, or designated federal authorities.

17. Allowable Costs and Financial Controls. Contractor shall ensure project funds are used only for costs allowable under 2 CFR Part 200 Subpart E and not for any purpose deemed ineligible by EPA guidance or applicable law. Where relevant, Contractors handling or disbursing funds shall comply with FAA account control procedures and EPA draw and disbursement restrictions.

18. Mandatory Disclosures. Contractor must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729–3733). The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity (if applicable). Recipients and subrecipients are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of this part. Failure to make required disclosures can result in any of the remedies described in § 200.339. (See also 2 CFR part 180, 31 U.S.C. 3321, and 41 U.S.C. 2313.)