Municipal Investment Fund (MIF) RFP – Questions & Answers

1. Conflicts / Existing Consultants

Question:

Are CEJJF and the City of Carbondale already working with external advisors or consultants on this initiative? If so, would these advisors/consultants be conflicted from responding to this RFP?

Answer:

CEJJF is not currently engaged with any consultant or consultant firm on this project.

No known conflict has been identified with the City of Carbondale, but we are confirming this. If a conflict is identified, we will provide an update.

2. Project Budget

Question:

Does CEJJF have a specific budget or budget range for this scope of work (for Task 1, Task 2, and combined), understanding the MIF grant amount is $250,000?

Answer:

The total budget for the consultancy outlined in the RFP should not exceed **$140,000**.

3. Proposal Deadline Extension

Question:

Under the current schedule, we would be unable to submit a responsive bid. Would CEJJF consider extending the deadline 1–2 weeks?

Answer:

The program delivery dates are set by **ICLEI** and cannot be adjusted by CEJJF. However, ICLEI recently extended the overall project timeline:

- **Draft Plan Due:** January 15, 2026
- **Final Plan Due:** March 15, 2026

4. Consultant Role in Stakeholder Engagement

Question:

Could CEJJF confirm that the selected consultant(s) will support CEJJF and the City in facilitating stakeholder meetings (e.g., with the advisory committee), but will not speak at public events on behalf of CEJJF/the City or act as management?

Answer:

Correct. The consultant(s) will **facilitate meetings with the community advisory committee** in partnership with CEJJF and the City of Carbondale.

They **will not** speak at public meetings or represent CEJJF/the City.

5. Technical Expertise for Pipeline Development

Question:

Could CEJJF provide additional detail on the type of technical expertise and advice expected for pipeline development?

Answer:

Consultants should have sufficient technical expertise to identify **clean energy, energy efficiency, and net-zero building development opportunities** within the City of Carbondale.

They will also be expected to complete a **pipeline worksheet** , as required by the grantor.

Respondents may choose to **bid on one or both sections** of the RFP; costs should reflect the selected scope.

6. References

Question:

How many references should respondents provide?

Answer:

Please provide **2–3 professional references**.

7. Work Product Samples

Question:

Given confidentiality agreements and page limits, can CEJJF clarify expectations for the "sample work products" section?

Answer:

CEJJF acknowledges these constraints. Respondents should provide **summaries or descriptions** of relevant projects if direct samples cannot be shared due to confidentiality.

8. Submission Form – Cost Estimate

Question:

The Submission Form requests hourly rates but not an estimated total project cost. Should respondents include a total project cost or not-to-exceed amount?

Answer:

Yes. Respondents should include **a summary of the names, titles, and hourly rates of all team members** who would work on this project.

The **total not-to-exceed amount for the total project is $140,000**.