



**ELEVATE**

Equity through climate action

## Evanston Green Homes

### Request for Qualifications Response Form

#### General Information

Contractor Legal Name: \_\_\_\_\_

Unique Entity ID\*: \_\_\_\_\_

Type of Business Entity (e.g., corporation, limited liability company, etc.):

\_\_\_\_\_

Contractor State of Organization: \_\_\_\_\_

Contractor's DBA (if any): \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Contractor's Telephone #: \_\_\_\_\_

Contact's Email Address: \_\_\_\_\_

Name and Title of Authorized Signatory for the Contractor: \_\_\_\_\_

\_\_\_\_\_

\*If you do not currently have a Unique Entity ID, you can obtain one at [sam.gov](https://sam.gov). Contractors must obtain a Unique Entity Identifier to participate in the Program.

#### COMPANY SUMMARY

Please provide a detailed description of the contractor's history, the services and/or goods which it provides, and the specific types of work which it anticipates performing in response to this RFQ. Please indicate whether you have general contracting experience and if you have a current general contractor license. Also please indicate whether you can self-perform any of the capabilities listed in the Evaluation Criteria above, such as weatherization, HVAC, electrical, and plumbing. If applying as a design-build team, provide a summary of each member of the team. If necessary, you can attach a separate page:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





## PREVAILING WAGES

Has the contractor previously complied with prevailing wage requirements, such as the Illinois Prevailing Wage Act or the Davis-Bacon Act?

Yes

No

## TRACK RECORD

Has the contractor performed prior projects in Evanston similar to the anticipated work that will occur in the Program?

Yes

No

Please provide examples of two to three prior projects which demonstrate the contractor’s abilities to perform work in response to this RFQ. Prior projects in Evanston are preferred. Please include details such as project descriptions, the scope of work, project budget, project timeline, whether utility incentives were leveraged, and any additional information considered relevant that will assist Elevate in assessing organizational competency in delivering on projects in response to this RFQ. Please address the scoring evaluation criteria listed above in your project descriptions. If necessary, you can attach a separate page. If applying as a design-build team, each team member should provide project examples.

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## CERTIFICATIONS

By submitting this application and a response to this RFQ, contractor certifies to the following:

- All applicable taxes due from respondent are paid as of the date of respondent’s submission to Elevate and the respondent owes no outstanding debt to the State of Illinois, Cook County, or the City of Evanston.
- Except as otherwise disclosed in a narrative in respondent’s submission, respondent is not in material default or breach of any contract or agreement that it may have with Elevate, CNT, the

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City of Evanston (including any of the City’s departments, commissions, boards or agencies, or any other public body in the City of Evanston). Further, respondent certifies that it has not been a party to any contract with the City of Evanston or any public body that was terminated within the previous five (5) years because the respondent failed to perform or otherwise breached an obligation of such contract.

- Respondent acknowledges that becoming a Qualified Respondent does not mean that the Qualified Respondent will be selected to perform work on any project following the issuance of specific RFPs.

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Signature of Authorized Signatory

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Date

## Attachment B

### Contractor Conflict of Interest Form

\_\_\_\_\_, (“Contractor”) hereby certifies that it has conducted a diligent and thorough investigation into whether an actual, potential or perceived conflict of interest exists between the Contractor and Elevate Energy, Center for Neighborhood Technology, and/or the City of Evanston (including any official, officer, director, employee, contractor or agent of any of the foregoing) and has determined:

- Contractor has no actual or potential conflict of interest.
- Contractor has discovered the following actual or potential conflict of interest (Provide detailed explanation):

Contractor further certifies that it has disclosed any such actual or potential conflict of interest and acknowledges if Contractor has not disclosed any actual or potential conflict of interest, its submission to this RFQ will be disqualified. Further, Contractor agrees that, if selected as a Qualified Respondent, Contractor will promptly disclose any conflict of interest (actual or potential) that arises during Contractor’s participation as a Qualified Respondent in the Program. “Contractor” includes, without limitation, any owner, shareholder, member, partner, director, officer, employee, contractor, related party or agent of the contractor responding to this RFQ.

Generally, a conflict of interest exists when a public worker has an interest, either directly or indirectly (for example, through a member of the public officer’s immediate family or household) in any contract, work, or business of the public body such worker serves. An interest may include a financial benefit or some other tangible or intangible item of value. This may include, but is not limited to, receipt of gifts, other item of value or favors from a contractor or vendor over which the public worker has decision-making authority. A conflict of interest may be actual, possible or perceived. A perceived conflict of interest occurs in situations where someone might reasonably perceive there to be such benefit and influence.

In addition to Contractor’s other certifications herein, Contractor certifies that it has not, nor has any other party included in Contractor’s response (for example, a member of Contractor’s design-build team, hereinafter an “Applicable Party”) or any affiliated entity of either Contractor or any Applicable Party within the last three years: (1) bribed or attempted to bribe, or been convicted of bribery or attempting to bribe a public officer or employee of the City of Evanston, the State of Illinois or any agency of the federal government or of any state or local government in the United States of America; (2) agreed or colluded, or been convicted of agreement or collusion among bidders or prospective bidders in restraint of freedom of competition by agreement to bid a fixed price, or otherwise; or (3) made an admission of such conduct described in (1) or (2) above, but has not been prosecuted for such conduct.

Failure by the respondent to disclose a conflict of interest, be it real, potential, or perceived, or to fraudulently make any certification herein will result in disqualification.

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(Name, Title, and Signature of Authorized Representative of Respondent)

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Date

## M/W/V/EBE Verification

Check if the applying contractor qualifies as any of the following:

- Veteran Business Enterprise (VBE) where veterans own at least 51% interest and also control management and daily business operations.
- Minority Business Enterprise (MBE) where Black / Indigenous / People of Color (BIPOC) own at least 51% interest and also control management and daily business operations.
- Women Business Enterprise (WBE) where a woman or women own at least 51% interest and also control management and daily business operations.
- Evanston Business Enterprise (EBE) where the business is physically headquartered in Evanston, and/or Evanston residents own at least 51% interest and also control management and daily business operations.

A key Program goal is to provide contracting and sub-contracting opportunities to Minority Business Enterprises, Women Business Enterprises, Veteran Business Enterprises, and Evanston Business Enterprises (M/W/V/EBE). Qualified Respondents bidding on projects through the Evanston Green Homes Pilot Program must work to meet this goal.

By signing this M/W/V/EBE Certification, the Qualified Respondent verifies that they will make their best effort to meet the M/W/V/EBE programmatic goal. When bidding on projects, Respondent acknowledges that RFPs may request information such as (but not limited to) the portion (by dollar cost) of a project being performed by M/W/V/EBEs, information on M/W/V/EBEs utilized, documentation to verify M/W/V/EBE status, and other relevant documentation prior to and during construction, as requested by the Evanston Green Homes team to track M/W/V/EBE participation. Further, if the bidder is an M/W/V/EBE contractor, the Respondent acknowledges that they may be asked to provide documentation that verifies their status and the percentage of work self-performed, in order to meet the M/W/V/EBE goal.

If the Respondent seeks to provide a description of how they aim to meet the aforementioned M/W/V/EBE goal, Respondent may submit an optional one-page summary detailing their M/W/V/EBE engagement strategy.

Name of Authorized Representative of Respondent: \_\_\_\_\_

Signature Attesting to M/W/V/EBE Commitment: \_\_\_\_\_

Date: \_\_\_\_\_