



**Request for Proposal  
25-57**

**for**

**Evanston Accessible Solar Program**

**ADDENDUM No. 1**

**October 10, 2025**

Any and all changes to the Request for Proposal are valid only if they are included by written addendum to all potential respondents, which will be emailed prior to the proposal due date. Each respondent must acknowledge receipt of any addenda by indicating in its proposal. Each respondent, by acknowledging receipt of addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of addenda may cause the submittal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum No. 1 is attached and consists of a total of four (4) pages including this cover sheet.

Please contact me at 847-866-2935 or [cstuart@cityofevanston.org](mailto:cstuart@cityofevanston.org) with any further questions or comments.

Sincerely,

Cheryl Stuart  
Purchasing Specialist

**RFP No. 25-57**

**Evanston Accessible Solar Program**

**Addendum No. 1**

**October 10, 2025**

This addendum forms a part of the RFP Documents for RFP No. 25-57 and modifies these documents. This addendum consists of the following:

The RFP Final Addendum issued has been updated to **October 10, 2025** and the Submission Due Date has been extended to **October 21, 2025**, and is reflected in the updated schedule below.

**The updated schedule for this RFP is as follows:**

1. RFP issued .....	<u>September 11, 2025</u>
2. Non-mandatory Pre-Proposal Conference ....	<u>September 30, 2025</u>
3. Last Day to submit questions .....	<u>October 3, 2025</u>
4. Final Addendum Issued .....	<b><u>October 10, 2025</u></b>
5. RFP Submission Due Date .....	<b><u>October 21, 2025</u></b>
6. City Council Award of Contract .....	<u>November 10, 2025</u>
7. Contract Effective.....	<u>December 1, 2025</u>

**Questions and Answers**

1. **QUESTION:** Would a community solar project with over 20 LMI oftakers work?

**ANSWER:** Only if the community solar installations are rooftop residential sites (up to 4 units) within Evanston.

2. **QUESTION:** On page 3, “at least 20 residential projects” is the given scope, is this just an estimated number? Is it variable?

**ANSWER:** We ask that responders provide the number of projects you propose in the budget form.

3. **QUESTION:** Is this project just low-income homes?

**ANSWER:** Yes, the household income level must be at or below area median income level 120%. This vetting process will be completed by City staff.

4. **QUESTION:** Do you have a list of which homes are eligible?

**ANSWER:** We do not have a full list of 20 addresses, but we do have a tentative list based on survey responses. Unfortunately, the City is unable to share this information at this time, but we will share with the awarded vendor as soon as the contract is executed.

5. **QUESTION:** There are concerns with building to code and panel upgrades. We can't assume that all homes are up to code, and could be very expensive to make some projects eligible for solar. Are there inspections or information for each home to better estimate project pricing?

**ANSWER:** No, and a solar site feasibility assessment is the responsibility of the installer, per the RFP documents. We do not recommend pursuing a project that involves significant upgrades prior to solar installation.

6. **QUESTION:** What happens if the roof needs to be redone or repaired?

**ANSWER:** We do not recommend pursuing a project that involves an unsuitable roof. Again, a solar site feasibility assessment is the responsibility of the installer, per the RFP documents.

7. **QUESTION:** Does this need to be done by December 31st?

**ANSWER:** There is no expectation to complete projects by December 31st to capture the ITC.

8. **QUESTION:** What about other tax incentives? There are other tax incentives by the state of Illinois. Illinois Shines and ComEd incentives are applicable.

**ANSWER:** We ask that responders include their approach to all incentives in their response.

9. **QUESTION:** Is there a requirement to be trained in solar installation?

**ANSWER:** There is not a workforce development component. The installer must be licensed in solar installation. There is an MWDEBE goal.

10. **QUESTION:** Is there a NABCEP certification requirement?

**ANSWER:** This is not a part of the RFP.

11. **QUESTION:** Is there a requirement that equipment is made in the USA?

**ANSWER:** No, there is not a requirement.

12. **QUESTION:** Is there a specification on the solar panel type?

**ANSWER:** No.

13. **QUESTION:** Is there a battery storage component to installations?

**ANSWER:** No.

14. **QUESTION:** Can the firm selected exceed 20 homes if funds allow it?

**ANSWER:** Yes, the firm can exceed this amount.

15. **QUESTION:** Does work need to be complete by December 30, 2025?

**ANSWER:** No, the contract ends September 30, 2026. This includes all installation, close out, projects finalized by this date.

16. **QUESTION:** Does the contractor have to be licensed in the City of Evanston?

**ANSWER:** Yes, this is a requirement in order to get a permit.

17. **QUESTION:** Are the submission dates firm?

**ANSWER:** Yes.

18. **QUESTION:** Are there any estimates on how many responses the City will receive?

**ANSWER:** No.

19. **QUESTION:** Does the City require including prior experience in the response?

**ANSWER:** Yes.

20. **QUESTION:** Who will be the owner of the system?

**ANSWER:** On page 8 of the RFP, the City requests the installer to provide a recommendation.

21. **QUESTION:** Does the City expect contractors to respond to all questions?

**ANSWER:** Yes.

**Note: Acknowledgment of this Addendum is required in the Submittal.**