



ELEVATE

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Memo

To: Village of Oak Park

From: Elevate Energy

Re: Amendment to the Professional Services Agreement for the Design of an Energy Efficiency One-Stop Shop

Date: 11/11/2025

Executive Summary

Elevate Energy (Elevate) is seeking an amendment to its Professional Services Agreement (PSA) with the Village of Oak Park to incorporate the scope and budget for Phases 1 and 2 into one overarching agreement. Initially, this PSA was intended to cover a Phase 1 scope of services with the intention of continuing into a second agreement for a Phase 2 scope. After discussions with Village staff, the team has revised our schedule and agreed to move directly from Phase 1 activities into Phase 2, without the need for a second agreement. This amendment increases the not-to-exceed budget amount from \$125,565 to \$300,000, incorporating the budgets for both previously approved scopes into one agreement.

This amendment reflects Elevate's advancement from the initial program design phase into soft launch implementation, with the goal of providing the Village of Oak Park with a comprehensive and scalable roadmap for the full program launch in 2026. Elevate has reached significant milestones during the first half of the Professional Services Agreement and has developed a project plan and timeline of key deliverables to guide efforts through the second half of the Agreement.

Program Design Progress

To date, Elevate has completed several program design tasks including:

- Research and synthesis of best practices in energy efficiency one stop shop models
- Stakeholder engagement and feedback on the draft program framework
- Development of a comprehensive Program Operations Guide

These deliverables align with the scope outlined in Elevate's initial Professional Services Agreement and are accounted for in the \$88,516 invoiced through September 2025. This investment has supported the development of a robust program infrastructure, effectively positioning Elevate to advance into the soft launch phase.

Amendment to the Professional Services Agreement

Elevate proposes utilizing the remaining budget of \$211,483.75 to execute a 14-week soft launch from October 2025 through January 2026, concentrating on program testing, refinement, and preparation for full-scale implementation through the key deliverables described below.

Key Tasks and Deliverables

Elevate will submit to the Village of Oak Park a separate document with a detailed timeline and work plan for the remainder of this agreement. At a high level, the tasks and deliverables will include:

- Refinement and finalization of the Program Operations Guide using feedback and lessons learned during the soft launch period
- Development of program operations materials including promotional, educational, and operational materials
- Pilot implementation of program services including a minimum of eight energy assessments across varied property types, home energy roadmaps, and associated Energy Navigator services
- Ongoing feedback collection from a variety of stakeholders on program design and implementation
- A scaled marketing, outreach, and implementation plan for a full launch in 2026

Elevate is committed to delivering a high-impact, community-centered program that meets the Village of Oak Park's sustainability goals. The proposed amendment will enable Elevate to complete the soft launch phase, refine program operations, and ensure readiness for a full launch in 2026.