

Request for Statement of Qualifications

for

Housing Rehabilitation Contractors

Tri-County Regional Planning Commission
456 Fulton Street, Suite 401
Peoria, Illinois 61602

METEC Resource Center
2605 W Krause Street
Peoria, Illinois 61605

Procurement # 2026-04

Issued Date: Friday, January 16, 2026

Pre-submittal Conference: Wednesday, January 28, 2026, at 8:30 a.m.

Question Deadline: Wednesday, January 28, 2026, at 3:30 p.m.

Response Deadline: Monday, February 2, 2026, at 1:00 p.m.

Notice to Contractors

Tri-County Regional Planning Commission (TCRPC or "Tri-County") is assisting the METEC Resource Center (METEC) in implementing the Home Repair and Accessibility Program (HRAP), funded by the Illinois Housing Development Authority (IHDA). This program supports income-eligible households by mitigating health and safety hazards in residential property locations in Peoria County.

TCRPC and METEC are requesting Statements of Qualifications (SOQs) from interested and qualified contractors to provide housing rehabilitation services to address and remediate health and safety issues that pose a likelihood of harm to the occupant's health if not addressed. Contractors who satisfactorily meet the criteria outlined in the Request for Qualifications (RFQ) will be placed on a Prequalified Contractors List for future project assignments under the program.

Submittals are due to TCRPC, located at 456 Fulton Street, Suite 401, Peoria, Illinois 61602, **no later than 1:00 p.m. on Monday, February 2, 2026**. Submissions received after the deadline will not be considered. A Selection Committee will evaluate all submissions based on the criteria outlined in the RFQ. Please submit one digital copy of your SOQ to the address above or email at rfp-rfq@tricountypc.org.

This RFQ does not commit TCRPC and METEC to award a contract or pay any costs incurred in the preparation of a response. TCRPC and METEC reserve the right to accept or reject any or all submissions received as a result of this request, and to negotiate with one or more respondents as deemed in the best interest of the program.

Project Background

Tri-County Regional Planning Commission (TCRPC or “Tri-County”) assisted METEC Resource Center (METEC) in submitting a grant application for the Illinois Housing Development Authority (IHDA) Home Repair and Accessibility Program. The IHDA awarded METEC funds to health and safety repairs, accessibility improvements, and roof repairs in residential properties located in Peoria County.

Project Description

The Home Repair and Accessibility Program (HRAP), administered by METEC Resource Center with support from the Tri-County Regional Planning Commission, will provide rehabilitation assistance to income-eligible households in Peoria County. The program is funded by the Illinois Housing Development Authority (IHDA) through the Illinois Affordable Housing Trust Fund and is intended to address health, safety, code compliance, and accessibility needs in eligible residential properties.

Work completed under this program will prioritize repairs and improvements necessary to ensure homes are safe, functional, code-compliant, and accessible, rather than cosmetic upgrades. All work scopes will be developed on a per-property basis following a comprehensive home evaluation and will comply with applicable federal, state, and local requirements.

Projects funded through HRAP may include Full Rehabilitation, Accessibility, or Roof-Only work, depending on household eligibility and property conditions.

1. **Full Rehabilitation Projects** - Projects intended to address health and safety issues, code violations, and necessary repairs to improve the overall condition of the home and ensure it is safe, functional, and compliant upon completion.
2. **Accessibility Projects** - Projects intended to address accessibility needs for households with a documented disability or mobility limitation. Work may include modifications necessary to improve safe and reasonable access to and within the home, in accordance with applicable program requirements.
3. **Roof-Only Projects** - Projects limited to the repair or replacement of roofing systems and related exterior components. Roof-only projects are intended for homes that do not have other significant health or safety issues requiring full rehabilitation.

Prequalified Contractors List

Contractors invited to submit quotations to provide Healthy Homes Rehabilitation services are required to be on the prequalified contractors list. Contractors selected for inclusion on the Prequalified Contractors List will be eligible to submit quotations on Projects for one year from the date of approval, subject to three subsequent automatic one-year renewal terms for contractors in good standings with METEC; provided, however, that METEC staff will verify contractors’ qualifications when reviewing

quotations submitted in response to a Request for Quotations as set forth in Request for Quotation Process section herein.

Contractors interested in being added to the list must submit a Statement of Qualification. METEC or its partners will review and update the Prequalified Contractors List by 60 calendar days after submittal. Contractors selected for the Prequalified Contractors List will be notified and available on METEC's website.

Upon receipt of a Contractor's Statement of Qualification, each submittal will be reviewed for compliance with the submittal requirements by the Selection Committee composed of representatives from METEC and its partners. The Statement of Qualification shall be organized and submitted in the format as outlined herein. Failure to conform to the designated format, standards, and minimum requirements may result in a determination that the Statement of Qualification is non-responsive. Additionally, the Selection Committee will evaluate and award points to each Statement of Qualification based upon the evaluation criteria as outlined herein. The points listed in the Selection Criteria section are the maximum number of points possible for each criterion and not the minimum number that the Selection Committee may award.

Request for Quotation Process

METEC will send notice of a Request for Quotation to all contractors on the Prequalified List, including (i) notice of the project with a proposed scope of work or specifications developed by METEC or its partners, (ii) the time and location of the mandatory walk-through, and (iii) the deadline for submission of a quotation on the project. Contractors must attend the mandatory walk-through for a project to be eligible to submit a quotation on a specific project. For the walk-through, contractors must arrive at the scheduled time and sign in with the Program Manager or designee. METEC or its partners will be available to answer questions.

METEC will use its best efforts to obtain a minimum of three quotations per project and will take necessary affirmative steps to ensure that minority firms, woman-owned business enterprises, and/or small businesses operated by people residing within the vicinity of the project are used when feasible and when such firm(s) are available on the Prequalified Contractors List.

METEC reserves the right to exclude from consideration any contractor who has been assessed liquidated damages associated with any contract; has had any contract terminated for non-compliance; has any pending, unresolved, or valid complaints with the State of Illinois or local agencies; has not maintained required warranty obligations on completed projects; or, listed as a debarred contractor at the Federal System for Award Management.

To facilitate the timely completion of projects, METEC reserves the right to temporarily exclude any contractor from future notifications of Requests for Quotations when two or

more projects being performed for METEC (pursuant to this RFQ or otherwise) are concurrently under contract or have been awarded to that contractor at that time. Contractors will remain on the Prequalified Contractors List but may not be invited to submit quotations on new projects until one of its existing two projects has been completed.

METEC will conduct a preconstruction conference for each Project. This conference will include the homeowner and the awarded contractor. METEC will introduce the two parties, answer any questions they may have, and serve as a liaison. The relevant Rehabilitation Agreement, which will be provided in advance, will be reviewed with the parties, and signed at that time. After the Agreement is signed, METEC will issue a Notice to Proceed signed by the homeowner. The awarded contractor (hereinafter referred to as Contractor) shall begin work on the date specified in the Notice to Proceed and shall complete the work within the specified amount of time.

Contractor will perform the work in accordance with the contract documents, specifications, and the applicable Building Codes and Standards (collectively, the "Standards"), subject to a clear and final inspection by METEC or its partners, and approval of the homeowner. If the work performed by Contractor is found to be unsatisfactory by METEC or its partners, or if contract relations among Contractor, the homeowner, as applicable, or other parties are found to be unsatisfactory, METEC may remove contractor's name from the Prequalified Contractors List.

When Contractor has completed the Services, Contractor shall submit to METEC (i) a payment request form, (ii) an invoice of the services performed and materials used, (iii) a lien waiver waiving and releasing all of Contractor's and any subcontractor's or supplier's lien rights for work, labor and materials provided on the project, and (iv) a certificate of completion stating that the services have been completed (collectively, the "Payment Request Packet"). After Contractor submits the Payment Request Packet, METEC or its partners shall perform a final inspection of the project to confirm that the Services conform to the applicable Standards and at which time the owner may identify any deficiencies in the services. If, after inspection, deficiencies are identified, no payment shall be made to Contractor until the deficiencies have been corrected.

After the final inspection, if the services performed conform to the applicable Standards and the Quotation, METEC shall request the owner's signature and approval of the certificate of completion. If the owner does not sign the certificate of completion and the METEC Project Manager determines and certifies that the services were completed in accordance with this Agreement and with the Quotation, METEC may approve the payment request form without owner's signature on the certificate of completion.

Pre-Submittal Conference

The Pre-Submittal Conference will be conducted on Wednesday, January 28, 2026, at 8:30 a.m. at 456 Fulton Street, Suite 420, Peoria, IL 61602. Attendance is non-

mandatory but encouraged. All interested attendees are asked to register in advance of the scheduled Pre-Submittal Conference. Attendees can register and submit questions in advance to be reviewed and discussed at the Pre-Submittal Conference at the below link.

<https://forms.office.com/r/YHyv4vyNKK>

The purpose of this conference will be to clarify the contents of this RFQ to prevent any misunderstanding of the requirements. Tri-County and METEC may answer questions and clarify the terms of the RFQ at the Pre-Submittal Conference. Any doubt as to the requirements of this RFQ or any apparent omission or discrepancy should be presented to TCRPC and METEC at this conference. Oral statements or instructions will not constitute amendments or addenda to this RFQ. Any changes will be in writing in the form of an addendum issued by TCRPC and METEC. To stay up to date about this procurement opportunity and future housing rehabilitation opportunities, please subscribe to our email list (refer to above link to do so).

If it becomes necessary to revise or expand upon any part of this RFQ, an addendum will be sent to all prospective respondents subscribed to the email list prior to the submission due date. Each addendum is incorporated as part of this RFQ document. The addendum may include, but will not be limited to, responses to questions and requests for clarification raised at the Pre-Submittal Conference or by the deadline for submission of questions via email. Respondents are solely responsible for acquiring the necessary information or materials from TCRPC and METEC.

Submittal Procedure

All submissions shall be sealed and identified as *METEC IHDA HRAP* and submitted to:

Michael Bruner, Senior Planner
Tri-County Regional Planning Commission
456 Fulton Street, Suite 401
Peoria, IL 61602
rfp-rfq@tricountyrpc.org

Submittals are due **no later than 1:00 p.m. on Monday, February 2, 2026.**

Consideration of submittals received after this date and time will not occur. Submissions should be emailed to rfp-rfq@tricountyrpc.org. Hard copies are not required.

Content Requirements

Tri-County requests that interested respondents submit SOQs discussing the scope of services as described in the above section titled *Project Description*. Tri-County reserves the right to reject any or all SOQs or portions of SOQs, if it is deemed to be in the best interest of TCRPC or its partners. Tri-County will only consider submissions limited to 20 pages, not including resumes. The submittal should include the following content:

1. Transmittal Letter

The transmittal letter should be placed on the firm's letterhead and signed by a signatory that is authorized to contractually obligate the respondent. The letter shall describe the SOQ's contents, provide a point of contact with a telephone number and email address for questions, and any other information deemed appropriate. Lastly, please supply the location and address of the respondent's office(s) providing professional services and their federal tax identification number.

2. Project Work Program (Approach)

This section should demonstrate the level of project understanding of the IHDA Home Repair and Accessibility Program project. Clearly describe your unique approach, methodologies, knowledge, and capabilities to be employed in the performance of the proposed project. Please indicate if your firm has any experience with IHDA funded projects.

3. Workload Capacity

The submission should provide evidence that the recommended team is committed to and has the capacity to provide the services outlined in the *Project Description* in an industry-acceptable timeline and coordinate with METEC staff, inspectors, and the homeowners.

4. Background and Prior Experience

This section should describe the respondent's company background by providing its full legal name, date of establishment, number of employees, a brief history, business certification and designations, current ownership structure, and any recent or materially significant proposed change in ownership. Please include any business certifications, such as Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Disadvantaged Business Enterprise (DBE), Small Business Enterprise (SBE), etc., with the certifying grantor information.

Describe a **minimum of three work experiences** that are similar projects as outlined in the *Project Description* and provide the names of key team members who worked on the identified projects that will be assigned and committed to this proposed project. Lastly, supply a copy of the Respondent's System of Award Management (SAM) registration at www.sam.gov, and proof of comprehensive general liability insurance coverage in the minimum amount of \$1,000,000 covering the risks related to the property and personal liability claims of other parties against the insured party.

A **minimum of three references** from projects outlined above are required. The respondent should provide contact information (including names, phone numbers, and emails), data completed, and contract price for all references. The work experience and references should be listed in the same order, or references

should be included on their associated project page. Please describe any relevant specialized knowledge or any issue the characteristics of which would be uniquely applicable in evaluating the experience of the respondent's company to oversee housing rehabilitation projects.

Lastly, provide a signed statement certifying that Contractor or its officers have not been terminated for any contracts or subcontracts within the last five years. In the event of termination, list any contracts or subcontracts terminated, including a brief description of the circumstances, and outcome such as any claims arising from a contract which resulted in litigation or arbitration.

5. List of Subcontractors

Supply a list of previous subcontractors that have worked for your company, include company name, trade type, license numbers, point of contact, and contact information. If you are a subcontractor, then list general contractors you have completed work for.

6. Project Management and Team

Respondents should identify staff members, including those of any proposed subcontractor, who would be assigned to act for the respondent's company in key positions. Provide qualifications for Contractor's key personnel in a resume format, including name, position, telephone number, email address, education, work experience, and licenses, and identify their project roles and functions. Please include copies of all organizational staff licenses. Indicate if these key personnel worked on any of the projects detailed under the *Background and Prior Experience* section. Lastly, provide confirmation that the respondent and assigned project staff have not had a record of substandard work or engaged in any unethical practices within the last five years.

Selection Criteria

Tri-County and METEC reserve the right to accept or reject any or all SOQs. All submittals become the property of TCRPC and METEC upon receipt. A selection committee comprised of representatives from Tri-County, METEC, and its partners will evaluate each SOQ according to the following factors and 100-point scale:

Criteria	Weights	Max Points
Project Work Program (Approach)	30%	30
Workload Capacity	15%	15
Background and Prior Experience	25%	25
Project Management and Team	30%	30
Total	100%	100

Selection Process

TCRPC and METEC will form a selection committee with a minimum of three members to review, score, and rank all SOQs received by the deadline. Before holding the

selection committee meeting, each member will provide their scores for each SOQ using the above criteria. The selection committee will average their scores, and the respondents with a score greater than or equal to 70 points are placed on the Prequalified Contractors Lists.

Statement of Qualifications and Request for Quotations

TCRPC, METEC and its partners are not liable for any costs incurred by a contractor in responding to this Request for Statement of Qualifications, for future Requests for Quotations, or for any costs associated with discussions required for clarification of items related to this or future RFQs.

All Statements of Qualifications and Quotations shall become the property of Tri-County and METEC and shall become a matter of public record available for review, after the award notification, in accordance with applicable federal and state laws and regulations.

Contract Negotiations

Contract negotiations will follow the selected fee quotation. Respondents must be amenable to inclusion, in a contract, of any information provided, whether herein or in response to this RFQ, the Request for Quotations, or developed subsequently during the selection process. METEC expects to use a fixed-price contract with negotiated payment terms. The contract shall not be considered executed unless signed by the authorizing representative of METEC.

Compliance with Laws

Contractors agree to be bound by all applicable federal, state, and local laws, regulations, and directives as they pertain to the performance of the Home Repair and Accessibility Program.

Schedule

RFQ Issued:	Friday, January 16, 2026
Pre-submittal conference:	Wednesday, January 28, 2026, at 8:30 a.m.
Question Deadline for RFQ:	Wednesday, January 28, 2026, at 3:30 p.m.
Response Deadline for RFQ:	Monday, February 2, 2026, at 1:00 p.m.
Subcommittee reviews SOQs:	February 2 – 13, 2026
Prequalified list released:	Monday, February 16, 2026

Questions

Inquiries may be submitted via email to rfp-rfq@tricountyrpc.org no later than 3:30 p.m. on Wednesday, January 28, 2026. Questions should be addressed in writing to the above email address; telephone calls will not be accepted. All questions and answers are posted publicly at <https://tricountyrpc.org/rfp-rfq/>.