Addendum No. 1

Method:	Request for Qualifications (RFQ)
Procurement No.:	2027-01
Project Title:	Greater Peoria Regional Housing Needs Assessment
Issued by:	Tri-County Regional Planning Commission (TCRPC)
Issued Date:	October 19, 2026

To All Potential Respondents:

This addendum is issued to clarify, modify, or amend the above-referenced RFQ and hereby forms a part of the RFQ. Except as specifically set forth herein, all other terms and conditions of the RFQ remain unchanged.

Please incorporate this clarification into your review of the RFQ documents and retain this addendum for your records. Notification of this addendum will be sent to subscribers of TCRPC's RFP/RFQ email list and included in the official Questions & Answers log posted on our website.

Revision to Notice of Procurement Opportunity
To ensure consistency with Section 4.0 Submittal Procedure, the second paragraph of Notice of Procurement Opportunity (page 1) has been revised to clarify the submittal process. These modifications are shown in redline format below.

Corrected Notice of Procurement Opportunity
~~Sealed~~ ~~s~~Submissions identified ~~on the outside~~ as Greater Peoria Regional Housing Needs Assessment, are due ~~to the TCRPC office located at 456 Fulton Street, Suite 401, Peoria, Illinois 61602,~~ no later than noon on Monday, October 26, 2026. Submissions received after that date and time will not be eligible for consideration. Submissions are to be submitted digitally to rfp-rfq@tricountyrpc.org and should be no more than 15 pages in length, excluding the exceptions as outlined in Section 5.0 Submittal Format.

Revision to Section 4.0 Submittal Procedure
To correct an error, the email listed in Section 4.0 (page 5) has been revised. This modification is shown in redline format below.

Corrected Section 4.0 Submittal Procedure
All submissions shall be identified as Greater Peoria Regional Housing Needs Assessment and submitted to ~~RFQ-RFP@tricountyrpc.org~~ rfp-rfq@tricountyrpc.org. Submissions shall be addressed to:

End of Addendum No. 1

The following pages are the updated RFP document with the changes outlined above.

Request for Qualifications

for

Greater Peoria Regional Housing Needs Assessment

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

Procurement # 2027-01
Issued Date: Friday, September 25, 2026
Question Deadline: Friday, October 16, 2026, at 3:30 p.m.
Response Deadline: Monday, October 26, 2026, at noon

Notice of Procurement Opportunity

In partnership with the Greater Peoria Economic Development Council, the Tri-County Regional Planning Commission (TCRPC or Tri-County) seeks to collaborate with a qualified firm to provide professional services to conduct a Regional Housing Needs Assessment for the Greater Peoria region including five counties (Peoria, Tazewell, Woodford, Mason, and Logan). Tri-County seeks responses from interested and qualified firms to provide these services. To submit questions related to this procurement opportunity, contact TCRPC staff in writing at rfp-rfq@tricountyrpc.org; or 456 Fulton Street, Suite 401, Peoria, IL 61602.

Submissions identified as *Greater Peoria Regional Housing Needs Assessment*, are due no later than noon on Monday, October 26, 2026. Submissions received after that date and time will not be eligible for consideration. Submissions are to be submitted digitally to rfp-rfq@tricountyrpc.org and should be no more than 15 pages in length, excluding the exceptions as outlined in *Section 5.0 Submittal Format.*

Tri-County reserves the right to reject any or all submissions, waive informality and irregularities in the submissions, and select the firm that is in the best interest of TCRPC and in compliance with the terms set forth herein. Tri-County is an Equal Opportunity Employer and invites Minority and Women-Owned Firms to submit.

1.0 Project Background

Tri-County Regional Planning Commission (TCRPC or Tri-County) of Peoria, Illinois proudly serves Peoria, Tazewell, and Woodford counties as the "Steward of the Regional Vision." TCRPC studies the needs and conditions of the region and develops strategies that enhance the area's communities. Tri-County offers a forum for leaders of area government to define regional issues, set regional goals, and cooperatively implement plans.

Tri-County is the Metropolitan Planning Organization (MPO) for the Peoria-Pekin urbanized area. As the MPO, TCRPC conducts the continuing, cooperative, and comprehensive (3-C) transportation planning process required by law. Tri-County carries out this process by preparing regional plans and programs with the assistance of an MPO Technical Committee.

Greater Peoria Economic Development is a regional economic development and planning organization serving five counties in Central Illinois: Logan, Mason, Peoria, Tazewell, and Woodford. GPEDC promotes economic development in the region and is committed to advancing the region's economy by supporting business and talent development and attraction.

TCRPC and GPEDC are collaborating to pull in funds for this regional project from local governments within the project area and other regional stakeholders.

2.0 Project Description

Tri-County is requesting assistance with the development of a Regional Housing Needs Assessment for Peoria, Tazewell, Woodford, Mason, and Logan counties. The five-county area comprises 392,713 residents with the major population center being the city of Peoria. Smaller cities and villages are dispersed throughout the counties with most of the land utilized for agricultural and rural development purposes.

Both the availability and affordability of housing throughout the region have become much-discussed topics through comprehensive plan updates conducted by TCRPC for communities in Peoria, Woodford, and Tazewell Counties. This topic is discussed throughout much of Illinois with several entities having conducted their own housing studies or housing toolkits such as Galesburg, Bloomington-Normal, Champaign, and the Illinois REALTORS®. No housing study, regional or jurisdiction specific, has been conducted within the project area to date which has led to a lack of readily available data or strategies to address housing within local communities.

TCRPC envisions the housing needs analysis and strategy to be specific to each county within the study area as well as municipalities within said counties when appropriate.

Topics to be considered as part of the Housing Needs Assessment may include, but are not limited to, the following. Respondents are encouraged to identify additional areas of analysis they believe would provide value to the project.

Housing Needs Analysis

The Housing Needs Analysis is anticipated to examine, as appropriate, the following:

- An examination of the existing housing stock (ownership, age, type, price, etc.)
- A study of resident demographics (income, race, household size, employment, etc.)
- A collection of Community and Stakeholder Input
- A demand and affordability analysis utilizing housing stock and demographics data as well community and stakeholder input

The Housing Needs Analysis may address, but not limited to, the following questions. Respondents are encouraged to recommend additional or alternative questions, data sources, and approaches based on experience and understanding of the region.

- What are typical market rates for rental and ownership?
- What are the primary demographics of the community pertinent to attaining and affording housing in the community?
- How do employment and commuting patterns affect housing locations?
- How many housing units are available at different income and affordability levels, including measures such as Area Median Income (AMI)? Generally, how many units are available at different rental and purchase price points?
- How many residents are cost burdened and at what levels?
- How much demand is there for different housing typologies (e.g. single family, multifamily, condominiums, missing middle housing such as triplexes and quadplexes, etc.)?
- What does the distribution of the Peoria area's housing units look like geographically? What are rental and ownership costs across different areas of the region?
- What are the major barriers to attaining and/or providing housing for residents, housing providers, and developers?

It is anticipated that the Housing Needs Analysis will include maps and graphics to illustrate the findings. It will also result in a set of **Findings Statements** that lead to the proposed actions of the Housing Needs Strategy.

Housing Needs Strategy

The Housing Needs Strategy is anticipated respond to the Findings Statements and identify a realistic pathway toward meeting the identified housing needs. The Housing Needs Strategy may consider policies, programs, and initiatives, partnerships, and other approaches, as appropriate. It is anticipated that the strategy will be guided by the findings of the Housing Needs Analysis and consider best practices from comparable cities, and the takeaways from the community and stakeholder input.

The Housing Needs Strategy may include, but not be limited to, the following:

- A succinct set of goals that derive from the Findings Statements in the Housing Needs Analysis
- A description of individual strategies to achieve the goals, including the priority and complexity level of each strategy, suggested timeline, relevant actors (e.g. City departments, private sector, other units of government, etc.), and possible funding sources (if applicable)
- The identification of areas of the region where housing development would fit both resident needs and demand
- Maps and graphics to illustrate the strategies, where applicable

The consultant will compile the Housing Needs Analysis and Strategy into a final report for review from staff and the general public and eventual adoption by TCRPC.

3.0 Project Deliverables

Tri-County proposes this project will result in the following deliverables, with public facing document designed to comply with accessibility requirements for governmental entities.

Housing Needs Analysis

- Monthly invoices and progress reports
- Housing Stock: Data charts, maps, and discussion summarizing relevant housing statistics
- Resident Demographics: Data, charts, maps, and discussion summarizing relevant demographic statistics
- Demand and Affordability Analysis: A quantification of housing units needed, by type and price, compared against overall demographics and income levels, thus illustrating the ability to afford housing
- Community and Stakeholder Engagement: A summary of findings from community engagement, housing provider roundtables, and stakeholder interviews
- Findings Statements: A set of major findings summarizing the Housing Needs Analysis and setting up the Housing Needs Strategy

Housing Needs Strategy

- Monthly invoices and progress reports
- Goal Statements: Overall goals that succinctly capture desired outcomes, as informed by the Findings Statements
- Strategy Outline: A prioritized list of identified strategies, including brief summaries of all strategies
- Strategy Details: Explanations of each strategy, including relevant implementation details, resources, timeline, and possible partners
- Maps and graphics to illustrate the goals and strategies, as applicable

Final Report

- The Housing Needs Analysis and Strategy should be compiled as a single PDF, ready to be shared with the Commission and general public

4.0 Submittal Procedure

All submissions shall be identified as *Greater Peoria Regional Housing Needs Assessment* and submitted to rfp-rfq@tricountyrpc.org. Submissions shall be addressed to:

Adam Crutcher, Planner II
Tri-County Regional Planning Commission
456 Fulton Street, Suite 401
Peoria, IL 61602

Submissions following *Section 5.0 Submittal Format, Section 6.0 Submittal Contents,* are due no later than noon on Monday, October 26, 2026. No submissions received after that date and time are eligible for consideration by TCRPC. No hard copies of submissions are needed.

5.0 Submittal Format

The submittal should be as concise as possible, and when printed, shall be a maximum of 15 pages, **not** including the following:

- Cover page, provided no substantive content is incorporated;
- Table of Contents, provided no substantive content is incorporated;
- Divider/Section Headers, provided no substantive content is incorporated;
- Back covers, provided no substantive content is incorporated;
- Identification of Projects Table; and
- Resumes of Key Team Members.

To ensure all submittals are formatted similarly, submittals shall use standard 8.5 by 11 inch page size and font no smaller than 10-point, unless otherwise specified. The format of the electronic copy shall be a searchable .pdf and preferably include a searchable bookmark for each subsection of the submittal. The submittal shall be organized in accordance with *Section 6.0 Submittal Contents*.

Tri-County and its partners reserve the right to reject submittals that exceed the page limit or to remove pages from the sections of any non-conforming submittal to bring it within the required page count. A "page" is defined as one single-sided piece of paper that has words, charts, tables, pictures, or graphics.

6.0 Submittal Contents

Tri-County requests interested firms to submit responses discussing the scope of services as described in the *Section 2.0 Project Description*. Tri-County reserves the right to reject any or all submissions or portions of submissions, if it is deemed to be in the best interest of TCRPC or its partners. The submittal should include the following content:

6.1 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 response's contents, provide a point of contact for questions, and any other information deemed appropriate. Lastly, please supply the location, telephone number, email address, and website of the respondent's office(s) providing professional services and their federal tax identification number.

6.2 Project Work Program (Approach)

This section should be devoted to discussing the respondent's project understanding of *Section 2.0 Project Description*. Clearly describe your unique approach, methodologies, knowledge, and capabilities to be employed in the performance of the proposed Scope of Services. The respondent should provide a list of anticipated obstacles, a statement of their understanding of the required work, and confirmation that they and, if applicable, their subconsultant are licensed to practice in Illinois.

6.3 Project Capacity and Schedule

The submittal should provide evidence that the recommended team is committed to and has the capacity to complete the proposed project. Please include information on staff availability, a general project schedule and estimated completion date with the understanding that the clients are interested in moving forward as quickly as possible with the study.

This is a time-specific project, and if the selected firm cannot meet set timeframes for the project, then Tri-County has the right to negotiate with a subsequent firm. As of the date of this RFQ, there is no deadline for finishing the project or utilizing project funds.

6.4 Background and Prior Experience

This section should describe the respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, brief history, 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. Additionally, identify any proposed subconsultant, provide their firm's information as described above, and outline their background, experiences, proposed project role(s), and their percentage of the total grant award.

Respondents should describe a minimum of three work experiences that are similar to *Section 2.0 Project Description* and provide the names and roles of the individuals who worked on each identified project and distinguish those individuals who would also be assigned to work on this proposed project. A minimum of three references from projects outlined in the above work experience are required. Submissions should provide current and correct contact information, including names, phone numbers, and emails of all references. Respondents are responsible for ensuring references contact information is complete and accurate here and in *Attachment I Identification of Projects Table*. The inability to contact a reference and receive feedback may have a detrimental impact on the evaluating background and prior experience.

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 firm to oversee the proposed project.

The respondent must submit an Identification of Projects Table in the form attached as *Attachment I* with the required information set forth herein for each project cited or mentioned in the body of the submission, excluding those only identified in resumes. The Identification of Projects Table may be submitted a page size no greater than 11 by 17 inch. Tri-County and its partners reserve the right to contact any person, client, and/or organization listed in the body of the submission, Identification of Projects Table, or resumes. The identification of Projects Table shall include the following:

- Name of Project
- Name of client
- Client point of contact
- Point of contact job title
- Point of contact current phone number
- Point of contact current email address
- Project location
- Identify project type or provide concise description.
- Key team members involved in the project.
- Identify who completed the project: Consultant, Sub-Consultant, or Key Team Members Prior Experience.

6.5 Project Management and Team

Respondents should identify staff members, including those of any proposed subconsultant, who would be assigned to act for the respondent's firm in key positions. Provide project roles and functions to be performed by each individual and indicate if they worked on any of the projects detailed under *Section 6.4 Background and Prior Experience*.

This section should also include the resumes of each staff member assigned to the project team identified above, including name, position, telephone number, email address, education, and years and type of experience. Describe, for each such person, the relevant planning projects on which they have worked. If using a subconsultant, include this information for each subconsultant. 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.

6.6 Additional Strategies (Optional)

Additional services, ideas, innovation, or products, such as graphic design, cost-saving measures, safety measures, outreach methods, accessibility, DBE/WBE/MBE usage, etc. will be considered in the evaluation process. Up to five extra points are available to respondents that deploy strategies that exceed the established requirements detailed in this procurement opportunity that positively benefit TCRPC and its partners. This section is not required for successful completion of this procurement opportunity.

7.0 Anticipated Schedule

Issued Date:	Friday, September 25, 2026
Question Deadline:	Friday, October 16, 2026, at 3:30 p.m.
Response Deadline:	Monday, October 26, 2026, at noon
Committee reviews submissions:	October 27 – November 13, 2026
Consultant Interviews	December 3, 2026
Contract Negotiations:	To follow consultant selected after interviews

8.0 Communication

In order to ensure the integrity of the procurement process and prevent undue influence prior to contract award, all communication and questions should be addressed in writing to TCRPC by email, mail, or in-person to the individual identified in *Section 4.0 Submittal Procedure* or through the method identified in *Section 9.0 Questions*.

No other TCRPC or its partners officials, personnel, or consultants, and Selection Committee members should be engaged regarding this procurement process.

Violations of this will result in the disqualification and/or rejection of the submission.

9.0 Questions

Inquiries may be submitted via email to rfp-rfq@tricountyrpc.org no later than 3:30 p.m. on Friday, October 16, 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/.

10.0 Selection Criteria

Tri-County and its partners reserve the right to accept or reject any or all submissions. All submittals become the property of TCRPC and its partners upon receipt. A Selection Committee comprised of representatives from TCRPC, GPEDC, and partners will evaluate each submission according to the following factors and 100-point scale:

Criteria	Weights	Max Points
Project Work Program	30%	30
Project Capacity and Schedule	15%	15
Background and Prior Experience	20%	20
Project Management and Team	25%	25
Past Performance	10%	10
Additional Strategies (Optional)	0%	5
Total	100%	100*

*Please note that 100 points is the maximum allowable.

11.0 Selection Process

Tri-County, GPEDC, and its partners will form a Selection Committee with a minimum of three members to review, score, and rank all submissions received by the deadline. Before holding the Selection Committee meeting, each member will provide their scores for each submittal using the above criteria. The committee will then average their scores and rank the submittals. If necessary, the top two or three scoring respondents will be placed on a shortlist and invited to participate in an interview. Based on the interviews, the committee will adjust the average score to reflect the group's consensus and information gained from the presentations.

Tri-County and its partners retain the right to select from the consultants responding to this procurement opportunity. Any or all submissions may be rejected if they do not meet the Selection Committee’s criteria or fail to comply with procurement specifications. Tri-County and its partners ARE NOT bound to select the highest-scoring submission. Tri-County and its partners reserve the sole right to invite one firm to the contract development stage or to reject any and all candidates that submit. Tri-County also retains the right to withdraw this procurement opportunity at any time.

Contract negotiations will follow with the selected respondent to establish a detailed scope of services, budget, and schedule. If a mutually agreeable contract is not reached, Tri-County will terminate negotiations with that respondent and open negotiations with the second-choice firm. This process will continue until a firm that meets the basic qualifications has entered into an acceptable contract with TCRPC.

12.0 Contract Negotiations

Contract negotiations will follow award selection. As part of the selection process, Tri-County will invite the selected respondent to submit a written Scope of Work with a fee proposal and, if accepted, ask them to enter into contract negotiations. Respondents must be amenable to inclusion, in a contract, of any information provided, whether herein or in response to this procurement opportunity or developed subsequently during the selection process. Tri-County 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 TCRPC.

13.0 Compliance with Laws

The selected firm agrees to be bound by all applicable federal, state, and local laws, regulations, and directives as they pertain to the performance of the contract.

14.0 Posting

This procurement opportunity is advertised in local newspapers (Peoria Journal Star & Pekin Daily Times), the American Planning Association National Website, and the American Planning Association Illinois State Chapter Website. Additionally, a Notice of Procurement Opportunity will be sent to consultants that subscribe to Tri-County's RFP-RFQ email list. The procurement packet, along with any questions received regarding this procurement opportunity, is available on the TCRPC website: https://tricountyrpc.org/rfp-rfq/

15.0 Attachments

The following pages are the attachments identified in this procurement document.

Attachment I: Identification of Projects Table

Name of Project	Client Name	Client Contact	Contact Title	Contact Number	Contact Email	Project Location	Project Type/Description	Key Team Members Involved	Experience for Consultant, Sub-Consultant, or Key Team Member