

**Request for Qualifications
for
Home Modification Services for Older Adults**

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

METEC Resource Center
2605 W Krause Street
Peoria, Illinois 61605

Procurement # 2026-01

Issued Date: Tuesday, July 8, 2025

Pre-submittal Conference: Thursday, July 17, 2025, at 9:00 a.m.

Question Deadline: Friday, August 1, 2025, at 3:30 p.m.

Response Deadline: Thursday, August 7, 2025, at 3:30 p.m.

Notice to Contractors

The Tri-County Regional Planning Commission (TCRPC) is assisting the METEC Resource Center (METEC) in implementing the Older Adults Home Modification Program (OAHMP), funded by the U.S. Department of Housing and Urban Development (HUD). This program supports low-income senior homeowners (age 62 and older) by providing essential, non-medical home modifications. The goal is to improve safety, accessibility, and functionality so older adults can age in place with greater independence and dignity.

TCRPC and METEC are requesting Statements of Qualifications (SOQs) from interested and qualified contractors to provide these home modification services. 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 3:30 p.m. on Thursday, August 7, 2025.**

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 rpf-rfq@tricountyrpc.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.

1.0 Project Background

The Tri-County Regional Planning Commission (TCRPC) is assisting the METEC Resource Center (METEC) in implementing the Older Adults Home Modification Program (OAHMP), funded by the U.S. Department of Housing and Urban Development (HUD). This program supports low-income senior homeowners (age 62 and older) by providing essential, non-medical home modifications so older adults can age in place with greater independence and dignity.

2.0 Project Description

METEC's HUD OAHMP will work with low-income senior homeowners in the Peoria area to enhance safety, accessibility, and functional use of their home. The program goals are as follows:

- Reducing injury risk (especially falls),
- Increasing accessibility and mobility within the home,
- Improving quality of life and independence, and
- Reducing the needs for institutional care

All modifications will be client-centered, non-medical, and based on a professional home assessment conducted by an Occupational Therapist ("OT"), Occupational Therapy Assistant ("OTA") under OT supervision, or Certified Aging-in-Place Specialist ("CAPS"). The in-home assessment will identify environmental hazards, evaluate functional limitations, and provide recommendations for specific modifications based on the client's needs and goals. The assessment conducted by the OT/CAPS informs the development of the scope of work, which is then used for bidding projects to the contractors on prequalified list.

Contractors on the Prequalified Contractors List will have the opportunity to bid on individual jobs or grouping of jobs that include, but are not limited to the following:

- Installation of ramps, grab bars, and railings,
- Bathroom modifications (e.g., walk-in tubs, raised toilets, accessible showers)
- Door widening and threshold adjustments
- Lighting upgrades and fall-prevention modifications
- Flooring adjustments to improve mobility and reduce fall risk
- General carpentry or minor structural work related to accessibility improvements

Each home modification project will be based on an individual assessment as described above. All work must meet local building codes and permit requirements.

2.1 Prequalified Contractors List

Contractors invited to submit quotations to provide home modification 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 Section 2.2 Request for Quotation Process 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.

2.2 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.

3.0 Pre-Submittal Conference

The Pre-Submittal Conference will be held on Thursday, July 17, 2025, at 9:00 a.m. at 456 Fulton Street, Suite 401, 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/fR6yWJ6wgq>

The purpose of this conference will be to clarify the contents of this RFQ to prevent any misunderstanding of the requirements. TCRPC 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 the 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.

4.0 Submittal Procedure

All submissions shall be identified as *RFQ Submission – OAHMP Home Modifications* and mailed or emailed to:

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

Submissions are due no later than 3:30 p.m. on Thursday, August 7, 2025. Submittals received after that date and time are not eligible for consideration by TCRPC and METEC.

5.0 Submittal Format

The submittal should be as concise as possible, include all elements outlined in *Section 6.0 Submittal Contents*, and when printed, shall be limited to a maximum of 20 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; 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*.

TCRPC and METEC 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

TCRPC and METEC requests that interested respondents submit responses discussing the scope of services as described in *Section 2.0 Project Description*. TCRPC and METEC 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. TCRPC and METEC will only consider submissions compliant with *Section 5.0 Submittal Format*. 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 submission’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 respondents’ 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 demonstrate their understanding of aging-in-place principles and ADA compliance. Provide a statement of your understanding of the required work, and confirmation that they, and if applicable, their subconsultant, are licensed and insured to practice in Illinois.

6.3 Project Capacity and Schedule

The submission should provide evidence that the recommended team is committed to and has the capacity to provide the services outlined in *Section 2.0 Project Description* in an acceptable industry timeline and coordinate with METEC staff, inspectors, and the homeowners.

6.4 Background and Prior Experience

This section should describe the respondents’ firm by providing its full legal name, date of establishment, type of entity and business expertise, brief history, current business ownership structure, and any recent or materially significant proposed change in ownership. Please include any business certifications with the certifying grantor information, such as Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), Women

Business Enterprise (WBE), etc. Also, provide a copy of the respondents' firm General Liability Insurance Certificate with a minimum of \$1,000,000 per occurrence.

The submission should describe a minimum of three work experiences that are similar to Section 2.0 Project Description. Respondents should 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. Additionally, a minimum of three references from these projects outlined above are required. Respondents should provide contact information, including names, titles, phone numbers, and emails of all references.

The respondent is responsible for ensuring that contact information for all references is current and correct. The inability to contact a reference and receive feedback may have a detrimental impact on evaluating background and prior experience. The work experience and references should be listed in the same order, or references should be included with their associated project overview.

Please describe any relevant specialized knowledge or any issue the characteristics of which would be uniquely applicable in evaluating the experience of the respondents' firm to oversee the proposed project.

6.5 List of Subcontractors

Supply a list of previous subcontractors that have worked for your company, including 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.

6.6 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 a copy of state/local 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.

7.0 Anticipated Schedule

Issued Date:	Tuesday, July 8, 2025
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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 METEC's officials, personnel, or consultants, and members of the Selection Committee 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, August 1, 2025. 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

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

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

11.0 Selection Process

TCRPC and METEC will form a selection committee with a minimum of three members to review, score, and rank all submittals received by the deadline. Before holding the selection committee meeting, each member will provide their scores for each submittal using the above criteria. The subcommittee will then average their scores, and the respondents with a score greater than or equal to 70 points are placed on the Prequalified Contractors Lists.

12.0 Statement of Qualifications and Request for Quotations

TCRPC and METEC 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 TCRPC 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.

13.0 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.

14.0 Federal Compliance Statement

This project is funded in whole or in part by the U.S. Department of Housing and Urban Development through the Older Adult Home Modification Program. All vendors must comply with applicable federal, state, and local laws, including HUD procurement and reporting requirements.

15.0 Nondiscrimination Statement

Contractors shall not discriminate against any employee or applicant for employment based on race, color, religion, sex, national origin, disability, age, sexual orientation, or any other status protected by federal, state, or local law.