

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

Issued Date: Friday, September 15, 2023
Pre-submittal Conference: Wednesday, September 27, 2023, at 8:30 a.m.
Question Deadline: Friday, October 6, 2023, at 3:30 p.m.
Response Deadline: Monday, October 16, 2023, at 1:00 p.m.

Notice to Contractors HUD Healthy Homes Production Grant

Tri-County Regional Planning Commission (TCRPC or “Tri-County”) assisted METEC Resource Center (METEC) and the Village of Peoria Heights in submitting a grant application for the U.S. Department of Housing and Urban Development (HUD) Healthy Homes Production Grant to mitigate health and safety hazards in residential property locations in zip codes 61603, 61604, 61605, and 61616. TCRPC and METEC seek Statements of Qualifications (SOQs) from 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.

Sealed submissions are due to the Tri-County Regional Planning Commission office located at 456 Fulton Street, Suite 401, Peoria, Illinois 61602, **no later than 1:00 p.m. on Monday, October 16, 2023**. Submittals received after that date and time will not be considered. A Selection Committee will review all SOQs and place contractors who satisfactorily meet the criteria established herein in the Prequalified Contractors List. Please provide **one hard copy** and **one digital copy** of the SOQ.

Project Background

Tri-County Regional Planning Commission (TCRPC or “Tri-County”) assisted METEC Resource Center (METEC) and the Village of Peoria Heights in submitting a grant application for the U.S. Department of Housing and Urban Development (HUD) Healthy Homes Production Program. HUD awarded METEC and the Village of Peoria Heights funds to mitigate health and safety hazards in residential properties located in zip codes 61603, 61604, 61605, and 61616. Hazards and issues that may be addressed include radon, windows, doors, siding, pest control, mold/moisture remediation, minor roof/structural repairs, electrical, excess cold and heat, and trip/fall hazards, among others. All homes are required to be tested for radon, and if levels are elevated, mitigated. Lead Inspection Risk Assessments are required in every pre-1978 house and mitigated if detected.

Project Description

METEC and the Village of Peoria Heights HUD Healthy Homes Program will work with low- to moderate-income persons in the Peoria area to bring homes deficient in housing safety to remediation. Home hazard remediation priority will be given to residents and homes in zip codes 61603, 61604, 61605 and 61616. Each home will be inspected by our program, receive mandatory radon testing, and provide guidance and assistance on maintaining a healthy home. See Attachment A for a map of the project area.

The purpose of the program is to address and remediate health and safety issues that pose a likelihood of harm to the occupant’s health if not addressed. This maintains the standards of the Eight Healthy Homes Principles: 1) Keep it Dry, 2) Keep it Clean, 3) Keep it Safe, 4) Keep it Well-Ventilated, 5) Keep it Pest-Free, 6) Keep it Contaminant-Free, 7) Keep it Maintained, and 8) Keep it Thermally Controlled. The health and safety upgrades conducted by this program will be tied directly to one of the above eight principles.

The program will focus on nine of the 29 Housing Hazards common to properties in the program’s service area: radon; damp and mold growth; excess cold; carbon monoxide and fuel combustion products; entry by intruders; domestic hygiene, pests, and refuse; falling on level surfaces; falling on stairs or other unlevel surfaces; and lead. Within these hazards, the Healthy Homes program will test and remediate enrolled homes that exhibit any of these deficiencies.

1. **Radon:** Homes will receive air and water-soluble testing for radiation/radon. Those housing units exhibiting a radiation rate of more than 1.3 pCi/L will receive remediation to bring levels into normal range.
2. **Damp and Mold Growth:** Each room will be tested for spore levels. Any room showing more than 1,500 mold spores will receive remediation.

3. **Excess Cold:** Homes will receive testing for cold exposure and furnace performance, and deficient housing units will receive remediation.
4. **Carbon Monoxide and Fuel Combustion Products:** Homes will receive testing for carbon monoxide. Housing units exhibiting CO2 levels of more than 15 ppm will receive remediation.
5. **Entry By Intruders:** Homes will be tested to determine defensibility to unauthorized entry.
6. **Domestic Hygiene, Pests, and Refuse:** Homes will be evaluated for and receive remediation if deficient:
 - a. Design, layout, and construction that would facilitate cleanliness and adequate hygiene,
 - b. Pest access and harborage, and
 - c. Adequate and hygienic storing and disposal of household waste.
7. **Falling on Level Surfaces:** Homes will be evaluated for falling risk related to unlevel surfaces of less than 12 inches.
8. **Falling on Stairs and other unlevel surfaces:** Homes will be evaluated for falling risk related to unlevel surfaces of more than 12 inches.
9. **Lead:** Homes in the program will be assessed, and a bid specification and cost estimate will be prepared for lead remediation, if appropriate. Homes built prior to 1978 may be assessed using the standard protocols in the Risk Assessor's Lead Manual. All lead samples will be processed in labs recognized by the EPA National Lead Laboratory Accreditation Program (NLLAP). With each potential housing hazard revealed and remediation recommended, the homeowner will be informed immediately.

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/Village of Peoria Heights (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, September 27, 2023, 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.gle/vJnnFzfuQ4ahtkjA6>

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 HUD Healthy Homes* and submitted to:

Michael Bruner, Senior Planner
Tri-County Regional Planning Commission
456 Fulton Street, Suite 401
Peoria, IL 61602

SOQs are due **no later than 1:00 p.m. on Monday, October 16, 2023.** Consideration of submittals received after this date and time will not occur. Please submit **one hard copy** and **one digital copy**. For submitting digital copies, email rfp-rfq@tricountyrpc.org, or provide a thumb drive with the hard copy submission.

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 HUD Healthy Homes 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 HUD funded and/or prevailing wage projects.

Please note that all work completed in zip code 61616 requires prevailing wages with supporting documentation and participation in an active joint labor-management apprenticeship and training program approved and registered with the United States Department of Labor's Bureau of Apprenticeship and Training for each trade which performs work on the construction project (Please see Peoria Heights Responsible Bidder).

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 Healthy Homes Production Grant program.

Schedule

RFQ Issued:	Friday, September 15, 2023
Pre-submittal conference:	Wednesday, September 27, at 8:30 a.m.
Question Deadline for RFQ:	Friday, October 6, 2023, at 3:30 p.m.
Response Deadline for RFQ:	Monday, October 16, 2023, at 1:00 p.m.
Subcommittee reviews SOQs:	October 17 – 27, 2023
Prequalified list released:	October 30, 2023

Questions

Inquiries may be submitted via email to rfp-rfq@tricountyrpc.org no later than 3:30 p.m. on Friday, October 6, 2023. 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/>.

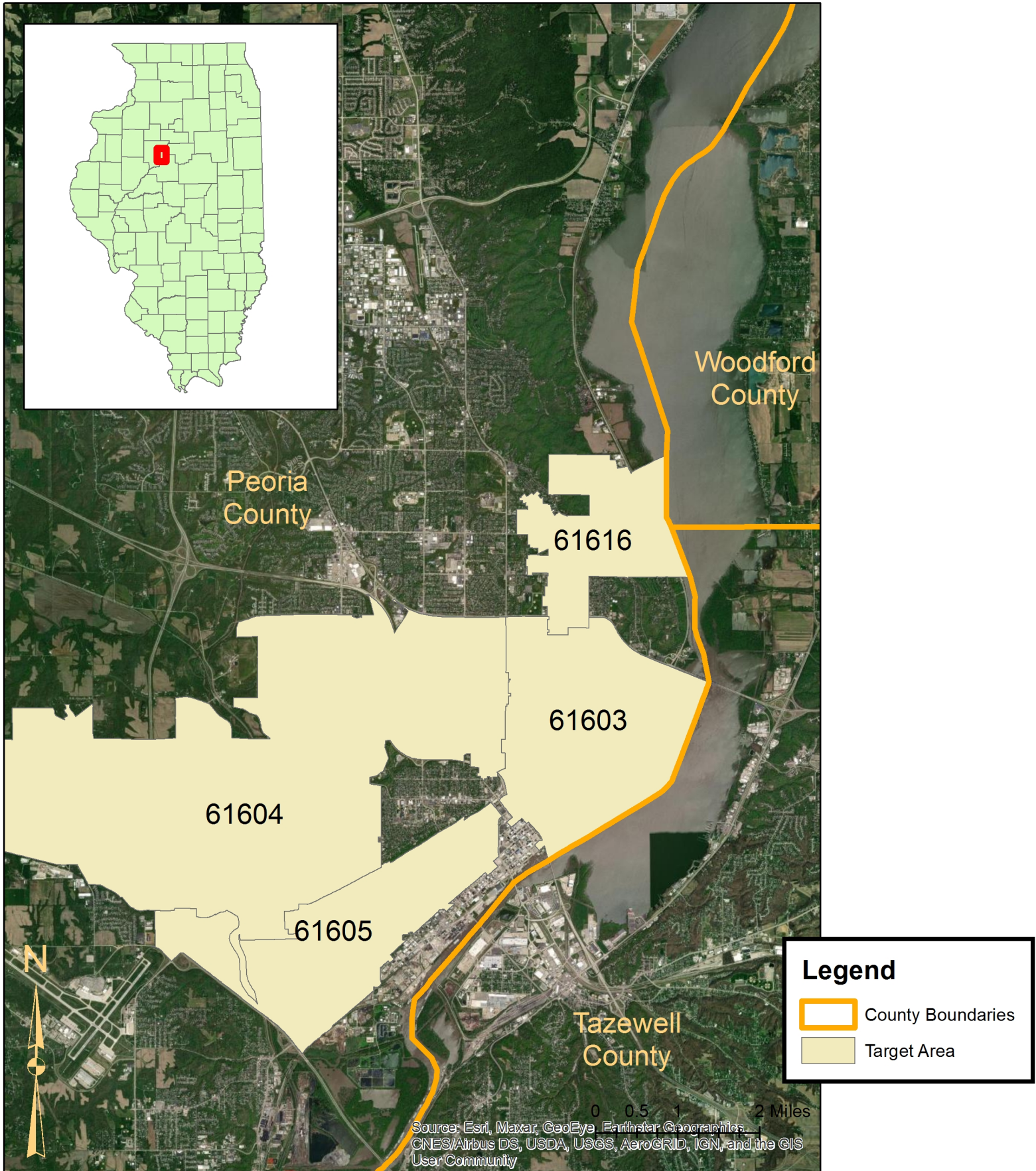
Attachment A

Attachment A is located on page 11 and includes maps of the project area bounds of zip codes 61603, 61604, 61605, and 61616 to mitigate health and safety hazards in residential property.

Attachment B

Attachment B is located on pages 12 and 13 and includes a fully executed copy of Peoria Heights Ordinance Number 2023-1699, which imposes responsible bidder requirements for projects within the corporate limits of Peoria Heights.

Zipcodes of Interest for The Peoria Area Health Homes Programs



Source: US Census

ORDINANCE NO. 2023 - 1699

AN ORDINANCE IMPOSING RESPONSIBLE BIDDER
REQUIREMENTS FOR PUBLIC WORKS PROJECTS

WHEREAS, the Village of Peoria Heights is an Illinois home rule municipality ("Village"); and

WHEREAS, pursuant to its home rule authority, the Board of Trustees of the Village of Peoria Heights desires to clarify the obligations of parties performing work on public works projects

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF PEORIA HEIGHTS, PEORIA COUNTY, ILLINOIS, THAT:

SECTION 1. The recitals set forth above are found to be true and correct.

SECTION 2. Title 3, Chapter 1, Section 4 of the Village Code is hereby amended to read as follows (additions are indicated by **bold/underline**, deletions by ~~strikeout~~):

3-1-4: RESPONSIBLE BIDDER REQUIREMENTS:

Any party submitting a bid on a Village public works project must comply with the following requirements in order to have their bid considered and to be awarded a contract:

- (A) The bidder must be a duly organized legal entity in good standing with the Illinois Secretary of State and in compliance with all laws prerequisite to doing business in Illinois.
- (B) The bidder must have a valid Federal Employer Tax Identification Number or Social Security Number.
- (C) The bidder must be an equal opportunity employer and comply with Section 2000(e) of Chapter 21, Title 42 of the United States Code and Executive Order No. 11246.
- (D) The bidder shall provide certificates of insurance indicating the following coverages if called for in the bid solicitation: general liability, workers compensation, completed operations, automobile, hazardous occupation and product liability.
- (E) The bidder must comply with all provisions of the Illinois Prevailing Wage Act (820 ILCS 130), including wages, medical and hospitalization insurance and retirement for those trades covered in the Act.
- (F) All contractors and sub-contractors performing services covered by the Illinois Prevailing Wage Act must submit to the Village the certified payrolls required by the Act, as amended by Illinois Public Act 94-0515.
- (G) For construction projects (construction of new facilities, renovation or repair of existing facilities or structures, alteration, painting, landscaping, road construction or road maintenance projects) over \$10,000, or demolition contracts over \$10,000 the awarded bidder and all subcontractors performing work on the construction project must participate in an active joint labor-management apprenticeship and training program approved and registered with the United States Department of Labor's Bureau of Apprenticeship and Training for each trade which performs work on the construction project.
- (H) For purposes of this Ordinance, "public works" shall have the

meaning stated in the Illinois Prevailing Wage Act, 820 ILCS 130/2, and "bidder" shall include any contractor or service provider who performs any public works for or on behalf of the Village of Peoria Heights, Illinois.

SECTION 3. This Ordinance is in addition to all other ordinances on the subject and shall be construed therewith excepting as to that part in direct conflict with any other ordinance, and in the event of such conflict, the provisions hereof shall govern.

SECTION 4. This Ordinance is hereby ordered to be published in pamphlet form by the Peoria Heights Village Clerk and said Clerk is ordered to keep at least three (3) copies hereof available for public inspection in the future and in accordance with the Illinois Municipal Code.

SECTION 5. This Ordinance shall be in full force and effect from and after its passage, approval and publication in the manner provided by law.

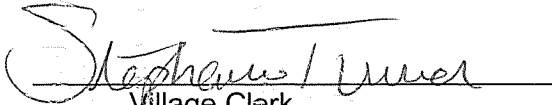
PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF PEORIA HEIGHTS, PEORIA COUNTY, ILLINOIS, IN REGULAR AND PUBLIC SESSION AND APPROVED BY ITS PRESIDENT THIS 21st DAY OF FEBRUARY, 2023.

APPROVED:



President

ATTEST:



Village Clerk