

Request for Statement of Qualifications for Housing Assessment Services

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: Monday, March 27, 2023
Question Deadline: Monday, April 3, 2023, at 3:30 pm
Response Deadline: Friday, April 7, 2023, at 3:30 pm

Notice to Construction Firms
HUD Healthy Homes Production Grant

Tri-County Regional Planning Commission (TCRPC) 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 submitters to perform Healthy Home Assessments, including Lead Inspection Risk Assessments and Radon Testing, and Estimation Services related to the HUD Healthy Homes Production Grant. SOQs are due to the Tri-County Regional Planning Commission office located at 456 Fulton Street, Suite 401, Peoria, Illinois 61602, **no later than 3:30 PM on Friday, April 7, 2023**. Submissions received after that date and time will not be considered. SOQs should be **no more than 20 pages in length and include two hard copies and one digital copy**. All SOQs should be sealed and identified on the outside as *METEC HUD Healthy Homes*.

Project Background

Tri-County Regional Planning Commission (TCRPC) 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.

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 your home Maintained, and 8) 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, etc.; 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, etc.:** Homes will be evaluated for falling risk related to unlevel surfaces of more than twelve inches.
9. **Lead:** Homes in the program will be assessed, and a bid specifications 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.

Housing Inspector

This solicitation for Statements of Qualifications is for retaining a Housing Inspector. The Housing Inspector will be responsible for the onsite Healthy Homes Assessment to identify health and safety issues based on HUD's 29 hazards. The assessment includes Radon Testing and Lead Inspection Risk Assessment if the home is built prior to 1978. The Healthy Homes Assessment must use a HUD-approved inspection document and include pictures with a description of each hazard noted on the inspection form. Assessment reports are required to be signed and submitted to METEC.

Additionally, the Housing Inspector is responsible for preparing the bid document. Once the bid document is prepared, the Housing Inspector will review the bid with the Homeowner and METEC's Project Manager. The Housing Inspector will work with the Project Manager in advertising the bid with contractors after the Homeowner's approval. The Project Manager, Homeowner, and Housing Assessor will select the lowest responsible bidder.

The Housing Inspector will be responsible for the day-to-day rehabilitation and ensure that all appropriate codes and the scope of work are being followed. The inspector will also prepare the lien waivers, inspection reports, and any necessary post-lead testing. After work completion, there will be a final inspection of the work to ensure it meets the requirements of the State and Local Building Code and/or manufacturer's installation instructions. A Final Inspection Report must be completed and include pictures of the final product, a description of the work completed, and a rating of the contractor's work.

The Housing Inspector is required to have taken the HUD *Healthy Homes Assessment: Principles and Practice* training. If respondents have not taken this course, they need to be eligible for and able to complete the HUD training within 60 days of the fully executed contract.

Statement of Qualifications (SOQ) Statement Content Requirements

SOQs are due to the Tri-County Regional Planning Commission office located at 456 Fulton Street, Suite 401, Peoria, Illinois 61602, no later than 3:30 PM on Friday, April 7, 2023. Consideration of SOQs received after this date and time will not occur. Please limit submissions to no more than 20 pages in length and include two hard copies and one digital copy. For submitting digital copies, email rfp-rfq@tricityrpc.org. Please seal and identify submissions on the outside as *METEC HUD Healthy Homes*.

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 for questions, and any other information deemed appropriate. Lastly, please supply the location and address of the respondent's office(s) providing the Professional Services and their federal tax identification number.

2. Background and 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. Additionally, this section should describe a minimum of three work experiences that are similar projects as described in the Project Description and provide the names of team members who worked on the identified projects that will be assigned and committed to this proposed project. This section should identify any proposed subcontractor and outline their background and experiences. Lastly, please provide 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.

3. Personnel/Professional Qualifications

This section should identify staff members, including those of any proposed subcontractor, 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. This section should also include the resumes of each staff member assigned to the project team. Please include copies of all organizational staff lead licenses and Healthy Homes Assessment Certifications. Indicate any team members planning for or in the process of receiving their lead licenses or completing the HUD *Healthy Homes Assessment: Principles and Practice* training.

4. Technical Approach

This section should be devoted to discussing the respondent's project understanding of the HUD Healthy Homes project. Explain how your firm approaches Home Inspections, HUD Healthy Assessments, Lead Risk Assessments, Radon Testing, and Estimation Services related to housing rehabilitation projects. 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 subcontractor are licensed to practice in Illinois.

5. Workload Capacity

Please provide evidence that the proposed team is committed to and has the capacity to complete the scope of work in an industry-acceptable timeline, coordinate with METEC staff, and schedule inspections with all participating homeowners.

6. Past Performance

SOQs should include a minimum of three references from projects outlined in the Background and Experience section. Respondent should provide contact

information, including names, phone numbers, and emails, for previous projects referenced in this SOQ.

Selection Criteria

TCRPC and METEC reserve the right to accept or reject any or all SOQs. All SOQs become the property of TCRPC upon receipt. Evaluation of SOQs will utilize the following factors and a 100-point scale:

Criteria	Weights	Max Points
Firm Experience and Expertise	20%	20
Staff Experience and Expertise	20%	20
Technical Approach	30%	30
Workload Capacity	15%	15
Past Performance	15%	15
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 averages their scores, and the top two or three scoring respondents are placed on a shortlist and invited to participate in an interview. Based on the interviews, the committee adjusts the average score to reflect the group's consensus and information gained from the presentations.

TCRPC and METEC ARE NOT bound to select the highest-scoring SOQ. TCRPC and METEC reserve the sole right to invite one firm to the contract development stage or to reject any and all candidates that submit.

The Selection Committee will conduct interviews on Wednesday, April 26, 2023, with shortlisted respondents for professional services anticipated for this project. The interviews will be a maximum of 45 minutes, with no more than a 30-minute presentation outlining their qualifications and experience with projects of similar scope and magnitude, allowing 15 minutes for questions and answers following the presentation. Respondents may bring up to three representatives.

METEC will invite the selected consultant to enter into contract negotiations. If a mutually agreeable contract is not reached, METEC will request the second-choice firm to enter into contract negotiations. METEC will continue this until a firm that meets the basic qualifications has entered into an acceptable contract.

Contract Negotiations

Contract negotiations will follow award selection. As part of the selection process, METEC will invite the selected respondent to submit a written 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 RFQ 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

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.

Schedule

RFQ Issued:	Monday, March 27, 2023
Question Deadline for RFQ:	Monday, April 3, 2023, at 3:30 PM
Response Deadline for RFQ:	Friday, April 7, 2023, at 3:30 PM
Subcommittee reviews SOQs:	April 10 – 14, 2023
Interviews:	April 26, 2023
Contract Negotiations:	May 1 – 5, 2023

Questions

Inquiries may be submitted via email to rfp-rfq@tricountyrpc.org no later than 3:30 pm on Monday April 3, 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/>.