

**Central Illinois Land Bank Authority
Request for Qualifications for Contractors
to perform Various Construction Services**

The Central Illinois Land Bank Authority (CILBA) seeks qualified Contractors to perform various real property construction services, including single family residential rehab and demolition. This request for qualifications (RFQ) is designed to enable CILBA to develop a pool of pre-qualified contractors. For individual projects for which a bid is issued, CILBA will include a detailed listing of the specifications of work to be performed.

Contractors in the pool may submit bids to deliver services and CILBA will award the contract to the lowest responsive and responsible bidder. This RFQ and all subsequent bids will be subject to the CILBA procurement policies.

To Respond

- To be qualified under this RFQ, submit a response in electronic format (PDF) as defined in this RFQ (herein, "Responses") via email to: mdavis@cilba.org.
- Incomplete submissions will not be accepted.
- Responses will be accepted and reviewed on a rolling basis.
- Any firm that is qualified under this RFQ and accepts CILBA's invitation to be added to the Qualified Contractors list may remain on the list for a period of at least three (3) years.
- Qualified Contractors must submit an annual affidavit correcting/updating the information provided in this submission to ensure the RFQ file is current.

Key contact

Mike Davis, Executive Director and CILBA Purchasing Agent
Central Illinois Land Bank Authority

This RFQ will be posted to CILBA's website and shared with firms on pre-approved CDBG contractor lists for CILBA members such as Danville, Rantoul, Champaign County and Decatur.

About Central Illinois Land Bank Authority

The Central Illinois Land Bank Authority (CILBA) is an intergovernmental cooperative organization formed to assist its member communities in efforts to revitalize neighborhoods, raise property values, stabilize real estate markets and redevelop properties in Vermilion County, Champaign County, and Decatur, Illinois.

The Central Illinois Land Bank Authority will operate in a transparent manner and engage in strategic property acquisition, disposition, land use management and redevelopment while supporting and promoting broader community development objectives.

Purpose of this RFQ

The purpose of this RFQ is to create and expand CILBA's list of pre-qualified contractors to conduct interior and exterior home repairs including, but not limited to, repair or replacement of major systems, general construction, painting, abatement of asbestos and lead, repair or replacement of windows, doors, porches and roofs, soffits, siding, masonry and tuckpointing, landscaping, demolition services, and any other construction projects on residential and commercial property. All individual projects will be presented to the pool of Qualified Contractors for subsequent bid (i.e. Requests for Proposals (RFP)).

Term

Contractors included on the pre-qualified list (i.e. Qualified Contractors) may remain on the list provided they remain in good standing and meet minimum qualifications. A contractor must submit an annual affidavit and proof of minimum qualifications at least once every 12 months.

How to respond

All responses shall be submitted electronically (PDF) and according to the format provided in this RFQ (see below).

Questions

Questions concerning this RFQ may be submitted via email to mdavis@cilba.org. Responses shall be published on the CILBA website (www.cilba.org).

Who can respond

Any contractor that is licensed, insured and qualified may submit a response. CILBA is especially interested to receive submissions from local businesses and nonprofit organizations, as well as certified M/WBE.

Format

Please submit your responses in the order and form specified. Number your responses according to the numbering listed in the RFQ. For purposes of this Response, the "Respondent" is the entity/company/contractor that is seeking approval.

1. Respondent (Entity) Information
Respondent's Name
Contact Person for this Response
Contact Person's Phone and Email
Respondent's Chief Executive Officer
Names of all Owner(s) holding more than 5% ownership interest
Taxpayer Identification Number
Registered name with the State of Illinois
Date and state of incorporation
Respondent's Mailing Address
Registered Agent Name and Address, if different from above
2. Has the Respondent been debarred from performing work for any government entity (local, county, state, or federal)? If yes, has it been lifted and when?
3. Has the Respondent had any contracts terminated for breach or failure to perform within the last five (5) years? If yes, when, by whom, and why?
4. Please provide a brief statement (<3 pages) describing your recent experience (i.e. past 4 years) performing construction services. In your response, please describe specific experience where the Respondent was the prime contractor for types of construction projects involving the following property types. If the client was a unit of government, please specify the government name in parentheses ():

Residential 1-4 Unit
Residential 5+ Unit
Mixed Use
Public Use/Institutional
Commercial
Industrial, or
Other
5. Please provide a Statement of Qualifications (<5 pages). In the Statement of Qualifications, please describe relevant qualifications for all personnel who will develop and supervise the scope of services to be delivered, manage/administer contracts, supervise subcontractors or other employees, and ensure compliance with all applicable ordinances, codes, and statutes.
6. Does the Respondent intend to use Subcontractors? If yes, please list the names and contact information of the principal officer(s) of the Subcontractor(s) and the nature of

the work they are expected to provide. If a Respondent intends to use one or Subcontractors, but does not know which ones or for which jobs, please state that in the Response.

7. Please specify whether the Respondent provides general contracting services, specific trades/construction services, or both. If Respondent provides specific trades/construction services that may be used separately from general contracting services, please list.
8. How long has the Respondent been in business (only include years where Respondent was providing construction services)?
9. Please provide Respondents' total annual revenues from construction services for the past 3 years.
10. Please describe your experience meeting M/WBE Program objectives. If the Respondent has no experience meeting M/WBE Program objectives, please describe how you intend to advance M/WBE objectives.
11. Please provide Professional References (at least 3), including for each:
 - Name
 - Professional Title and Organization Name
 - Contact information, including at least a daytime phone and email address
 - Brief description of the work performed.
13. Please describe experience performing working with projects funded by State of Illinois or federal grants.
14. Has Respondent received a stop-work order for violating a local, county, state or federal ordinance, statute, or guideline? If yes, please provide a description of the nature of the violation and what steps were taken to remedy the violation.
15. Has Respondent performed work under contract with a federal or state agency? If yes, please describe.
16. Is Respondent certified to provide any of the following? If yes, please attach a copy of the most recent certification for the person(s) authorized to perform this work. If not, please identify licensed contractors that you use for such services:
 - Lead inspection
 - Lead abatement
 - Asbestos inspection
 - Asbestos abatement
17. Please provide a brief description (including address, approximate date (range), client and project description) of work performed on at least five (5) recent projects.

18. Please provide a copy of Respondent's valid and current licenses that may be applicable to residential and commercial constructions and demolition services.
19. Please submit a completed Conflicts Form (See Appendix).

Attest Statements

For this section, the Chief Executive Officer of the Respondent should review and signify acceptance of each item on the list by entering his/her initials in the space provided and signing below.

Respondent represents that it:

<i>Review each statement:</i>	<i>Initial to agree.</i>
Will perform all projects at or exceeding minimum standards as established by local, county, state, and/or federal building codes.	
Has the ability to deliver services in a timely fashion.	
Has or can have adequate capacity & staffing to deliver the services for which it will offer to bid.	
Has, and will maintain in good standing, all appropriate certifications and licenses	
Can provide proof of insurance, including, but not limited to:	
General liability	
Workers compensation	
Builders risk	
Property insurance on applicable projects	
Has the financial capacity, as evidenced by funds on hand, a line of credit, or similar resources, to perform work and be reimbursed for some/all project costs by CILBA	
Has no outstanding or unresolved violations of local, county, state, or federal statutes, nor pending litigation concerning performance of construction services.	
Will abide by CILBA's prohibition against conflicts of interest and will report any conflicts to CILBA	
Has not, and will not, directly or through an agent or intermediary, attempt to influence the decisions of CILBA, its directors, or its staff by the offering of a gratuity, bribe, gift, or item of value, understanding that such offer shall be grounds for immediate removal of the contractor from CILBA's list and may result in the debarment of the contractor from doing work for CILBA.	

Signed by: _____

Printed Name: _____

Title: _____

Date: _____

Evaluation Process

Responses will be opened and scored by the CILBA Purchasing Agent using the following scoring criteria.

- Experience and track record – 35 points
- Qualifications – 25 points
- Timeliness and completeness of the Response – 20 points
- Attest Statements – 10 points
- M/WBE Experience – 10 points

Opening and Award Process

CILBA and its purchasing agent will decide how many respondents to accept as pre-qualified contractors and will select the contractors based on relative scoring.

If selected, an accepted contractor will be given 60 days from notice of selection to provide and complete any documentation required by CILBA to perform subsequent bids.

Disqualifications

Any one or more of the following causes may be considered sufficient for the disqualification of a Respondent and rejection of the response:

- evidence of criminal activity tied to past construction services.
- evidence of default under past development programs operated by CILBA, one of its members, or the State of Illinois.
- evidence of a conflict of interest.
- evidence that a gratuity was provided or offered to secure contracts from CILBA or one of its municipal members
- evidence of unprofessional or lack of professional responsibility as demonstrated in past work

Appeals

Any respondent not selected under this RFQ may appeal to the CILBA Executive Committee in writing with an explanation of why they believe they should be included. The CILBA Executive Committee will review the appeal and provide a final response.

Communications

Any request for clarification or additional information regarding this RFQ should be directed to the RFQ point of contact on page one and only the RFQ point of contact.

Reserved

CILBA expressly reserves the right to reject any and all responses, waive any non-conformity, re-advertise or reissue bids, withhold the awarding of contracts or bids for any reason CILBA determines, or accept responses that in CILBA's opinion are in the best interest of and to the advantage of CILBA and its member municipalities.

Other

- Responses submitted under this RFQ may be subject to FOIA.
- Respondent is responsible for the cost of submission and may not assign costs to CILBA now or in the future.
- All items submitted shall be the property of CILBA and no submissions will be returned.

Appendix A
CONFLICTS FORM

Please answer the following completely and truthfully. All conflicts indicated on this form will be reviewed by CILBA. No Respondent will be automatically disqualified, unless the conflict meets a standard for disqualification under this RFQ. During the evaluation process, CILBA may request clarification or additional information regarding your responses to this form. Please be prepared to promptly address any such request.

1. Have you or any shareholder, manager, employee, member, partner, director, or board member of the Respondent ever been employed by a member of the Central Illinois Land Bank Authority?

YES _____ **NO** _____

If yes, please explain:

2. Do you or any shareholder, manager, employee, member, partner, director, or board member of the Respondent have a business relationship of any kind or familial relationship (by marriage or blood) with a current employee or official of any member of the Central Illinois Land Bank Authority?

YES _____ **NO** _____

If yes, please explain:

By signing, I attest under penalty of law that this information is complete and correct to the best of my ability.

Signed: _____ Title: _____

Printed Name: _____ Date: _____