

## Central Illinois Land Bank Authority Request for Proposals 25-02

The Central Illinois Land Bank Authority (CILBA) seeks qualified Developers to purchase and rehab specific single-family residential properties located in Mattoon, Illinois. Properties are awarded individually based on the Evaluation Process and Scoring identified below.

### How to Respond

- Submit a response in electronic format as defined in this RFP (herein, "Responses") via email to: [mdavis@cilba.org](mailto:mdavis@cilba.org).
- **Incomplete submissions will not be accepted. Submissions require:**
  - **Complete Attachment B ("Application") including respondent information and questions, Attachment C ("Conflicts Form") and Attachment D ("Representations").**
- Any developer that is 18 years or older and qualified may submit a response.
- CILBA is especially interested in receiving submissions from local developers and nonprofit organizations.
- Submission deadline is **April 30th, 2025, at 1:00 PM** (local time). After submissions are received, CILBA will take up to one (1) week to score applications and make a decision.
- A walk through of property will be held for developers/contractors on **4/9 and 4/16 at 9am.**

### Contact

Mike Davis, Executive Director – [mdavis@cilba.org](mailto:mdavis@cilba.org) (217) 655-8190

### About 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 central Illinois.

CILBA operates in a transparent manner and engages in strategic property acquisition, disposition, land use management and redevelopment while supporting and promoting broader community development objectives.

### Property Description and Sales Price

1816 Grant Ave, Mattoon IL  
PIN: 07-2-13112-000

- Sales Price - \$11,500

CILBA will convey fee simple title to the Property to the awarded Respondent, free and clear of all encumbrances except local, state and federal laws and property taxes that are not due and payable at the time of the Closing. Conveyances to the awarded Respondent must close within

60 days of the Submission Deadline.

## **Contract of Purchase and Sale**

After the award, Seller will have its attorneys prepare, and send to the awarded Respondent, a Purchase Agreement. Such Purchase Agreement shall be consistent with these terms and shall include other material terms and conditions of the sale yet to be agreed to by the parties, including, without limitation, representations and warranties mutually acceptable to the parties. The Respondent will have seven (7) business days from the date the Respondent receives the Purchase Agreement to return a signed Purchase Agreement to the Seller's attorneys. Electronic copies are acceptable. Notwithstanding any other provision, if a signed Purchase Agreement is not returned within seven (7) business days, CILBA may withdraw its award. This RFP is **not** a contract to sell or purchase real estate.

**Scope of Required Rehab** – See Attachment A

## **Evaluation Process**

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

- **Experience and Development Track Record – 25 points**
  - Provide your experience or the general contractors' experience for rehab work as outlined in the Scope of Work. If the applicant does not have rehab experience, it is critical to outline the General Contractor's experience to complete this rehab project.
- **Detailed Plan to Complete Scope of Required Rehab- 25 points**
  - Provide a detailed plan, including estimated dates, to complete items on the Scope of Work. Preference will be given to applicants that can complete the rehab within 12 months or less.
- **Financial Capacity- 25 points**
  - Provide Proof of funding to complete items on Scope of Work. (e.g. bank statement, showing evidence of funding, or letters from financial institutions confirming availability of funds for the rehab)
- **Plan for Future Use- 25 points**
  - Please provide your plan for future use. Preference will be given to developers that intend to sell the property as a homeownership opportunity or will responsibly rent/manage the property.

## **Withdrawal**

Responses may be withdrawn at any time before the bid opening but may not be resubmitted. In the discretion of the CILBA, provide an exception if a bid was turned in prior to issuance of Addenda or other conditions merit consideration. Bids may not be modified after submittal. Bids may not be withdrawn or modified after bid opening unless CILBA has not awarded the Contract within ninety (90) days of the Submission Deadline.

## **Opening and Award Process**

Within five (5) business days after the Submission Deadline, CILBA will award the property to the highest scoring RFP applicant, as determined by CILBA.

CILBA reserves the right to accept or reject any or all bids, waive any technicalities or informalities in the bidding, postpone the bid opening and to reject bids and/or award the Contract as determined to be in CILBA's best interests.

## **Disqualifications**

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

- any open violations of local building or property maintenance codes or delinquent municipal water bills or delinquent property taxes on any property you own.
- lost a property to the County for nonpayment of taxes, nor had a foreclosure or personal bankruptcy within the past seven (7) years.
- 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 RFP 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 RFP should be directed to Mike Davis at [mdavis@cilba.org](mailto:mdavis@cilba.org) or (217) 655-8190.

## **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 RFP 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.

The rest of this page is intentionally left blank.

## Attachment A: Rehab Scope of Work

Address: 1816 Grant Ave. Mattoon, IL Date: 3/19/25

Total Square foot: 1000+/- 1 # of Stories: one

Total # of Windows: 9 # of Exterior doors: 2 # of Interior doors: 5

# of bedrooms: 2 # of baths: 1-Full

This work is in accordance with the City of Mattoon Standards and guidelines. Contractors and homeowners shall abide by the following: 2024 International Building Codes, 2024 International Residential Code, 2014 Illinois Plumbing Codes, 2023 Illinois Mechanical Codes, Zoning and 2018 Electrical Codes, 2018 IECC code chapter R4, and all current adopted city codes. If there are questions regarding code, it is the contractor's responsibility to seek out answers with the authority having jurisdiction.

The contractor or homeowner is required to obtain all permits required by the City of Mattoon necessary to complete the project. No work is to be started until the permit for that area of work has been issued and displayed on the property. The contractor will be liable for any fines incurred for not obtaining required permits.

Where applicable, lead-based paint will be handled using US EPA Renovation Repair or Painting (RRP) standards and guidelines.

All work shall be completed with craftsmanship equivalent to industry standards. The quality of material shall be of standard grade and remain cost-effective for the project. All mechanical and Plumbing fixtures per the outlined scope must be replaced with Energy Efficient products.

The contractor or homeowner is responsible for all labor associated with demolition and disposal fees. The contractor or homeowner is required to maintain the exterior of the property during the time of construction in an orderly manner that will not create a nuisance. The contractor or homeowner will be liable for any fines caused by not maintaining the property.

All measurements, quantities, size, design, etc noted in the scope of work are for the contractor's convenience and shall be verified by the contractor prior to contract acceptance. No guarantee or warranty of accuracy is represented by CILBA nor City of Mattoon.

The contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefore, which appear within one year from the completion of the project.

**A. Exterior:**

1. Replace exterior doors with metal primed & painted 6 panel doors with knob and bolt matching set.
2. All exterior wood should be covered with white metal to a weather tight condition void of open seams, gaps, etc where the metal meets other materials or on itself OR have an application of a properly rated protective coating applied.
3. Assure proper grading away from the foundation in all locations.
4. Install 4" or larger house numbers in a location that is visible from the street.
5. Clean property from all overgrown weeds/ trees.
6. Remove the chain link fence on the north side of property and west site of property or repair to a safe like manner.

**B. Gutters**

1. Inspect and repair as needed to include 2x3 downspouts installed with a fall of 1/16" at lowest corners of each straight run.
2. Assure no downspouts empty water directly on the foundation, extend as needed to assure water runs away from the foundation.
3. Assure no downspouts empty water in a confined area between the foundation and a driveway, sidewalk, etc.

**C. Soffit and fascia**

1. Repair fascia where it is missing and match as close to existing as possible.

**D. Interior:**

1. Repair drywall where needed.
2. Install insulation on exposed walls
3. Install blown attic insulation to a minimum code standard.

Note: air chutes shall be installed for proper ventilation

4. Remove the attic ladder and install a cover at the opening.

Note: No ladder needed. Attic cannot be used as storage.

5. Replace interior doors with white 6 panel pre-hung doors and knob sets, and trim package as needed.

6. Replace broken windows with similar windows at property with minimum thermal grade windows and all needed trim work.
7. Install new windows to match existing where windows are not covering entire brick opening.
8. Install matching vinyl plank flooring throughout with all needed base trim. Install underlayment for vinyl where needed per flooring manufacture specification.
9. Prime and paint all interior surfaces with a minimum of two coats of standard white latex paint, sheen as needed for the location.
10. Paint all doors and trim to match.

**E. Kitchen:**

1. Replace all cabinets, countertops, sink, faucet, etc. with standard grade materials.
2. Provide cook stove, recirculating lighted vent hood, refrigerator, and dishwasher if adequate space exists. Install all needed utility hook ups for appliances.

**F. Bathroom:**

1. Demo and replace all fixtures with standard grade faucets, toilets, sink, lights, etc. to include a 60" tub/shower.
2. Install the exhaust fan that terminates to the exterior.
3. Install mirrored medicine cabinet over sink.
4. Install matching towel bars, paper holder, etc.
5. Install new flooring.

**G. Central Air**

1. Inspect central air unit. If not in working order and unable to repair, install a new one to a minimum code requirement.

**H. Furnace:**

1. Install a new furnace, replace it with high efficiency gas unit and thermostat.
2. Assure proper size & location of all supply and return ducts. Repair ductwork in crawl space.

*Note: duct work in crawl space appears to be pulled away from main line.*

3. Assured there is a heat source in all finished areas of the home

## **I. Plumbing:**

1. Install new water lines, replace with PEX or copper.

*Note: replace all CPVC in crawl space with PEX or copper pipe to meet code requirements.*

2. Install new drain lines from bathroom, kitchen, and laundry room to terminate into the main waste line.

*Note: property appears to have more than one clean out, tighten all waste lines to one main line and cap what is not in use.*

3. Scope the main waste line with camera to assure soundness.
4. Assure there is operable clothes washer supply & drain lines present.
5. Assure there is operable dryer electric hook up and lint discharge.
6. Install a minimum of one exterior hose faucet.
7. Inspect gas lines to ensure they are in operable condition.

## **J. Water heater:**

1. Install a new water heater with 40-gallon gas unit, assure there is functional gas and water hook ups.

## **K. Electrical:**

1. Install exterior light fixture at all exterior doors with interior control.
2. Assure a minimum 200amp main panel, upgraded meter assembly if needed.
3. Install GFCI and Arc fault protection as needed if required by code.
4. If present, remove knob and tube wiring and replace with ROMEX
5. Each wall in bedrooms and living areas should have receptacles. If floor receptacles are used, they should have properly rated covers and be flush mounted.
6. Install LED overhead lighting in each room.
7. Replace all exterior outlets with GFCI and proper weather cover.

Note: have a licensed electrician inspect all electrical and submit the findings to the city of Mattoon in a letter. After the city is notified of the findings, pull proper permits to repair what is needed per code compliance.

## **L. Garage**

1. Remove all the insulation.
2. Install a new garage overhead door.
3. Install a new window and pass through door.
4. Assure electricity is in working order, repair as needed. If none present, disregard this item.
5. Replace side corners where broken corners are present.
6. Repair siding as needed.

**M. Roof:**

1. Inspect the house roof and make repairs if needed.
2. Replace garage roof, Perform completely tear off all existing layers of roofing materials down to the sheathing. Inspect existing roof sheathing and rafters, identify deteriorating sheathing and or rafters and seek Project Manager's approval to remove them. Replacement sheathing should match existing thickness. Install ice and water barrier, drip edge, flashing. 225 LB felt (minimum)/adhesive roof underlayment, proper venting, and architectural shingles, all per code and manufacturer specifications. Color to be approved by CILBA representative.

**N. Smoke and Carbon monoxide detectors**

1. Install hard wired smoke and carbon monoxide detectors throughout the house. One smoke detector in each bedroom, outside each separate sleeping area in the immediate vicinity of the bedrooms. Not less than 20 feet from permanently installed cooking appliances.

## **Attachment B RFP Application**

### ***Eligibility Note:***

Respondents are ineligible if they have:

- any open violations of local building or property maintenance codes or delinquent municipal water bills or delinquent property taxes on any property you own.
- lost a property to the County for nonpayment of taxes, nor had a foreclosure or personal bankruptcy within the past seven (7) years
- 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

### **Application:**

Project Address: 1816 Grant Ave, Mattoon IL

Project PIN: 07-2-13112-000

Date:

### **Respondent (Entity) Information**

Respondent's Name:

Contact Person for this Response Contact:

Person's Phone and Email:

Respondent's Mailing Address:

Respondent's Chief Executive Officer (if applicable):

Names of all Owner(s) holding more than 5% ownership interest (if applicable):

Employer Identification Number (if applicable):

Registered name with the State of Illinois (if applicable):

Registered Agent Name and Address, if different from above:

**Questions**

1. 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?
  
2. Please provide a brief statement describing your experience or your General Contractor's experience with completing rehabs like the Scope of Work. If the applicant does not have rehab experience, it is critical to outline the General Contractor's experience to complete this rehab project.
  
  
  
  
  
  
  
  
  
  
3. How long has the Respondent or the General Contractor that the Respondent will be using been in business (only include years where Respondent was providing construction services)?
  
  
  
  
  
  
  
  
  
  
4. Please provide Respondents' or the General Contractor's total annual revenues from construction services for the past 3 years.
  
  
  
  
  
  
  
  
  
  
5. Please provide at least 1 professional reference for the Respondent or the General Contract the Respondent will be using. (Name, Contact Information, Relationship to Respondent)

	<i>Reference 1</i>	<i>Reference 2</i>	<i>Reference 3</i>
Name:			
Phone/Email:			
Relationship:			

6. Please provide a list of all contractors that Respondent proposes to use to complete the required Scope of Required Rehab.

7. What is your plan for future use? Please provide a brief description, including but not limited to: rental, sale to owner-occupant.

8. Provide the estimated cost and proof of funding/financing to complete the Scope of Work.

9. Provide a detailed plan to complete the Scope of Work.

10. Please complete Attachment C ("Conflicts Form") and attach in Response.

11. Please complete Attachment D ("Representations") and attach in Response.

**Attachment C**

**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 RFP. 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?

*If yes, please explain:*

**YES** \_\_\_\_\_

**NO** \_\_\_\_\_

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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:*

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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: \_\_\_\_\_

## Attachment D: Representations

### Representations

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

**Respondent or its General Contractor 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	
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 developer from CILBA's list and may result in the debarment of the developer from doing work for CILBA.	

Signed by: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_