

Central Illinois Land Bank Authority Request for Proposals #25-04

The Central Illinois Land Bank Authority (CILBA) seeks qualified Developers to purchase and rehab specific single-family residential properties located in Decatur, 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.
- **Incomplete submissions will not be accepted. Submissions require:**
 - **Complete Attachment A ("Property Description and Application for 1167 E. Leafland") and/or Attachment B ("Property Description and Application for 1560 E. Locust") include respondent information and Application;**
 - **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, but all interested persons are encouraged to respond.
- Submission deadline is **Friday, August 22, 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 available. Contact CILBA for scheduling.

CILBA Contact

Mike Davis, Executive Director – 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 Descriptions and Sales Price

Property A:
1167 E. Leafland Ave. Decatur, IL
PIN: 12-11-406-009
Sales Price - \$1

Property B:
1560 E. Locust St. Decatur, IL
PIN: 12-12-153-025
Sales Price - \$1

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 30 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.

Property Specifications – See Attachments A and B

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 proposed rehab work. If the applicant does not have rehab experience, it is critical to outline the General Contractor's experience, or your intentions to develop construction skills to complete this rehab project
- **Detailed Plan to Complete Scope of Required Rehab- 25 points**
 - Provide a plan, including estimated dates, to complete the rehab project. Preference will be given to applicants that can complete the rehab within 18 months or less.
- **Financial Capacity- 25 points**
 - Provide details on applicant's financial resources to complete the rehab.
- **Plan for Future Use- 25 points**
 - Please provide your plan for future use. A Deed Restriction will be provided on property at sale to ensure applicants bring property up to Code within 18 months.

Withdrawal

Responses may be withdrawn at any time before the bid opening but may not be resubmitted. At CILBA's sole discretion, CILBA may 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 of Sale 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 property to the County for nonpayment of taxes or 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 lack of professional responsibility or unconscionable acts as demonstrated in past work or rental contracts.

Appeals

Any respondent rejected 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 at its sole discretion with a final response.

Communications

Any request for clarification or additional information regarding this RFP should be directed to Mike Davis at 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.
- Respondents are 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.

Attachment A: Property Specifications and Application for 1167 E Leafland

Address: 1167 E Leafland Ave. Decatur, IL

Property PIN: 12-11-406-009

Date: 8/8/2025 Total Square foot: 1300+/-

of Stories: two

of bedrooms: 3 # of baths: 1.5

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 Decatur 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.

Responsibilities:

A. Exterior:

1. Immediately secure, make safe, and comply with the City of Decatur neighborhood code standards of appearance for the structure. Clean property from all overgrown weeds/trees.
2. Maintain property and structure in accordance with the City of Decatur City Code

B. Interior

1. Maintain property and structure in accordance with the City of Decatur City Code

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 lack of professional responsibility or unconscionable acts as demonstrated in past work or rental contracts

Application:

Project Address: 1167 E Leafland Ave. Decatur, IL

Project PIN: 12-11-406-009

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? (REQUIRED – 0 pts)

2. Please provide Respondents' or the General Contractor's total annual revenues from construction services for the past 3 years. Landlord respondents must provide number of properties managed for the past 3 years, annual revenue, and annual re-investment into the properties. (REQUIRED – 0 pts)

3. Please provide at least 1 professional reference for the Respondent or the General Contractor the Respondent will be using. (Name, Contact Information, Relationship to Respondent) (REQUIRED – 0 pts)

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

4. Please provide a list of all the contractors that Respondent proposes to use to complete the rehab project. (REQUIRED – 0 pts)

5. Please provide a brief statement describing your experience or your General Contractor's **experience of completing rehabs**. If the applicant does not have rehab experience, it is critical to outline the General Contractor's experience to complete this rehab project, or your intentions to develop construction skills to complete this rehab project. (Consultation from Habitat for Humanity, apprenticeship, etc.) (REQUIRED – 25 pts)

6. What is your plan for **future use of property**? (REQUIRED – 25 pts)

7. Provide details on applicant's **financial resources** to complete the rehab. (REQUIRED – 25 pts)

8. Provide a **plan to complete the rehab project**, including estimated dates to complete. **(REQUIRED – 25 pts)**

9. Please complete Attachment C (“Conflicts Form”) and attach in Response. (REQUIRED – 0 pts)

10. Please complete Attachment D (“Representations”) and attach in Response. (REQUIRED – 0 pts)

The rest of this page is intentionally left blank.

Attachment B: Property Specifications and Application for 1560 E. Locust St.

Address: 1560 E. Locust St. Decatur, IL

Property PIN: 12-12-153-025

Date: 8/8/2025 Total Square foot: 750+/-

of Stories: one

of bedrooms: 2 # of baths: 1

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 Decatur 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.

Responsibilities:

C. Exterior:

1. Immediately secure, make safe, and comply with the City of Decatur neighborhood code standards of appearance for the structure. Clean property from all overgrown weeds/trees.
2. Maintain property and structure in accordance with the City of Decatur City Code

D. Interior

1. Maintain property and structure in accordance with the City of Decatur City Code

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 lack of professional responsibility or unconscionable acts as demonstrated in past work or rental contracts.

Application:

Project Address: 1560 E. Locust St. Decatur, IL

Project PIN: 12-11-406-009

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? (REQUIRED – 0 pts)

2. Please provide Respondents' or the General Contractor's total annual revenues from construction services for the past 3 years. Landlord respondents must provide number of properties managed for the past 3 years, annual revenue, and annual re-investment into the properties. (REQUIRED – 0 pts)

3. 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) (REQUIRED – 0 pts)

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

4. Please provide a list of all the contractors that Respondent proposes to use to complete the rehab project. (REQUIRED – 0 pts)

5. Please provide a brief statement describing your experience or your General Contractor's **experience of completing rehabs**. If the applicant does not have rehab experience, it is critical to outline the General Contractor's experience to complete this rehab project, or your intentions to develop construction skills to complete this rehab project. (Consultation from Habitat for Humanity, apprenticeship, etc.) (REQUIRED – 25 pts)

6. What is your plan for **future use of property**? (**REQUIRED – 25 pts**)

7. Provide details on applicant's **financial resources** to complete the rehab. (**REQUIRED – 25 pts**)

8. Provide a **plan to complete the rehab project**, including estimated dates to complete. **(REQUIRED – 25 pts)**

9. Please complete Attachment C (“Conflicts Form”) and attach in Response. (REQUIRED – 0 pts)

10. Please complete Attachment D (“Representations”) and attach in Response. (REQUIRED – 0 pts)

The rest of this page is intentionally left blank.

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 _____

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: _____

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.	
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: _____