

Central Illinois Land Bank Authority Request for Proposals (RFP) 26-08

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

- To submit a response to this RFP, applications will be received at:

ATTN: Alexander Benishek, Community Development and Planning Director
Mattoon City Hall
208 North 19th Street
Mattoon, Illinois 61938

- **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 June 3rd, at 1:00 PM.** After submissions are received, CILBA will take up to one week (or more if necessary) to score applications and make a decision.
- **A walk through of property will be held for developers/contractors on 5/12/26 & 5/19/26, at 1:00pm on each of those dates. It is critical prospective applicants attend one walk through site visit to understand the level of work needed to bring the property up to code.**

Contact on any RFP related questions:

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 Description and Sales Price

3221 Moultrie Ave, Mattoon IL

PIN: 07-2-09732-000

- Sales Price - \$5,000

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.

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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 a *DETAILED* plan for future use.
- **Bonus Points – 10 points**
 - Home will be sold to an owner occupant.

Withdrawal

Responses may be withdrawn at any time before the bid opening but may not be resubmitted. discretion, 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 ten (10) 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, 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 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 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.

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Attachment A: Rehab Scope of Work

Address: 3221 Moultrie Ave. Mattoon, IL

Total Square foot: 1,500 # of Stories: 2 + Basement

of Windows: 9 # of Exterior doors: 2

of Bedrooms: 3 # of Bathrooms: 2

This project includes structural stabilization and full system replacement and should be bid accordingly.

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.

If/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.

All work listed in this Scope of Work must be completed within twelve (12) months of closing unless an extension is approved in writing by CILBA. Failure to complete the Scope of Work may result in reversion of the property to CILBA and/or other remedies available under the Purchase Agreement, deed restriction, or other closing documents.

A) Exterior:

1. Remove all trash, debris, and personal property from the exterior of the property, front porch, rear yard, storage shed area, and all accessory areas.
2. Remove all overgrown weeds, trees, brush, tree limbs, cut trunks, and yard debris from the property.
3. Demolish and remove the metal storage shed located in the backyard, including all contents and debris within or around the shed.
4. Replace exterior doors with metal primed & painted 6 panel doors with knob and bolt matching set.
5. Replace all damaged, missing, unsafe, or non-weather-tight exterior windows with minimum thermal grade windows and all needed trim work.
6. 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.
7. Assure proper grading away from the foundation in all locations.
8. Install 4" or larger house numbers in a location that is visible from the street.
9. Repair, secure, or remove any exterior condition that creates a nuisance, hazard, or code violation.

B) Gutters

1. Inspect and repair or install gutters and downspouts as needed to direct water away from the house and foundation.
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. Inspect, repair, or replace soffit and fascia where missing, deteriorated, open, or damaged.
2. Match existing materials as close as practical and ensure all openings are weather-tight and pest-resistant.

D) Structural / Basement:

1. Basement is damp and must be evaluated and corrected as needed to provide a dry, stable, and safe condition.
2. Install support beam(s) through the center of the basement as necessary to stabilize the first and second floor systems.
3. Jack, level, support, reinforce, or otherwise repair the floor system as needed to correct the visible slope toward the center of the house.
4. Contractor must verify whether the basement support repairs correct the visible roof sag. If roof sag remains, additional framing or roof structure repair is required.
5. Any structural repair shall be completed in accordance with applicable code and accepted construction practice. CILBA and/or the City may require additional documentation if structural conditions warrant.

E) Interior:

1. Remove all trash, debris, abandoned materials, and personal property from the interior of the house.
2. Repair drywall where needed.
3. Install insulation on exposed walls where required.
4. Install insulation in attic knee walls and other required areas to meet minimum code standard
5. Replace interior doors with white 6 panel pre-hung doors and knob sets, and trim package as needed.
6. Rebuild, repair, or replace stairs so that they are safe, code compliant, and suitable for residential occupancy.
7. Install matching vinyl plank flooring throughout with all needed base trim. Install underlayment for vinyl where needed per flooring manufacture specification.
8. Prime and paint all interior surfaces with a minimum of two coats of standard white latex paint, sheen as needed for the location.
9. Paint all doors and trim to match.
10. Interior shall be left clean, sanitary, and free of construction debris upon completion.

F) Kitchen:

1. Replace or install 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.
3. Assure kitchen plumbing, electrical, ventilation, flooring, and finishes are complete and operational.

G) Bathroom:

1. Demo and replace all fixtures with standard grade faucets, toilets, sink, lights, etc. to include a tub/shower or shower unit as appropriate for the space and code.
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.
6. Bathroom shall be fully functional and free of leaks prior to final approval.

H) Central Air

1. Inspect central air unit if present. If not in working order and unable to repair, install a new one to a minimum code requirement.
2. If central air is not present, Respondent shall identify proposed cooling approach in the rehab plan and complete installation if required for the proposed future use.

I) Furnace:

1. Install a new furnace, replace it with high efficiency gas unit and thermostat unless an alternative code-compliant system is approved in writing.
2. Assure proper size & location of all supply and return ducts. Repair or install ductwork as required.
3. Assure there is a heat source in all finished areas of the home.

J) Plumbing:

1. Install new water lines, replace existing galvanized water lines with PEX or copper
2. Replace or repair existing mixed cast/plastic drain lines as needed to provide a complete, code-compliant, functional drain, waste, and vent system.
3. Install new drain lines from bathroom, kitchen, and laundry room to terminate into the main waste line.
4. Scope the main waste line with camera to assure soundness, if required by the City or if existing conditions indicate concern.
5. Assure there is operable clothes washer supply & drain lines present.
6. Assure there is operable dryer electric hook up and lint discharge
7. Install a minimum of one exterior hose faucet.
8. Inspect gas lines to ensure they are in operable condition.

K) Water heater:

1. Install a new water heater with 40-gallon gas unit, assure there is functional gas and water hook ups unless another code-compliant system is approved in writing.
2. Properly install and terminate water heater venting in accordance with code. Existing venting issues near the dormer/roof area shall be corrected.

L) Electrical:

1. Complete full electrical rewire and install new electrical service as required by the City of Mattoon.
- 2. Install exterior light fixture at all exterior doors with interior control.**
3. Assure a minimum 200amp main panel, upgraded meter assembly if needed.
4. Install GFCI and Arc fault protection as needed if required by code.
- 5. If present, remove knob and tube wiring and replace with ROMEX or other code-approved wiring method.**
6. 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.

7. Install LED overhead lighting in each room.
8. Replace all exterior outlets with GFCI and proper weather cover.
9. Note: have a licensed electrician inspect all electrical and submit the findings to the city of Mattoon in a letter if requested. After the city is notified of the findings, pull proper permits to repair what is needed per code compliance.

M) Second Floor / Egress / Life Safety:

1. Install egress windows where required for any sleeping rooms or habitable spaces requiring emergency escape and rescue openings.
2. Complete all second floor electrical work, including lighting, receptacles, and smoke detection.
3. Install insulation in attic knee walls and any other required second floor areas to meet code.
4. All second floor finished areas shall be safe, habitable, and code compliant.

N) Chimney / Roof Penetrations:

1. Existing chimney condition shall be evaluated. Chimney shall be fully removed from roof to basement or properly repaired, sealed, supported, and made code compliant.
2. Any roof openings, abandoned vents, or penetrations associated with the chimney or water heater vent shall be properly flashed, sealed, and made weather-tight.

O) Roof:

1. Inspect the house roof, rafters, sheathing, and visible framing. Roof currently shows significant sag and must be repaired or replaced to eliminate sagging and structural deficiency.
2. If replacement is required, perform complete tear off of all existing layers of roofing materials down to the sheathing.
3. 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.
4. 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.
5. Color to be approved by CILBA representative.
6. Shingles past practical life expectancy shall be replaced.

P) 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:

- i. any open violations of local building or property maintenance codes or delinquent municipal water bills or delinquent property taxes on any property you own.**
- ii. lost a property to the County for nonpayment of taxes, nor had a foreclosure or personal bankruptcy within the past seven (7) years**
- iii. evidence of criminal activity tied to past construction services.**
- iv. evidence of default under past development programs operated by CILBA, one of its members, or the State of Illinois.**
- v. evidence of a conflict of interest.**
- vi. evidence that a gratuity was provided or offered to secure contracts from CILBA or one of its municipal members**
- vii. evidence of unprofessional or lack of professional responsibility as demonstrated in past work**

Application:

Project Address: 3221 Moultrie Ave, Mattoon IL

Project PIN: 07-2-09732-000

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. If the property will be used as a rental, please describe how the property will be managed (self-managed or third-party). Include frequency of inspections and general maintenance approach.

9. Please describe your tenant screening process, including income requirements, background checks, and prior rental history.

10. Describe your process for handling routine maintenance and emergency repairs, including expected response times.

11. What is your anticipated monthly rent for this property, and how does it compare to similar properties in the Mattoon market?

12. Please describe your experience managing rental properties. If you do not have prior experience, explain how you will ensure the property is responsibly managed.

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

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

15. Please complete Attachment C (“Conflicts Form”) and attach in Response.

16. 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 _____

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 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: _____

Attachment E: Evaluation Rubric / Scoring Sheet

This scoring sheet may be used by CILBA for internal evaluation of responses. Total possible score: 100 points.

Evaluation Category	Maximum Points	Reviewer Score	Notes
Experience and Development Track Record	25		Relevant rehab experience; structural/full-gut experience; contractor track record; references.
Detailed Plan to Complete Scope of Required Rehab	25		Clear timeline; specific approach to structural, roof, plumbing, electrical, HVAC, interior work; realistic completion within 12 months.
Financial Capacity	25		Proof of funds, financing, line of credit, or lender letter sufficient to complete the full scope.
Plan for Future Use	25		Preference for homeownership opportunity or responsible long-term rental/management plan.

TOTAL 100
 Recommended for Award: YES _____ NO _____

Reviewer Name: _____ Date: _____

Additional Notes: