



REQUEST FOR PROPOSALS

CDBG Community Revitalization Application and Grant Administration Services

Village of Minooka, Illinois

RFP Issued	August 3, 2026
Questions Due	August 10, 2026
Village Responses Posted	August 11, 2026
Proposals Due	August 13, 2026
Anticipated Award	August 14, 2026
Village Contact	Jack Guldenbecker, jack.guldenbecker@minooka.com , (331) 231-8347

PROPOSALS MUST BE RECEIVED BY THE DEADLINE. LATE PROPOSALS MAY BE REJECTED.

Village of Minooka • 121 E. McEvilly Road • Minooka, Illinois 60447

1. Invitation and Purpose

The Village of Minooka, Illinois (“Village”) invites proposals from qualified firms or organizations to provide professional services related to preparation of an application to the Illinois Department of Commerce and Economic Opportunity (“DCEO”) under the Community Development Block Grant (“CDBG”) Community Revitalization Program and, if the Village receives an award, activity-delivery and grant-administration services through project closeout.

The Village intends to select an experienced respondent capable of assisting the Village with a complete, competitive, and compliant application and administering any resulting award in accordance with DCEO requirements; applicable HUD requirements; and all other federal, state, and local requirements.

Award of a contract does not guarantee that the Village will receive CDBG funding or authorize the selected respondent to incur costs beyond those expressly authorized in writing by the Village.

2. Project Background

The Village is evaluating a CDBG Community Revitalization application involving the potential acquisition and demolition or removal of blighted grain-storage and related structures in downtown Minooka, followed by conversion of the grant-assisted property to Village-owned public open space. The contemplated project remains subject to property-control arrangements, environmental review, final scope and cost determination, Village Board authorization, DCEO eligibility review, and grant award.

The selected respondent will be expected to work closely with Village staff, the Village Attorney, the Village Engineer, property owners, environmental and technical consultants, demolition professionals, DCEO, and other parties as necessary. The final grant-assisted area and project scope may be modified before application.

3. Scope of Services

A. Pre-Award/Application Services

- Review the proposed project, program guidebook, NOFO, application forms, scoring criteria, deadlines, eligibility requirements, and required supporting documents.
- Develop and maintain an application schedule, responsibility matrix, and checklist of required approvals and deliverables.
- Advise the Village regarding eligible activities and costs, activity-delivery costs, property ownership or control, the five-year use restriction, environmental limitations, procurement timing, and other program requirements.
- Coordinate preparation of the application narrative, project need and benefit documentation, budget, sources and uses, implementation schedule, maps, photographs, cost estimates, letters of intent or commitment, letters of support, resolutions, certifications, and required attachments.
- Assist with required citizen-participation activities, notices, public hearings, meeting materials, and documentation.
- Coordinate with environmental, structural, engineering, legal, appraisal, title, demolition, and other professionals retained by the Village, without duplicating their professional responsibilities.
- Prepare, assemble, quality-control, and submit—or assist the Village in submitting—a complete application by the applicable deadline.
- Respond to DCEO requests for clarification, correction, or supplemental information during application review.

B. Post-Award Activity Delivery and Grant Administration

- Conduct a grant-startup conference and prepare a detailed implementation and compliance schedule.
- Establish and maintain complete grant files in a form acceptable to the Village, DCEO, HUD, and auditors.

- Assist with grant agreement review, required certifications, special conditions, and authorization-to-incur-cost requirements.
- Coordinate or prepare the environmental review record under 24 CFR Part 58, including notices, consultations, documentation, and requests for release of funds, using appropriately qualified personnel.
- Assist with procurement documents, solicitations, cost or price analysis, evaluation documentation, contract provisions, debarment checks, and procurement records for grant-funded contracts. The Village will retain all selection and contracting authority.
- Advise regarding Uniform Relocation Assistance and Real Property Acquisition Policies Act requirements, property acquisition documentation, and related compliance, if applicable.
- Monitor project eligibility, budgets, contracts, invoices, progress, and compliance; identify issues promptly and recommend corrective action.
- Prepare or assist with reimbursement requests, supporting documentation, financial reports, progress reports, amendments, and other DCEO submissions.
- Assist with applicable labor standards, Section 3, equal opportunity, minority- and women-owned business outreach, records retention, audit, and other federal cross-cutting requirements.
- Prepare for and participate in DCEO monitoring; respond to findings or corrective-action requests.
- Complete final performance reporting, project closeout, final file organization, and transfer of all records to the Village.

C. Optional or Additional Services

Respondents may identify services they recommend that are not expressly listed above. Any additional service must be separately described and priced and may be authorized only through a written amendment or task authorization approved by the Village.

4. Minimum Qualifications

- Demonstrated experience preparing and administering Illinois DCEO CDBG grants, preferably for non-entitlement local governments.
- Demonstrated knowledge of applicable HUD CDBG requirements, DCEO procedures, and federal cross-cutting requirements.
- Capacity to meet the application schedule and administer the project through closeout.
- Personnel assigned to environmental-review work must possess the experience and training required by DCEO.
- The respondent and its principals must be eligible to contract on federally funded projects and must not be suspended or debarred.

5. Proposal Requirements

Proposals should be organized in the following order, and provide sufficient information for the Village to evaluate the respondent.

- 1. Cover Letter:** Identify the respondent, primary contact, business address, telephone number, email address, and the person authorized to negotiate and bind the respondent. Acknowledge all addenda.
- 2. Firm Qualifications:** Describe the organization, years in business, ownership, office locations, relevant licenses or registrations, and experience with Illinois DCEO and federal CDBG requirements.
- 3. Relevant Experience:** Provide three comparable projects. Briefly describe the client, grant program, project type, award amount, services performed, dates, and outcome.
- 4. Project Team:** Identify the project manager and all key personnel and subconsultants. Include roles, availability, relevant experience, and brief résumés.

5. References: Provide three client references for comparable CDBG or federally funded work, including current contact information.

6. Conflicts and Disclosures: Disclose actual or potential conflicts of interest, pending claims or litigation material to performance, contract terminations for cause within the last five years, and any proposed exceptions to this RFP.

8. Cost Proposal: Provide the cost proposal described in Section 6 in a separately labeled section or sealed envelope, as directed in the final issued RFP.

6. Cost Proposal

The cost proposal shall be complete and transparent. Respondents shall provide:

- A lump-sum or not-to-exceed amount for pre-award/application services;
- A separate lump-sum or not-to-exceed amount for post-award activity-delivery and grant-administration services through closeout;
- Hourly billing rates for each proposed staff classification and subconsultant;
- A list of reimbursable expenses, applicable markups, and assumptions;
- A clear statement of any services excluded from the proposed amounts; and
- A statement identifying how the proposal will remain valid for at least 90 days after the due date.

The Village may negotiate the final scope and price with the highest-ranked respondent. Any agreement is expected to be a fixed-price or not-to-exceed professional-services contract tied to defined tasks and deliverables. Costs are subject to DCEO eligibility and reasonableness requirements. The Village is not obligated to award the contract to the lowest-cost respondent.

7. Evaluation and Selection

A Village evaluation committee will review responsive proposals. The Village may request clarifications, conduct interviews, verify references, request a best and final offer, or negotiate with one or more respondents. Proposals are anticipated to be evaluated using the following criteria:

Evaluation Criterion	Points
Relevant Illinois DCEO CDBG and federal grant experience	25
Qualifications and availability of proposed personnel	20
Understanding of the project and quality of technical approach	20
Work plan, schedule, and ability to meet deadlines	15
Past performance and references	10
Cost, reasonableness, and value to the Village	10
TOTAL	100

8. Questions and Addenda

Questions must be submitted in writing to the Village contact identified on the cover page by the stated deadline. Respondents shall not contact elected officials or other Village personnel regarding this procurement.

except as authorized by the Village contact. Material interpretations or changes will be issued by written addendum. Respondents are responsible for obtaining and acknowledging all addenda.

9. Submission Instructions

Submit 1 printed original, 2 printed copy/copies, and one searchable PDF copy on a USB drive, or submit electronically if expressly authorized in the final issued RFP. Proposals must be received—not merely postmarked—by the deadline shown on the cover page.

Clearly mark the outside of the sealed package:

PROPOSAL – CDBG COMMUNITY REVITALIZATION
APPLICATION AND GRANT ADMINISTRATION SERVICES
DO NOT OPEN UNTIL: [DATE AND TIME]

Deliver proposals to: Village of Minooka, Attn: Jack Guldenbecker, Community Development Officer, 121 E. McEvilly Road, Minooka, Illinois 60447. The respondent bears all risk associated with delivery. Late, incomplete, unsigned, or materially nonresponsive proposals may be rejected.

10. General Conditions

- The Village reserves the right to reject any or all proposals; waive informalities or minor irregularities; request clarification or additional information; cancel or reissue this RFP; modify the schedule or scope; and make the award deemed most advantageous to the Village.
- The Village is not responsible for any cost incurred in preparing or submitting a proposal, participating in an interview, negotiating, or performing work before execution of a written agreement and written authorization to proceed.
- All proposals become Village property and may be subject to disclosure under the Illinois Freedom of Information Act. Respondents must clearly identify any material claimed to be exempt, but the Village will make the final disclosure determination.
- Selection does not create a contract. No work may begin until the Village Board or authorized official approves an agreement, the agreement is fully executed, and the Village issues written authorization.
- The selected respondent shall maintain adequate records and permit access by the Village, DCEO, HUD, the Comptroller General, and other authorized oversight entities for the period required by law and the grant agreement.
- The selected respondent may not assign the agreement or replace key personnel or subconsultants without prior written Village approval.
- The resulting agreement will be governed by Illinois law. Venue shall lie in the appropriate court serving the Village of Minooka.

11. Anticipated Contract Structure

The Village anticipates a contract with two phases: (1) application and pre-award services and (2) post-award activity-delivery and grant-administration services. Phase 2 will be contingent upon a grant award and separate written authorization by the Village. The Village may discontinue the engagement after Phase 1 without obligation to authorize Phase 2.

The final agreement may incorporate this RFP, the selected proposal, negotiated scope and fee, DCEO requirements, federal contract provisions, insurance requirements, and Village standard terms. If documents conflict, the order of precedence stated in the final agreement will control.

Appendix A – Cost Proposal Form

Respondent: _____

Authorized Representative: _____

Service Category	Pricing Basis	Proposed Amount
Phase 1 – Application/Pre-Award Services	_____	\$ _____
Phase 2 – Post-Award Activity Delivery and Grant Administration	_____	\$ _____
Optional/Additional Services	_____	\$ _____
Reimbursable Expenses or Allowance	_____	\$ _____
TOTAL NOT-TO-EXCEED AMOUNT	_____	\$ _____

Attach a schedule of hourly rates, reimbursable expenses, assumptions, exclusions, and allocation of the proposed amount by major task.

The undersigned certifies that this cost proposal is valid for at least 90 days and includes all costs necessary to perform the proposed scope except those specifically identified as excluded.

Signature: _____ Date: _____

Appendix B – Reference Form

Reference 1

Client/Community: _____

Project and CDBG Program: _____

Services and Grant Amount: _____

Contact Name/Title: _____

Telephone/Email: _____

Reference 2

Client/Community: _____

Project and CDBG Program: _____

Services and Grant Amount: _____

Contact Name/Title: _____

Telephone/Email: _____

Reference 3

Client/Community: _____

Project and CDBG Program: _____

Services and Grant Amount: _____

Contact Name/Title: _____

Telephone/Email: _____

Appendix C – Respondent Certification

By signing below, the respondent certifies that: (1) the proposal is genuine and not collusive; (2) the respondent has not offered anything of value to improperly influence this procurement; (3) neither the respondent nor its principals is suspended, debarred, or otherwise ineligible for federal contracting; (4) all information submitted is accurate to the best of the signer's knowledge; (5) the respondent will disclose actual or potential conflicts of interest; and (6) the respondent will comply with applicable federal, state, local, grant, and Village requirements if selected.

Respondent: _____

Authorized Signature: _____

Printed Name and Title: _____

Date: _____