

REQUEST FOR PROPOSALS (RFP)

**Housing Coordinator (Contract Position) –
McLean County Regional Planning Commission
(MCRPC)
Bloomington, Illinois**

July 1, 2026



Issued by:
McLean County Regional Planning Commission (MCRPC)

Housing Coordinator (Contract Position) – Request for Proposals (RFP)

The McLean County Regional Planning Commission (MCRPC) was awarded a grant from the Illinois Department of Commerce and Economic Opportunity (DCEO) to recruit a Housing Coordinator for professional services to undertake and coordinate the implementation of the Regional Housing Recovery Plan adopted by MCRPC. In addition, partially funded by the City of Bloomington and the Town of Normal, the position is a contract position through October 2027 with potential for limited extension subject to grantor's approval.

Section 1: General Instructions

A. INSTRUCTIONS:

Qualified applicants are invited to submit proposals that meet the Job Description (attached) including required qualifications in this Request for Proposals (RFP) to the McLean County Regional Planning Commission (MCRPC). MCRPC reserves the right to reject any or all Proposals, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional proposals.

MCRPC further reserves the right to reject the proposal of any Submitter whom it finds, after reasonable inquiry and evaluation, to not be qualified. MCRPC may also reject the proposal of any Submitter if MCRPC believes that it would not be in the best interest of the recruitment to make an award to that Submitter. MCRPC also reserves the right to waive all informalities not involving price, time, or changes to the specifications and to negotiate contract terms with the successful Submitter.

B. SUBMISSION:

To be considered, two (2) hard copies in sealed package(s) and one (1) electronic copy of the complete proposal must be received no later than **2 p.m. (CST) on July 27, 2026**. They should be addressed to:

Raymond Lai, AICP
Executive Director
McLean County Regional Planning Commission
115 East Washington Street, Suite M103
Bloomington, Illinois 61701
Email: RLai@mcplan.org

Submittals become the property of MCRPC and will not be returned.

C. LATE SUBMITTAL:

Any submittals received after the time/date specified above will not be considered.

D. WITHDRAWAL OF SUBMITTAL:

Submittals may be withdrawn by written notice received at any time prior to award.

E. REQUESTS FOR CLARIFICATION CONCERNING THIS RFP, IF ANY, MUST BE SUBMITTED **BY 4:00 p.m. (CST) on July 20, 2026 IN WRITING TO:**

Raymond Lai, AICP
Executive Director
McLean County Regional Planning Commission
115 East Washington Street, Suite M103
Bloomington, Illinois 61701
Email: RLai@mcplan.org

Clarifications will be posted as Frequently Asked Questions (FAQs) on MCRPC's homepage at www.mcplan.org.

General inquiries may be made to:

Raymond Lai, AICP
Executive Director
E-Mail: rlai@mcplan.org
Phone: 309-828-4331

F. SUBMITTAL FORMAT:

1. Detailed Up-To-Date Resume - Describe the relevant qualifications and background of the Submitter.
2. Portfolio- Relevant experience and projects, including writing and presentation examples of the Submitter related to the position.
3. Proposed Contract- Submitters shall submit a proposed contract with their proposal, the terms of which shall be subject to negotiation and final approval by the MCRPC. The contents of this RFP shall be incorporated into, and considered part of, any executed contract for services. Should a conflict arise between the contract and the terms and requirements outlined in the RFP, the terms of the RFP will supersede at the discretion of MCRPC.

G. SIGNATURE:

The submittal should be signed by the Submitter.

H. PRIME RESPONSIBILITIES:

The selected Submitter shall be required to assume responsibility for all services and tasks as indicated in the Job Description (Attached) offered in the submittal and the final contract.

I. PREPARATION COSTS:

All costs incurred for preparation, presentation, or contract negotiations of this RFP are the responsibility of the Submitter.

J. ACCEPTANCE OF SUBMITTAL CONTENTS:

The contents of this RFP and the submittal of the selected Submitter shall become contractual obligations if a contract is issued. Failure of the successful contractor to accept these obligations may result in cancellation of the award.

K. RESOURCES:

Recent housing plans/studies and projects/programs contained on the MCRPC website (www.mcplan.org) may be consulted while responding to this RFP.

L. WORK SCHEDULE:

It is anticipated that work will begin by early September, 2026 or soon after. An average work week of 37.5 hours is anticipated with possible flex times to certain extent.

Section 3 –REVIEW AND SELECTION PROCESS

A. TIME FRAME FOR SUBMITTER SELECTION:

The intent is to select a contractor according to the following schedule*:

<u>7/1/2026</u>	RFP released
<u>7/20/2026 (4 p.m. CST)</u>	Requests for clarification concerning this RFP due in writing
<u>7/27/2026 (2 p.m. CST)</u>	Proposals due
<u>Week of 8/3/2026 or soon after</u>	Finalists make a presentation during an interview with the Selection Committee. Presentations may be made in person or remotely as determined by MCRPC (e.g. via digital videoconferencing software).
<u>Early September 2026 or soon after</u>	Contract awarded. Housing Coordinator begins work.

*Scheduled dates are subject to change and will be communicated with the Submitters if necessary

B. REVIEW COMMITTEE AND SELECTION PROCESS:

A committee of key stakeholders and partners will review the proposals, participate in the interviews and make a final determination. This Committee reserves the right to reject any or all submittals. Please note that this is not a bidding process.

It is anticipated that no more than two to three finalists will be invited to interviews with the Committee in person or via videoconferencing.

C. EVALUATION CRITERIA:

Proposals received will undergo an initial review by the Committee to determine compliance with the RFP's instructions and submission deadlines, and selected finalists invited for further interviews.

Proposals will be evaluated based on the following:

- Understanding of Requested Work – Completeness and responsiveness to the RFP.
- Technical Competence – Education, training, and suitability for required tasks.
- Experience & Qualifications – Proven performance in similar work.

Section 4 – GENERAL TERMS AND CONDITIONS

A. CONFLICT OF INTEREST

The Submitter shall identify all known instances wherein a principal or employee of the consultant, or an individual or corporate client of the consultant, or the spouse, child or dependent of such principal, employee or client:

1. May receive economic advantage or disadvantage as a result of the project described in this Request for Proposals, or any future project that may follow, excluding participation in future professional engagements in connection to the project;
2. Is engaged in a relationship with another person or entity, including a client, requiring him/her/them to exercise judgment on behalf of that person or entity, where such person or entity has some special interest, obligation or other concern with respect to the subject matter of this Request for Proposals.

B. COMPLIANCE WITH ILLINOIS AND FEDERAL LAWS

The selected consultant shall comply with all applicable State and Federal laws including but not limited to all applicable provisions, regulations and judicial orders pertaining to nondiscrimination and equal employment opportunity.

C. NON-AFFILIATION CLAUSE

No member of the County Board or any other Commission or County official shall have an interest in any contract let by the Board of the Commission or the County Board either as a contractor or subcontractor pursuant to Illinois Compiled Statutes, 50 ILCS 105/3, et seq.

D. PREVAILING WAGE

Awarded Submitter shall comply in all respects with the Illinois Prevailing Wage Act of the Illinois Compiled Statutes, 820 ILCS 130/0.01, et seq.

E. EQUAL EMPLOYMENT OPPORTUNITY

1. During the performance of this Proposal, the Submitter agrees as follows: The Submitter will not

discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, marital status, order of protection status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, military status or an unfavorable discharge from military service; and, further, that, if the Submitter hires additional employees in order to perform this Contract or any portion of this Contract, the Submitter will determine the availability of minorities and women in the areas from which he or she may reasonably recruit, and the Submitter will hire for each job classification for which employees are hired in a way that minorities and women are not underutilized.

F. ADDITIONAL REQUIREMENTS

1. That the Submitter will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising the labor organization or representative of the Submitter's obligations under the Equal Employment Opportunity Clause of the Government Contracts, Procurement and Property Management Act and this Part. If any labor organization or representative fails or refuses to cooperate with the Submitter in its efforts to comply with the Act and this Part, the Submitter will promptly notify the Illinois Department of Labor and the Owner and will recruit employees from other sources when necessary to fulfill its obligations under the Contract.
2. That the Submitter will submit reports as required by this Part, furnish all relevant information as may from time to time be requested by the Illinois Department of Labor or the Owner, and in all respects comply with the Equal Employment Opportunity Clause of the Government Contracts, Procurement and Property Management Act and this Part.
3. That the Submitter will permit access to all relevant books, records, accounts, and work sites by personnel of the Owner and the Illinois Department of Labor for purposes of investigation to ascertain compliance with the Equal Employment Opportunity Clause of the Government Contracts, Procurement and Property Management Act and the Illinois Department of Labor's Rules and Regulations.
4. That the Submitter will include verbatim or by reference the provisions of this clause in every subcontract awarded under which any portion of the Contract obligations are undertaken or assumed, so that the provisions will be binding upon the subcontractor. In the same manner as with other provisions of this Contract, the Submitter will be liable for compliance with applicable provisions of the Equal Employment Opportunity Clause of the Government Contracts, Procurement and Property Management Act and this Part by subcontractors; and further it will promptly notify the Owner and the Illinois Department of Labor in the event any subcontractor fails or refuses to comply with the provisions. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

The Awarded Submitter shall comply with Chapter 116, Article III of the McLean County Code, including the insurance requirements for the contracted party, and shall produce a certificate of insurance to MCRPC upon their request.

ATTACHMENT - JOB DESCRIPTION

HOUSING COORDINATOR

(This is a state grant-funded contract position)

Housing Coordinator (Contract Position) – McLean County Regional Planning Commission (MCRPC), Bloomington, Illinois

Contract Position Compensation - \$10,660 monthly (without benefits)

Contract Period End Date – Through October 2027 (with potential for limited extension subject to grantor’s approval)

The **Housing Coordinator** is responsible for undertaking and coordinating the implementation of the Regional Housing Recovery Plan adopted by MCRPC ([MCRPC | Our Regional Housing Recovery Plan Available](#)), particularly the “Strategic Recommendations” and “Implementation Matrix” sections (Pages 37-50) at the direction of the Implementation Committee and the Executive Director of MCRPC . Reporting directly to the Executive Director of MCRPC, this position will track the status of housing programs in McLean County and foster relationships between federal/state/local governments, major employers, regional municipalities, public agencies, financial institutions, for-profit/non-profit organizations and other housing partners and stakeholders to fund and develop more affordable and market-rate housing projects. The Housing Coordinator will conduct outreach to national/regional/local residential developers to entice them to expand their housing products into McLean County. The Housing Coordinator will organize and help facilitate meetings between governmental entities, developers, etc. to foster a cross-sectoral collaboration to address the regional housing crisis and shortage including but not limited to affordable, workforce, and market-rate housing.

Essential Duties and Responsibilities

- Implement the Regional Housing Recovery Plan under the direction of the Implementation Committee and the Executive Director during the grant performance period.
- Grant application procedures and practice.
- Monitoring and understanding of the housing markets and real estate practices.
- Track the status of housing programs and resources in McLean County.
- Foster partnerships between federal/state/local governments, major employers, regional municipalities, public agencies, financial institutions, for-profit/non-profit organizations and other housing partners and stakeholders to fund and develop more affordable and market-rate housing projects.
- Develop a comprehensive online guide to housing programs and resources to provide technical assistance to local housing developers.
- Conduct outreach to national, regional, and local residential developers to encourage expansion of their housing products into McLean County.

- Organize and facilitate Implementation Committee meetings and cross-sectoral collaboration among governmental entities, developers, builders, and community organizations to address affordable, workforce, and market-rate housing needs.
- Develop a Housing Education Campaign, with goals of:
 - Building partnerships with local media
 - Creating educational materials tailored to specific populations such as young professionals, first-time homebuyers, and seniors
 - Organizing community outreach events to promote public participation

Knowledge, Skills, and Abilities

- *Project Management* – develops project plans, communicates progress, and completes projects within budget and in a timely manner.
- *Knowledge of Housing Programs and Policies* - Including, but not limited to, affordable housing policies, fair housing law, HOME, CDBG, LIHTC, Section 8 Housing Choice Vouchers, etc., as well as barriers to accessing and maintaining affordable housing
- *Knowledge of Local, State and Federal Laws and Regulations* – Understands laws and regulations that govern housing programs, as well as local and regional governance
- *Housing Financing* – Good knowledge of methods of financing affordable housing construction and rehabilitation.
- *Technical Writing* – prepares technical documents, reports, executive summaries, for the Implementation Committee, Executive Director, and others as needed.
- *Communication* – communicates clearly and professionally through both written and verbal communication.
- *Critical Thinking* - demonstrates strong critical thinking, including the ability to analyze complex problems, and make informed decisions within the time constraints of the project.
- *Self-management* – able to work independently and follow through on tasks with minimal supervision, demonstrating a sense of accountability, and decision-making.
- *Coordination* – coordinates effectively with entities, such as the Implementation Committee, developers, government agencies, non-profit organizations, etc. to deliver plans successfully.
- *Community Engagement* – skilled in engaging with communities, facilitating public meetings and incorporating stakeholder input.
- *Conflict Resolution* – able to find common ground between stakeholders with varying goals or perspectives to move the project forward.
- *Knowledge and Proficiency in Microsoft Office or Related Applications* – in Word, Outlook, PowerPoint, Excel, Adobe Creative Suite, etc.
- *GIS Mapping Skills* - Working knowledge or skills preferred.

Required Qualifications

- Candidates for this position must at minimum have a Bachelor's degree in Urban Planning, Public Policy, Public Administration, or other related fields and a minimum of five (5) years of related professional experience working in the arena of housing financing and development, affordable and supportive housing, housing rehabilitation programs, etc., OR a Master's degree in one of the above fields and at least four (4) years of relevant professional experience.
- Given the nature of the position, a valid driver's license is required.