

REQUEST FOR QUALIFICATIONS

*Professional Consulting Services – International Code Adoption, Local Amendments
and Optional Municipal Code Recodification*

City of Macomb
232 East Jackson Street



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Sealed proposals will be received only at the Office of the City Clerk, 232 E. Jackson St., Macomb, IL on the date and time hereinafter stated at which time they will be received for furnishing the items specified below.

SECTION I REQUEST FOR QUALIFICATIONS

Date of Request: August 6, 2026

Item Description:

Phase 1: The City of Macomb seeks Statements of Qualifications from experienced consulting firms to assist with adoption of the 2024 International Codes, development of local amendments, and related implementation activities. The City intends to use a qualifications-based selection (QBS) process. Compensation will be negotiated with the highest-ranked firm.

Phase 2: Following completion of the 2024 International Code adoption project, the City may, at its sole discretion, elect to negotiate with the selected consultant for additional professional services related to the comprehensive recodification of the City of Macomb Municipal Code. The purpose of the recodification project would be to improve the organization, consistency, usability, and legal accuracy of the Municipal Code while incorporating ordinances adopted since the most recent codification and integrating the City's adoption of the 2024 International Codes and related local amendments.

Questions Due: September 4, 2026 at 5:00 p.m.

Submission Deadline: September 18, 2026 at 10:00 a.m.

All submissions must be delivered by the specified submission deadline. Submissions arriving after the specified time will not be accepted. Mailed submissions, which are delivered after the specified time, will not be considered regardless of postmarked time on the envelope. All submissions must be in writing and must contain an original signature by an authorized officer of the firm - Electronic proposals (telephone, FAX, email, etc.) are **NOT** acceptable.

The City of Macomb reserves the right to amend, modify or cancel this RFQ at any time. If the City decides to amend or modify the RFQ, or otherwise provide additional information, an addendum will be issued by the City and furnished to all respondents who have notified the City of their interest in the RFQ.

SECTION II SCOPE OF SERVICES, DELIVERABLES, PROJECT SCHEDULE

Scope of Services: The selected consultant will assist with project management, review of the 2024 International Code Counsel (ICC) codes *, advisability of adopting ICC codes, preparation of local amendments, stakeholder meetings, ordinance drafting, implementation planning, training, and Council support. Optional Phase 2 may include comprehensive recodification of the Municipal Code.

* International Building Code, International Residential Code, International Fire Code, International Property Maintenance Code, International Mechanical Code, International Fuel Gas Code, International Energy Conservation Code, International Existing Building Code.

Deliverables: Project schedule, amendment matrix, comparison summaries, draft ordinances, presentations, implementation recommendations, editable Word/Excel files, and training materials or recommendations.

Project Schedule: Target Council adoption of 2024 International Codes and local amendments: April 2027; effective May 1, 2027.

Data and Historical Information: The City currently enforces the 2018 International Codes (IBC, IRC, IFC, IPMC, IMC) and intends to adopt the 2024 editions with an effective date of

May 1, 2027. Federal grant funding will support portions of the project, including consulting, training, and implementation activities.

SECTION III STATEMENT OF QUALIFICATIONS

The Statement of Qualifications should include a firm profile, project team, three similar code adoption projects, project approach, references, sample work products, hourly rate schedule, and experience with federally funded municipal projects.

Submissions should be organized into the following sections and provide sufficient detail for the City of Macomb to make an informed decision and comparison of all submissions. Additional information, such as marketing brochures and promotional materials, may be included at the end of the submission.

1. **Company Background:** Provide company background information, including products and services offered by the company. The City requests that respondents provide a contact person, such as a designated account executive or relationship manager, including an alternative.
2. **Proposed Scope of Services:** Clearly identify the scope of services to be provided. Please provide details regarding the following topics:
 - a) Assistance with project management connected with review of the 2024 ICC codes, preparation of local amendments;
 - b) stakeholder meetings;
 - c) ordinance drafting;
 - d) implementation planning, training.

In the discretion of the respondent, please include the same information specific to Optional Phase 2 being a comprehensive recodification of the Municipal Code to be considered for that project.

3. **References:** Provide a list of client references of similar sized and/or municipal accounts that you have serviced for the past two years and are currently serving. A contact person, telephone number and email address will need to be provided for each client
4. **Cost Proposal:** Please include an estimate of cost for the proposed scope of work. If including a scope for phase 2, please include that estimate as a separate cost allocation. The Estimate of Cost should include but not be limited to all out-of-pocket costs, broken down by each major component of all functions. This shall include the

hourly rate costs, and total number of costs, of each individual that will work on project implementation.

The City of Macomb pays neither Illinois Sales Tax nor Federal Excise Tax (State Tax Exemption Identification number E9995-1614). Vendors should therefore exclude such taxes from proposals.

SECTION IV SELECTION REVIEW PROCESS & CONTRACT NEGOTIATION

Responses will be reviewed with the following criteria to be considered:

1. Clarity of submission and demonstrated success, especially for those proposals who have experience working with municipalities.
2. Responsiveness to achieving the City's objectives and scope of work.
3. The respondent's technical ability, capacity, and time-frame to perform the scope of work.
4. Respondent location and maintenance response time.
5. Total cost of proposed scope of work.

City staff shall review all proposals submitted by the proposal due date. The City reserves the right to reject all submissions and reserves the right to waive technicalities where such action best serves the interest of the City of Macomb. The City may request additional information to aid in the analyzation of a specific submission or to take part in additional rounds of more detailed submittals before making their final selection.

The City will evaluate qualifications, conduct interviews at its discretion, rank respondents, and negotiate scope and compensation with the selected respondent.

SECTION V QUESTIONS OR SUBMISSION INQUIRIES

Any questions and inquiries must be received on or before September 4, 2026 at 5:00 p.m. and should be directed to:

Lisa Scalf, City Attorney
232 E Jackson St
Macomb IL 61455
309-833-4373
lscalf@cityofmacomb.com

Questions must be received in writing on or before date and time listed above. Responses to any questions or inquiries will be provided to all Vendors who have provided contact information to the City Clerk.

SECTION VI GENERAL TERMS AND SUBMISSION REQUIREMENTS

1. The Statement of Qualifications may be withdrawn at any time prior to the deadline.
2. The statement should be prepared in a concise manner and provide adequate detail and descriptions of the respondent's capabilities to satisfy the requirements of this RFQ. Submissions that deviate from these instructions may be considered non-responsive and risk being disqualified at the discretion of the City of Macomb.
3. Respondents are advised to become familiar with all conditions, instructions, and specifications governing their submission.
4. Respondents agree to defend, save and hold harmless the City of Macomb from and against all demands, claims, suits, costs, expenses, or damages, as based on the activities of this submission.
5. Successful Vendor shall not assign the contract or subcontract the whole or any part of the contract without express written consent of the City of Macomb. Such consent shall neither relieve the bidder from their obligation nor change the terms of the contract.
6. The City of Macomb will be the sole and exclusive judge of quality, compliance with specifications or any other matter pertaining to their submission. The City reserves

the right to reject any or all submittals, waive informalities, request additional information, and negotiate scope and fees. The selected consultant must comply with applicable federal grant requirements including 2 CFR Part 200.

7. All proposals shall be exclusive of tax; City of Macomb staff will compute all tax involved when applicable.

SECTION VII AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYMENT

The City of Macomb is an Equal Employment Opportunity Employer. The City is required by various Federal & State Rules and Regulations, to ensure that all those who are contracting with the City of Macomb to provide a service or to start and complete the project, comply with those same rules prohibiting discrimination in hiring and employment of members of protected groups. If a contractor/subcontractor/professional service provider is found in violation of the anti-discrimination provisions of the law, and fails to remedy the situation, the contract may be brought before the City of Macomb City Council, which may subsequently result in cancellation of the contract or the withholding of monies until the contractor/subcontractor/professional service provider comes into compliance.

As part of the efforts by the City of Macomb to comply with the requirements for Equal Employment Opportunity, as mandated by State and Federal law, the City of Macomb has adopted an *Affirmative Action Plan and Equal Opportunity Policy* which states in part:

It is the policy of the City of Macomb to provide equal opportunity in employment for all persons, to prohibit discrimination in employment because of race, color, religion, sex, national origin, citizenship status (with regard to employment), ancestry, age (40 and over), order of protection status, marital status, physical or mental disability, arrest record, military status, sexual orientation and unfavorable military discharge from military service, or any other protected class.

The successful bidder assures compliance with the policies contained in the City's *Affirmative Action Plan and Equal Opportunity Policy*. Vendors may request copies of the policy and required forms by contacting the City Clerk.

Certificate of Compliance

The City of Macomb shall require all contractors, subcontractors and professional service providers doing business with the City to submit to the City, as part of its bid proposal, a signed Certificate of Compliance in the form attached hereto as Exhibit A. Their statement

shall indicate their willingness and intention to uphold Equal Employment Opportunity policies in regard to the selection, hiring, and promotion of members of the protected class, not excluding other such practices as mandated by State and Federal law.

Questions relative to Affirmative Action should be addressed to:

Scott Coker
City Administrator
City of Macomb
232 East Jackson Street
Macomb, IL 61455
scoker@cityofmacomb.com
(309) 837-0501

Exhibit A

CERTIFICATE OF COMPLIANCE FORM

This is to certify that the following contractor is willing to uphold the City of Macomb's Equal Employment Opportunity policies and execute all required forms, concerning the selection, hiring, and promotion of members of protected classes, not excluding other such practices as mandated by State and Federal law, specifically including but not limited to, Title VII of the Civil Rights Act, the Illinois Human Rights Act and Executive Order 11246.

Name of Contractor

By Corporate Officer (Printed Name and Title)

Signature

Date

Please be aware that any information provided herein may be subject to disclosure under the Freedom of Information Act upon request.