

City of Aurora, IL

Healthy Houses HVAC Inspections and System Replacements

Pre-Proposal Meeting Agenda

March 26, 2026, 10:00 AM

- A. Attendance/Sign in Sheet
- B. Proposal Information
 - a. Question Deadline
 - i. April 1, 2026, 11:00 AM
 - b. Response Submission Deadline
 - i. April 8, 2026, 11:00 AM
- C. **Proposals must be submitted electronically**, up to, but no later than the designated date and time as specified via the City’s E Procurement System, OpenGov. It is the sole responsibility of the Proposer to see that their Proposal is received in the proper time. **Proposals must be submitted electronically via the City’s E Procurement System. There will be no exceptions!** <https://procurement.opengov.com/portal/aurorail>
- D. Proposers shall submit all inquiries, including requests for alternates or substitutions regarding this bid, up to, but **no later than the designated date and time as specified via the City’s E Procurement System, OpenGov**. All answers to inquiries will be posted on the City’s E Procurement System. Proposers may also click “Follow” on this bid to receive an email notification when answers are posted. **No questions will be accepted or answered after the cut-off date/time. It is the responsibility of the interested Proposer to ensure they have received addenda, if any issued.**
- E. Scope of Project
 - a. **Summary**
 - i. The City of Aurora is seeking qualified contractors for its CDBG-CV Funded Healthy Houses Program (aka Aurora Rental HVAC Replacement Program). Through this solicitation, the City intends to establish a Preferred Contractor List of pre-qualified vendors to improve indoor air quality and residential safety through at the following structured, two-phase approach:
 - ii. **Phase I: Inspection & Condition Assessment** The selected Proposer will conduct professional on-site inspections of residential HVAC systems to determine if units are "beyond their usable life" due to age, mechanical failure, or safety risks. Proposers must provide a formal **Condition**

Assessment Report for each property to certify eligibility for federal assistance.

- iii. **Phase II: System Modernization & Replacement** For units identified in Phase I as requiring replacement, the Proposer will perform full-service removal, disposal, and installation of new, high-efficiency HVAC systems. All work must comply with City of Aurora building codes and **U.S. HUD CDBG-CV** regulations, focusing on enhancing ventilation and air filtration to meet public health objectives.
- iv. **Proposers may submit qualifications for Phase I only, Phase II only, or for both Phase I and Phase II.** The City reserves the right to award these phases to a single contractor or to separate contractors based on the expertise, capacity, and qualifications demonstrated in the response. Proposers must clearly indicate in their submission which phase(s) they are bidding on.

b. Background

- i. The Healthy Houses Grant Program preserves landlord-owned rental properties (up to six units) for low- and moderate-income (LMI) tenants by funding the complete replacement of aging HVAC systems—including the furnace, AC condenser, evaporator coil, and all necessary electrical, plumbing, and venting components. Standalone repairs are ineligible for this program, which aims to modernize 100–150 units with energy-efficient systems to improve indoor air quality, reduce tenant utility costs, and enhance pandemic preparedness. To qualify, at least 51% of a property's units must be occupied by LMI households (earning no more than \$95,900/year for a family of four), ensuring the City's investment directly supports housing stability and health for its most vulnerable residents.
- ii. This program's overall goal is to provide ventilation for the City's low- and moderate-income residents which will assist in further preparing its residents if another coronavirus or similar pandemic were to occur, the outcome of which would be improved air quality and reduction of the disease transmission.

c. Grant Information

- i. Funding for this program is made available by State of Illinois Department of Commerce & Economic Opportunity CDBG-CV Grant funds. The program is administered by the City's Community Development Division.

d. Inspection Requirements

- i. State-licensed inspectors must evaluate HVAC systems, ductwork, and air quality (mold, carbon monoxide leaks, and poor air quality, radon, asbestos and lead testing) in accordance with ASHRAE, ACCA, and EPA standards. Inspections focus on system performance, safety, and determining if units have reached the end of their useful life. Detailed electronic reports, including photos and replacement recommendations, must be submitted to the City of Aurora and retained by the inspector for at least three years.

e. Working with Landlords and tenants

- i. While the formal contract will be held between the City and the contractor, landlords will manage the bidding process. Landlords will be required to:
 - Obtain at least three bids from the City’s preferred contractor list.
 - Collaborate with the City to review these bids.
 - In coordination with City staff, select the lowest most responsible and responsive bid.

f. Installation of Equipment

- i. The intent of the program is to upgrade and/or replace HVAC systems and components that are aging and/or beyond their useful life. All work will require the removal, disposal, and installation of new, energy efficient HVAC systems to upgrade and/or replace units that are aging and/or beyond their useful life. This modernization focuses on meeting resident health objectives by enhancing ventilation and air filtration, and all work must comply with 2024 I-Series codes, City Ordinances, and DCEO/HUD CDBG-CV regulations. All installation work requires permits through the City’s Development Services Department, which may include Residential or Mechanical single-trade permits, or a furnace/AC permit.