

REQUEST FOR QUALIFICATIONS

The Office of the Mayor for the City of Indianapolis requests Qualified Providers for

Program Administrator for the Unsafe Building Program

The City understands that respondents may have questions that cannot be answered by the information contained within this RFQ. All questions should be submitted electronically by 4:30 p.m. on Wednesday, May 21st, 2010, to Kristen Tusing, Director of Enterprise Development (ktusing@indy.gov).

QUALIFICATIONS SUBMITTAL DEADLINE:

Date: June 25, 2010 @ 12:00 Noon

(All proposals must be delivered by hand, or by mail to Suite 2501 in the City-County Building by noon.)

The City of Indianapolis reserves the right to reject any or all responses.

NO LATE SUBMISSIONS WILL BE ACCEPTED FOR ANY REASON WHATSOEVER

Submit responses to:

Kristen Tusing
Office of the Mayor
City of Indianapolis
200 E Washington Street-Suite 2501
Indianapolis, IN 46204

**ENVELOPE MUST STATE CLEARLY THAT THE ENCLOSED SUBMITTAL IS FOR
Program Administrator for the Unsafe Building Program**

Table of Contents

1 OVERVIEW	3
2 DEFINITIONS	3
3 SCOPE OF WORK.....	3
4 PROPOSALS SUBMISSIONS.....	4
5 PROPOSAL EVALUATION CRITERIA.....	6
1 OVERVIEW	3
THE CITY OF INDIANAPOLIS, THROUGH THIS REQUEST FOR QUALIFICATIONS (“RFQ”) SEEKS A QUALIFIED PROGRAM ADMINISTRATOR TO PROVIDE A VARIETY OF NEEDED CONSTRUCTION MANAGEMENT SERVICES AND PROGRAM DEVELOPMENT TO EXECUTE A PROGRAM FOR THE REMOVAL OF UNSAFE STRUCTURES PURSUANT TO INDIANA CODE 36-7-9. THE PROGRAM WILL INCLUDE: MANAGEMENT OF THE STRUCTURES READY FOR REMOVAL, LOCATING AND IDENTIFYING INVENTORY; ADMINISTERING A PROGRAM DEVELOPMENT COMPONENT TO FOCUS ON JOBS TRAINING, SUSTAINABILITY, AND M/W/VBE PARTICIPATION; DEVELOPING POLICY OPTIONS TO REMOVE BARRIERS TO REDEVELOPMENT/PROPERTY ACQUISITION; WORKING WITH VARIOUS STAKEHOLDERS TO PERPETUATE PROGRAM EVOLUTION ; LEVERAGING CURRENT RESOURCES WITH AVAILABLE GRANT DOLLARS TO MAXIMIZE STRUCTURE REMOVAL AND REDEVELOPMENT; AND OVERSEEING DATA COLLECTION AND REPORTING.....	
3 SCOPE OF WORK	
2 DEFINITIONS	3
4 PROPOSAL SUBMISSION	4
4.1 PROJECT TIMELINE & EVENTS.....	4
4.2 DEADLINE FOR SUBMITTING PROPOSALS.....	4
4.3 QUESTIONS & ANSWERS.....	5
4.4 FORMAT.....	5
4.4.1 General Requirements	5
4.4.2 Statement of Qualifications and Proposals	5
5 PROPOSAL EVALUATION CRITERIA	7
6 RESERVATION OF RIGHTS	7
NOTWITHSTANDING ANY OTHER PROVISION IN THIS RFQ, THE CITY MAY ELECT NOT TO PROCEED WITH AN RFP OR WITH ANY TRANSACTION CONTEMPLATED BY THIS RFQ.	
THE CITY IS UNDER NO OBLIGATION TO RESPONDENTS. THE CITY MAY, IN ITS SOLE DISCRETION, DECIDE NOT TO PROCEED WITH ANY OR ALL OF THE TRANSACTIONS CONTEMPLATED HEREIN OR MAY PROCEED WITH SUCH TRANSACTION OR TRANSACTIONS BY ANY OTHER PROCUREMENT MEANS OR DELIVERY MODE IT MAY DEEM FIT.	
THE CITY FURTHER RESERVES THE RIGHT TO SELECTIVELY IDENTIFY, ON THE BASIS OF DEMONSTRATED QUALIFICATIONS AND EXPERIENCE, ANY OR ALL RESPONDENTS FOR PARTICIPATION IN ANY FORMAL RFP THAT MAY BE ISSUED OR DIRECT NEGOTIATIONS THAT MAY BE ENTERED INTO IN RELATION TO THE TRANSACTIONS CONTEMPLATED BY THIS RFQ.....	
THE CITY MAY MODIFY OR AMEND THIS RFQ AT ANY TIME. IF IT BECOMES NECESSARY FOR THE CITY TO REVISE ANY PART OF THIS RFQ, THE REVISION(S) WILL BE PROVIDED TO ALL VENDORS IN RECEIPT OF THE ORIGINAL RFQ. IN SUCH AN EVENT, THE SUBMISSION DEADLINE MAY BE EXTENDED, AT THE OPTION OF THE CITY, TO ALLOW VENDORS THE OPPORTUNITY TO REVISE THEIR PROPOSALS ACCORDINGLY.	
EACH RESPONDENT IS SOLELY RESPONSIBLE FOR ITS OWN COSTS AND EXPENSES IN PREPARING AND SUBMITTING A RESPONSE TO THIS RFQ AND PARTICIPATING IN THE RFQ PROCESS, INCLUDING THE PROVISION OF ANY ADDITIONAL INFORMATION OR ATTENDANCE AT ANY MEETINGS OR INTERVIEWS.	
THE CITY SHALL HAVE NO MONETARY OBLIGATION TO ANY RECIPIENT OF, OR RESPONDENT TO, THIS RFQ.	
7 <u>OWNERSHIP OF SUBMISSIONS AND PUBLIC RECORDS ACT</u>.....	7
8 <u>CONFIDENTIALITY</u>	8
9 <u>COVENANT NOT TO SUE</u>	8

1 Overview

The City of Indianapolis, through this Request for Qualifications (“RFQ”) seeks a qualified program administrator to provide a variety of needed construction management services and program development to execute a program for the removal of unsafe structures pursuant to Indiana Code 36-7-9. The program will include: management of the structures ready for removal, locating and identifying inventory; administering a program development component to focus on jobs training, sustainability, and Minority/Women/Veteran Business Enterprises (M/W/VBE) participation; developing policy options to remove barriers to redevelopment/property acquisition; working with various stakeholders to perpetuate program evolution ; leveraging current resources with available grant dollars to maximize structure removal and redevelopment; and overseeing data collection and reporting.

2 Definitions

“**Respondent**” as it appears in this document is the party responding to the request for qualifications.

“**Qualified Provider**” is defined as an entity that meets all of the requirements of being a qualified provider under IC 36-1-12.5-3.

3 Scope of Work

Create and administer, at the direction of the City, an Unsafe Building Program Road Map:

- Develop effective criteria to judge unsafe houses for potential demolition or deconstruction efforts. Factors to include, but not limited to: condition of the structure; number of occupied structures in close proximity; number of developable sites in close proximity, including contiguous to the site in question; the percentage of sites owned by community entities or the City/County in close proximity; legal and practical barriers that exist preventing ownership transfer to a responsible party.
- Develop criteria, with established baselines and performance measures, for demolition vs. deconstruction of abandoned structures. Elaborate on how deconstruction efforts can increase and demolition efforts decrease and how much time will be needed to affect that outcome. Please provide the bidder’s definition of deconstruction to convey the level of demolition vs. deconstruction and how the differences will be identified for process.
- Develop procedures to accurately determine and analyze current inventory of abandoned homes and develop a market analysis for retail component development and strategic structure removal planning. Retail component should include ability to identify inventory of valued items and plan to develop a market structure from Indianapolis for reuse and sale of this inventory.
- Provide baseline cost estimates via subcontractors for removal of structures, including single family homes, duplexes, multifamily buildings, etc.
- Outline yearly capacity potential for all phases of the effort.

- Provide a program implementation model, to include: bid process and awards (following all applicable laws), proper scheduling of notifications, oversight of work, site restoration to neutral status and potentially the completion of deed transfer to responsible party.
- Develop a workforce development component that could be included in the program, including but not limited to: Providing on the job training to individuals new to the industry, aligning with an apprenticeship program or other third-party certification entity, ex-offenders reentry training, and increasing W/M/VBE participation.
- Develop and execute Public Awareness Campaign to engage stakeholders in process. Include how community-based, non-profits can be brought into the effort and how their access to funds can be leveraged to further drive effort.
- Develop and execute strategy to leverage current resources with grant opportunities, such as funds available to community development corporations
- Develop recommended enforcement and compliance policy options
- Develop proposed programmatic and operational reporting ideas

Sustainability initiatives are encourage throughout program process and development.

Partnerships between entities to accomplish full scope of services are encouraged.

All federal, state and local laws must be addressed and followed in proposal, including the unsafe building code as codified as Indiana Code 36-7-9.

4 Proposal Submission

4.1 Project Timeline & Events

The City has established the following tentative timeline for the administration of this project. These dates are subject to amendment at the City’s discretion.

Project Timeline and Events	Date
Distribution of RFQ	May 11, 2010
Questions Due	May 21, 2010
Answers to Respondents Questions	May 28, 2010
RFQ Due Date	June 25, 2010

4.2 Deadline for Submitting Proposals

Responses to this RFQ should be submitted as follows:

Attn: Kristen Tusing
 Office of the Mayor
 City of Indianapolis

200 E. Washington St.-Suite 2501
Indianapolis, Indiana 46204

The sealed box/envelope containing one (1) original and 5 copies shall be clearly labeled with the vendor's name and the project name, agency and RFQ number. An electronic version of the proposal is also encouraged. Due Date: June 25, 2010 at 12:00 noon local time. An authorized representative of the vendor must sign the qualifications submittal.

Submittals must be received by the Office of the Mayor and time stamped by the deadline. The City will not consider any submissions received after the official deadline. **(The City will not make any exceptions due to failure or delay of the U.S. Postal service or any other delivery service, and vendors are strongly encouraged to take any steps necessary to ensure that the submission is received on time.)**

4.3 Questions & Answers

Any specific questions or comments concerning the RFQ may be presented by e-mail (ktusing@indy.gov) to Kristen Tusing, Director of Enterprise Development no later than 5:00 P.M. local time on May 21, 2010. Questions or comments received after this time may not be entertained. Include your email address in any inquiries.

The City will post the answers to all questions in the form of an addendum to the RFQ via its website. by May 28, 2010. Respondents shall note that only the *written* answers provided will be binding on the City. These answers shall represent the City's official position and supersede any previous oral statements made at any time by City of Indianapolis staff.

4.4 Format

Please organize and format your proposal response in the following manner:

4.4.1 General Requirements

The vendor should submit one (1) original and 5 copies of their qualifications on standard 8 1/2 x 11" bond paper. **Responses (without attachments) should not exceed 40 pages in length.** Hard copy proposals should be presented in a professional manner such as spiral bound, perfect bound, or professional grade folder/ three ring binder. Proposals should be appropriately titled on the front cover with the RFQ name, RFQ number, vendor name and the due date. Foldouts that contain charts, spreadsheets, and oversize exhibits are permissible. Tabs or other separators should serve to divide major sections of the proposal. Manuals and other reference documentation may be bound separately.

All responses, as well as any reference material presented, must be written in the English language. Main text should be a common typeface (Arial, Times New Roman, etc.) and should not be smaller than 11 pt.

4.4.2 Statement of Qualifications and Proposals

4.4.2	Company Profile and Information
a)	Respondent Company's full legal name/address, primary contact information, core business, years in core business, and years in previous businesses (list any former names under which

	business was conducted). Attach your firm's most recent year-end financial statements, including balance sheet and income sheet.
b)	Summarize scope of services offered by Respondent's Company which are relevant to the program administrator's goals and services required to meet these goals. Address experience and past history with similar program administration and development.
c)	List lead personnel as it relates to the purpose of this RFQ. Include as attachments a resume on each person listing name, title, education, experience, work history and typical responsibilities on similar projects. Discuss the experience and qualifications of the specific team members on projects of comparable size, scope, and complexity.

Based on the understanding of the Scope of Work, the Respondent should detail the methodology and process they will use to implement services for the City.

4.4.2 Program Administrator and Program Development Methodology	
a)	Describe your entity's approach to the operations of the administrator. Details should include, but not limited to, assessing and analysis of inventory, bid process for removal of properties in compliance with the Indiana Code and Revised Code, procedures for demolition vs. deconstruction of structures, billing procedures, demolition and deconstruction management. Discuss the major challenges your team has identified or anticipates in providing the services and how you intend to address those challenges.
b)	Describe in detail the methodology for the program development component of the administrator. Describe the procedures for the proposed program to include the components addressed in the Scope of Work. In this section, address the ability for grant dollars to be used for the program and redevelopment and the public awareness campaign that would be administered.
c)	Describe the process that would be used for assistance in redevelopment strategies.
d)	Describe in detail the cost structures that would be used for the overall program to include structure removal costs and program component costs.

4.4.2 Implementation and Schedule	
a)	Describe in detail the implementation approach and schedule for the overall implementation process. Schedule should include a list of detailed deliverables and the dates for delivery.

4.4.3 MBE/WBE/VBE Participation

It is the policy of the City of Indianapolis that Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), and Veteran Business Enterprises (VBEs) shall have the maximum feasible opportunity to participate in the performance of contracts. Consequently, the City, through Sec. 581-101 of the municipal code, has established MBE participation goals of 15%, WBE participation goals of 8%, and VBE participation goals of 3% for its dollars spent on public works, goods, and services.

In order to help accomplish this goal, the City is requesting that you include with your response information regarding your status as an MBE, WBE or VBE. Additionally, please include contact information for any MBE, WBE or VBE owned contractors directly participating in your business operations. The City also requests contact information for any MBE, WBE or VBE sub-contractors that you might use in the course of doing business with the City. Some examples of this kind of service include, but are not limited to, office suppliers, courier services, shipping services, etc. These services can

occur at the local, state, or national level. Please include an estimated (%) or (\$) amount that you anticipate using.

The Contractor shall use reasonable efforts to utilize minority business enterprises (MBE) and women business enterprises (WBE) in connection with the services to be provided under this Agreement. The Contractor shall use reasonable efforts to utilize MBE's and WBE's certified with the City through the Department of Minority & Women Business Development (DMWBD).

5 Proposal Evaluation Criteria

Evaluation will be based on the following criteria ranked in order.

1. Program Administrator/ Operating Approach
2. Program Development Approach
3. Firm's qualifications, experience and capacity for scope
4. Implementation and Schedule

After the RFQ responses have been reviewed and evaluated, qualified providers may be required to interview if necessary. Firms will be notified if additional information is required.

6 Reservation of Rights

Notwithstanding any other provision in this RFQ, the City may elect not to proceed with an RFP or with any transaction contemplated by this RFQ.

The City is under no obligation to Respondents. The City may, in its sole discretion, decide not to proceed with any or all of the transactions contemplated herein or may proceed with such transaction or transactions by any other procurement means or delivery mode it may deem fit.

The City further reserves the right to selectively identify, on the basis of demonstrated qualifications and experience, any or all Respondents for participation in any formal RFP that may be issued or direct negotiations that may be entered into in relation to the transactions contemplated by this RFQ.

The City may modify or amend this RFQ at any time. If it becomes necessary for the City to revise any part of this RFQ, the revision(s) will be provided to all vendors in receipt of the original RFQ. In such an event, the submission deadline may be extended, at the option of the City, to allow vendors the opportunity to revise their proposals accordingly.

Each Respondent is solely responsible for its own costs and expenses in preparing and submitting a response to this RFQ and participating in the RFQ process, including the provision of any additional information or attendance at any meetings or interviews.

The City shall have no monetary obligation to any recipient of, or Respondent to, this RFQ.

Only those providers selected through the initial RFQ process will be allowed to respond to subsequent RFPs.

7 Ownership of Submissions and Public Records Act

The City will be entitled to retain all submissions received in response to this RFQ without pay or compensation.

Submitting parties are advised that the City is subject to the Indiana Access to Public Records Act (“APRA”) and that any documents or other records provided to the City may, by law, be subject to disclosure. Respondents are encouraged to avoid submitting any information they deem proprietary or confidential. In the event Respondent does submit confidential information, such submission should be clearly marked as “PROPRIETARY AND CONFIDENTIAL INFORMATION” along with a statement that, “This information is intended to be used only for responding to this RFQ and is in no way to be used for any other purpose(s) without prior written consent from [COMPANY NAME].” Respondent may also request in writing that such proprietary and confidential information not be disclosed by the City and submit such information in a separate, marked envelope; the City will review the request in conformance with APRA and notify the Respondent of its determination. In any event, however, it shall be the Respondent’s responsibility to defend or prosecute any legal challenge or dispute arising from Respondent’s disclosure of proprietary or confidential information and the City shall in no way be liable for such defense or prosecution, including but not limited to, financial liability.

8 Confidentiality

Respondents to this RFQ shall not make any statement of fact or opinion regarding any aspect of this RFQ to the media or to any member of the public without the prior written authorization of the City.

9 Covenant Not To Sue

In consideration of the opportunity to submit a response to this RFQ, Respondents release and covenant not to sue (i) the City, (ii) the County, or (iii) any of the elected and appointed officials, appointees, or employees, consultants, representatives, attorneys or agents of any of (i), (ii), or (iii) (each of the foregoing persons or entities being individually referred to as a “Municipal Party”) from and in respect of, all manner of action or actions, cause or causes of action, suits, debts, sums of money, contracts, promises, controversies, damages, judgments, preventions, claims, demands, liabilities and obligations, of whatever kind or nature, at law or equity, which the Respondent ever had or now has or may in the future have against any Municipal Party which may arise as a result of or in connection with any decision or action or failure to act by any Municipal Party pursuant to this RFQ or in connection with any process or procedure under or stemming from this RFQ. This release and covenant not to sue shall be binding upon each Respondent, and shall inure to the benefit of each Municipal Party and their respective successors, assigns, heirs and personal representatives.