

Request for Qualifications
City of Indianapolis
Department of Metropolitan Development
Consolidated Plan

August 24, 2018

Request for Qualifications

City of Indianapolis, Department of Metropolitan Development

Consolidated Plan

Invitation and Introduction

The City of Indianapolis, Department of Metropolitan Development (DMD) is requesting qualifications from interested vendors for a Service Agreement(s) in accordance with the attached specifications. This Request for Qualifications is being issued to solicit statements of interest from qualified individuals or firms able to develop Indianapolis' 2020-2024 Consolidated Plan.

Qualification statements will be used by the City of Indianapolis to select a vendor that will work with City staff and neighborhood stakeholders to develop Indianapolis' Consolidated Plan in accordance with requirements and regulations defined by the United States Department of Housing and Urban Development (see 24 CFR, Part 91). A submittal of a qualification statement does not guarantee that the individual or organization will be contracted to perform any services, but only serves as a notice to the City of Indianapolis that the firm desires to be considered.

Questions pertaining to the Request for Qualifications should be directed in written form to Jennifer Fults, Administrator of Community Investments by electronic mail to jennifer.fults2@indy.gov or to Michelle Winfield, Principal Program Manager, by electronic mail to michelle.winfield@indy.gov or questions can be mailed to Attn: Consolidated Plan RFQ, 200 E. Washington Street, Suite 2042, Indianapolis, IN 46204.

Please submit one original and one copy of your response to 200 E. Washington, Suite 2042, Indianapolis, IN 46204, Attention: Consolidated Plan RFQ, on or before Monday, September 24, 2018, by 3:30 p.m.

Vendor Name _____

Address _____

City, State, Zip _____

Representative Name _____

Telephone # _____ Fax # _____

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The City of Indianapolis is seeking qualifications from individuals or firms able to work with City staff and neighborhood stakeholders to develop Indianapolis' 2020-2024 Consolidated Plan in accordance with requirements and regulations defined by the United States Department of Housing and Urban Development (HUD) (see 24 CFR, Part 91). The selected vendor must comply with Indianapolis' Citizen Participation Plan and complete all components of the Consolidated Plan including: a housing and homeless needs assessment, housing market analysis, strategic plan, action plan, required certifications, and description of monitoring requirements.

Respondents should have experience in HUD planning activities and community engagement. Preference will be given to respondents with strong writing skills, oral communication skills, and ability to access and analyze data. Strong preference will also be given to respondents that have completed the eCon Planning Suite training provided by HUD.

The City of Indianapolis will manage the contract with the selected vendor to ensure responsibilities are completed to satisfaction and within the scheduled timeframe and the applicable federal regulations. The HUD Consolidated Plan background information and the selection criteria are described below.

Background Information

The Consolidated Plan is designed to help states and local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from HUD formula block grant programs: Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG) Program, and Housing Opportunities for Persons With AIDS (HOPWA) Program. The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.

In May 2012, HUD's Office of Community Planning and Development (CPD) introduced the eCon Planning Suite, including the Consolidated Plan template in IDIS OnLine and the CPD Maps website. The eCon Planning Suite is designed to support grantees and the public to assess their

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needs and make strategic investment decisions by providing better data and tools and by creating a seamless planning and grants management framework.

Scope of Services

Qualifications are invited from interested team(s) that are able to address one or more of the following needs:

- Communication Skills. Communicate verbally and in writing. Facilitate community input and key stakeholder interviews in accordance with the Indianapolis Citizens Participation Plan. Write Consolidated Plan required components.
- Data Gathering and Analysis. Access all HUD required data and other data elements that support housing and homeless needs assessment and housing market analysis. Analyze data to identify community needs and priorities.
- Strategic and Annual Planning. Prepare strategies, goals and objectives to address identified housing and community development needs and priorities.
- eCon Planning Suite. Utilize the HUD eCon Planning Suite to access data, mapping and complete the Consolidated Plan.

Selection Criteria

Selections by the City will be based on professional qualifications, documented experience, and the expertise of key personnel to be assigned to the project.

Consideration will be given to the following criteria:

- performance on similar projects as evidenced in qualification statement;
- ability to deliver the product in a timely manner, by June, 2019;
- familiarity with HUD programs, regulations, the Consolidated Plan and the eCon Planning Suite;
- ability to access and analyze data
- ability to coordinate with other planning efforts

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Submission Requirements

Please direct all questions pertaining to the Request for Qualifications to Jennifer Fults by electronic mail to jennifer.fults2@indy.gov or to Michelle Winfield by electronic mail to michelle.winfield@indy.gov or questions can be mailed to Attn: Consolidated Plan RFQ, 200 E. Washington Street, Suite 2042, Indianapolis, IN 46204.

- **All submittals must be received by 3:30 p.m. on Monday, September 24, 2018.**
- **Please submit one original and one copy of qualification statements to:**

Consolidated Plan RFQ
200 E. Washington, Suite 2042,
Indianapolis, IN 46204

- **In addition to addressing the Scope of Services and Selection Criteria, all submittals must include the following:**
 1. Core competencies of firm(s) that comprise the team, experience working together (group submissions), staff experience, organization chart
 2. Representative sample of demonstrated capacity and experience with similar projects, references from past clients
 4. Estimated timeline to complete the proposed role(s) of the team in the development