

## REQUEST FOR QUALIFICATIONS

The City of Indianapolis, Department of Metropolitan Development is requesting qualifications from two interested persons to serve as a project specialist for projects associated with the Neighborhood Stabilization Program.

The successful vendor will be required to enter into a contract that will be in effect through December 2012.

The Request for Qualifications is available at [www.indy.gov/DMD](http://www.indy.gov/DMD). Questions pertaining to the Request for Qualifications should be directed in written form only to Michelle Winfield either by electronic mail to [michelle.winfield@indy.gov](mailto:michelle.winfield@indy.gov), fax at (317)327-5908, or mailed to 200 E. Washington St., Suite 2042, Indianapolis, Indiana 46204.

**PLEASE SUBMIT HOURLY RATE.**

Please submit one original and two copies of your Qualifications to the offices of the City of Indianapolis, Department of Metropolitan Development, 200 East Washington Street, Suite 2042, Indianapolis, IN 46204, Attention: Michelle Winfield, on or before October 14, 2011 by noon.

**NO LATE QUALIFICATIONS WILL BE ACCEPTED FOR ANY REASON. DO NOT FAX QUALIFICATIONS.**

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Representative Name \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax \_\_\_\_\_

## **Request for Qualifications**

The City of Indianapolis is seeking the assistance of two individuals to assist in concentrated efforts involving the City of Indianapolis' Neighborhood Stabilization Program. Assistance will be on an individual basis ranging from 6 months to 1 year with hours ranging from 35-40 hours per week. Each selected individual may have different lengths of contracted time. **PLEASE SUBMIT HOURLY RATE.**

Knowledge in areas is sought: organizational skills, excel, operation and role of community development organizations, general construction practices, file development and maintenance, and understanding the municipal organization and functions. Qualifications will be evaluated based on the level of expertise, and past performance working on special projects. The City will manage these contracts to ensure that the special projects are completed to satisfaction and within scheduled timeframes.

## **Timeline and Procedures**

|                          |                          |
|--------------------------|--------------------------|
| Qualifications Due Date: | October 14, 2011 by noon |
| Weekly Meetings          | To be determined         |

## **Background Information**

As a part of the Housing and Economic Recovery Act of 2008, the Department of Housing and Urban Development (HUD), through the Neighborhood Stabilization Program (NSP), allocated \$29,051,059 to the City of Indianapolis in order to address vacant and abandoned/foreclosed properties. This funding will be utilized to stabilize neighborhoods identified as having the greatest need.

In order to more effectively target resources within the areas of greatest need, the City convened the Redevelopment Planning Council, a broad group of community stakeholders and leaders. Over six weeks, this group met to target more specific areas within the areas of greatest need to make a significant impact with NSP funds, and other private and public resources. This phase was completed on January 30, 2009, resulting in four target areas.

Areas with a concentration of foreclosure and abandonment face challenges of intense neighborhood disinvestment. It is imperative that all neighborhood factors that cause destabilization are addressed. NSP funds were used to strategically acquire abandoned, foreclosed or vacant properties located within the four targeted areas. NSP funds will also be used to demolish blighted residential and commercial/industrial structures.

Redevelopment includes house rehabilitation, new construction of houses, creation of rental housing opportunities for very low income households, brownfields redevelopment and the creation of public facilities. In addition, Indianapolis will work to

coordinate the efforts of all City Departments such as Parks, Public Works and Public Safety to develop a comprehensive approach to neighborhood stabilization.

### **Scope**

The City recognizes that the assistance of two Project Specialists are needed. Therefore, qualifications are invited from interested parties to provide the following services.

- Complete specific tasks as instructed within required timeframes.
- Develop and maintain master file system for NSP projects.
- Research Indy Land Bank properties and ensure required documentation is in files.
- Attend outside meetings when requested.
- Work with partners in developing files and assisting with needed documents.
- Work with Project Managers on special projects as directed.